**Please complete the blue highlighted sections on both pages and submit to (ovg)grants@paediatrics.ox.ac.uk and recruitment@paediatrics.ox.ac.uk**

|  |  |
| --- | --- |
| Post Title |  |
| Research Group/ location |  |
| Future line manager |  |
| Is remote working possible? *(If so, we will add the New Ways of Working guidance to the JD)* | [ ]  Yes, full-time [ ]  Yes, partially[ ]  Not possible |
| Grade requested *(please indicate if discretionary range should be excluded, otherwise it will be advertised with it)* |  |
| Will [underfilling](https://hr.admin.ox.ac.uk/main-salary-and-grading-structure#tab-1682926) be considered? | [ ]  Yes [ ]  No |
| Start date *(please consider advertisement and selection period of about 3-6 months)* |  |
| Tenure of post/end-date of post |  |
| Where will this post be funded from? *(please give budget codes e.g. HNR00xxx)* |  |
| Project Name/ Funder |  |
| Is post a replacement (if yes, for whom?) |  |
| Number of posts requested *(in a best case scenario with great candidates, how many appointments will you likely make)* |  |
| *Please liaise with your Operations Lead/PI to check whether there are any staff in roles within the group currently at risk of redundancy who may be eligible for redeployment to fill this role.*Can you confirm there are no staff within the group who may be suitable for redeployment to fill this post?  | [ ]  Yes [ ]  No |

**Advertising & Interview**

Please continue on Page 2.

|  |  |
| --- | --- |
| Publication preferences[[1]](#footnote-1) |  |
| Advertising period (minimum 2 weeks) |  |
| Interview duration |  |
| Interview Test or Presentation by Candidate? | [ ]  Test *(Please attach)*[ ]  Presentation *(Please provide a topic and visual aids requirements)*[ ]  Other *(please specify)* |
| Interview Type:[[2]](#footnote-2) | [ ]  In person (where possible)[ ]  Virtual (MS Teams) |
| Does the admin team need to organise an interview room? *(We will set up MS Teams meetings for virtual interviews)* | [ ]  Yes *(Please specify the location)*[ ]  No |
| Shortlisting panel  |  |
| If different: interview panel *(You must ensure mixed-gender panels)* |  |
| I confirm I (and the panel), have completed the mandatory training[[3]](#footnote-3) for recruitment and selection processes in the last 4 years | [ ]  Yes[ ]  No, but I/we will before the role is advertised. We will provide the certificates, so the HR team can advertise this post. |

**Is the following required?** (Please tick where applicable)

|  |  |
| --- | --- |
| Line Management Training |  |
| Access to Oracle Finance (e.g. R12 Shopper) |  |
| Research Passport |  |
| Honorary NHS contract |  |
| Basic DBS check (if working with sensitive data) |  |
| Enhanced DBS check (if contact with children or vulnerable adults):* Children’s Barred List:
 |  |
| * Adults’ Barred List:
 |  |
| Enhanced Level Screening via Horus (for lab access, required for CL3 labs) |  |
| HS1 form needed? (Occupational Health Surveillance)  |  |
| Additional Variable Hour Contract*(if so, please attach the according JD)* |  |

**Safety Considerations applicable for the Job** (Please tick)

|  |  |
| --- | --- |
| Working with Infectious Pathogens (Hazard Groups 2 or 3) |  |
| Working with blood, human products and human tissues |  |
| Work in clinical areas with direct contact with patients  |  |
| Work with Allergens (e.g. laboratory animals, pollen dust, insects etc.) |  |
| Work with any substance which has any of the following pictograms on their MSDS:http://www.hse.gov.uk/chemical-classification/images/pictogram-gallery/irritant.gif CorrosiveHealth hazardToxic |  |
| Regular travel outside of the UK on University Business |  |

**Please submit to Grants Team –** **grants@paediatrics.ox.ac.uk** / **ovggrants@paediatrics.ox.ac.uk**

Before approving available funds, please be mindful that the start date of the selected candidate might be delayed by up to 6 months from now. This is due to the approval required by the rewards team, the advertising and interviewing periods, a new starter's notice period and/or a potential visa application.

|  |  |
| --- | --- |
| **FOR GRANTS/ FINANCE USE ONLY** |  |
| Budget availability for number of posts requested? |  |
| If No, Reasons |  |
| Project End Date |  |
| Is the Grant/ Funder eligible for covering visa fee? |  |
| Signature Finance/ Grants Manager |  |

For internally funded posts, please be mindful of the [Divisional protocol requirements](https://www.medsci.ox.ac.uk/divisional-services/support-services-1/human-resources/msd-recruitment-protocol-process).

**Please return to HR Team – recruitment@paediatrics.ox.ac.uk**

1. All jobs are posted on the University website, indeed and the departmental LinkedIn. Roles grade 4+ are posted on jobs.ac.uk. [↑](#footnote-ref-1)
2. Please be aware of the [Departmental Policy](https://www.paediatrics.ox.ac.uk/files/paediatrics-interview-expenses-policy-aug-22-15.pdf) about reimbursing candidates for interview expenses. For candidates located overseas, a virtual interview is recommended. [↑](#footnote-ref-2)
3. “[Recruitment and Selection](https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/Detail.aspx?coursedateid=401941)” and “[Implicit Bias in the Workplace](https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=COCOEDUIB)” [↑](#footnote-ref-3)