

	College Executive	College Office	Head of School/Unit Director	Finance Manager	HR Business Partner	Executive Dean/UMT Member	UMT	Management Accounts	Grading Committee	HR Office	Director of HR	Bursar
Permanent New and Existing Posts												
Issue call for applications as part of the Annual Resource Planning process	A/R		I									
Assessment of resource requirement	A		R	C	C							
Grading of new post			I						A/R			
Finalisation of documentation and submission to College Executive for consideration		I	A/R	I	I							
Consideration of staffing requests for permanent new and existing posts	A/R			C	C							
Provision of new or additional information	I		R									
Recommendation of post for approval to Executive Dean	A/R											
Approval of post (including professorial-level posts)	I		I			A/R						
Communication of decisions			I			R		I		I		
Recording of decisions		R								R		
Collation of Recruitment documentation			R							I		
Confirmation of headcount availability and/or post number	I		I		R							
Verification of request alignment to 5-year staffing plan	I		I	R								
Temporary Posts												
Identification of rationale for a temporary, appointment			R	C	C					C		
Advice on appropriate contract type			I							R		
Headcount Management												
Preparation of Quarterly Staff Return					C					R	A	A
Review Quarterly Staff Return							A				R	