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| **Business Case Template** |
| **iGrasp Reference Number** |  |
| **Post title** |  |
| **Current stage of process,** *e.g. new proposal; live advert; shortlisting; interview stage* |  |
| **Request type** (please tick) |
| [ ]  New or replacement indefinite contract[ ]  New or replacement fixed-term contract[ ]  Temporary part-year or temporary timesheet contract (up to 6 months only)[ ]  Extension to fixed-term, temporary part-year or temporary timesheet contract[ ]  Contract partially funded by an external source[ ]  Cover contract (e.g. parental leave cover, unpaid leave cover, sickness absence cover)[ ]  Restructure/Reorganisation contract[ ]  Redeployment contract[ ]  Secondment contract[ ]  EDA-funded contract[ ]  On-call allowance[ ]  One-off payment[ ]  Agency staff request[ ]  Cost associated contractual amendment (e.g. additional payment / additional hours, acting up / responsibility allowance, increase in hours, market / retention supplement)[ ]  Other (please state) |
| **Business Case** |
| *Please provide:** *Details of the request*
* *An explanation as to why the contract/contractual change is business critical*
* *The impact on service delivery if this request is not approved*
* *Any risks identified, including those by HR*
* *Details of how it will be funded*
* *Any other relevant information*

*Please also give a clear objective justification for a fixed-term contract if the proposed position is not permanent.* |
| **Recruiting / Contracting Manager** | **Signed:** |
| **Head of School / Institute Director /** **Professional Services Director** | **Signed:** |
| **Date:** |  |