New staff vacancy checklist

*A vacancy arises either when an existing job holder moves on or when a new post has been approved. These are the things the hiring manager should consider before advertising their vacancy.*

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| **Action** | **Details** | **Complete?** |
| Make contact with the [Resourcing Adviser](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-teamx) | The Resourcing Adviser will be able to confirm timescales and provide any guidance and support throughout the whole recruitment process. |  |
| Review the existing role | If a vacancy arises due to a staff member leaving, it is good practice to review the existing role, the needs of the service and other factors in the first instance. It is a good opportunity to make changes such as re-distribution of work or to review roles/team structures. |  |
| HERA | If the decision results in recruitment to the vacancy, at this point the hiring manager should re-visit the job description to make sure that it is a true reflection of the role. If substantial changes are to be made to the post, or it is a new post, it will need to go through the Higher Education Role Analysis ([HERA](https://www.essex.ac.uk/staff/grading-and-reviews/job-evaluation)) process. Contact the [Senior Employee Relations Adviser](https://www.essex.ac.uk/staff/professional-services/employee-relations-operations-team) for advice. Academic posts should be evaluated by reference to the national role profiles, so there is no requirement to undertake HERA evaluation for these posts. |  |
| Funding Approval | The hiring manager is responsible for ensuring that the appropriate permission to recruit is in place using the online approval system through Unit 4 (formerly Agresso). Full details of the approval process are available in the relevant [guide](https://www.essex.ac.uk/staff/recruiting-staff/recruitment-guidance-and-resources). |  |
| Re-deployment | The hiring manager should consider if there is a suitable candidate amongst existing employees seeking redeployment. [Senior Employee Relations Advisers](https://www.essex.ac.uk/staff/professional-services/employee-relations-operations-team) are notified of all new posts that are approved and will contact the hiring manager if there is anyone in the redeployment pool who should be considered for the vacancy. |  |
| Flexible working | Consideration should be given to whether the post could be advertised on a flexible basis e.g. as part-time or as a job share. See the [Staff Directory article](https://www.essex.ac.uk/staff/employment-policies-procedures/flexible-working) for more information about flexible working arrangements. |  |
| Equality and Diversity | The hiring manager should also assess the equality and diversity data for the department and consult the [Resourcing Adviser](https://www.essex.ac.uk/staff/professional-services/hr-resourcing-team) about whether any relevant positive action statements are necessary. |  |
| Market Supplement | The hiring manager should at this point consider whether any exceptional circumstances apply and a [market supplement](https://www.essex.ac.uk/-/media/documents/directories/human-resources/market-supplements-policy.pdf?la=en) might therefore be necessary. |  |
| Further reading | * Resourcing for the future: Guidance and Framework * [Requesting Permission to Recruit](https://www.essex.ac.uk/staff/recruiting-staff/requesting-permission-to-recruit) * [Creating the job description and person specification](https://www.essex.ac.uk/staff/recruiting-staff/creating-the-job-description-and-person-specification) |  |