# Recruitment Business Case Template Form

This form should be uploaded to iGrasp in order to proceed through the recruitment process.

Please refer to the [Faculty of Medicine and Dentistry Recruitment Process Guidance](file:///C:\Users\Work\Desktop\example%20link) to assist in the completion of this form.

## General Information

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| iGrasp Reference | Click or tap here to enter text. |
| Role Title | Click or tap here to enter text. |
| Role Grade | Choose an item. |
| Number of Roles | Click or tap here to enter text. |
| FTE | Click or tap here to enter text. |
| Please tick all that apply  Role Profile Attached  Role Profile Approved by Grading Panel | |
| QM Recruiting Manager | Click or tap here to enter text. |
| NHS Recruiting Manager *(Clinical Posts Only)* | Click or tap here to enter text. |

## Contract Information

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| Is the role clinical? | Choose an item. |
| Role Type | Choose an item. |
| Appointment Term | Choose an item. |
| \*Current Postholder *(Replacement Posts Only)*: | Click or tap here to enter text. |
| Fixed Term Contracts Fixed term contracts are only to be used in exceptional circumstances as per [QM Policy](https://hr.qmul.ac.uk/procedures/contracts/ftc/).  Where the post is a FTC request, please provide a clear rationale based on the 8 core principles of this policy:  Click or tap here to enter text. | |

## Funding and Infrastructure Support

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| Source of Funding *(Please pick one of the options below)* | |
| Institute Budget | |
| FMD Strategic Post | Date Approved at Strat. Recruitment Board: Click or tap to enter a date. |
| Externally Funded | Expected date to transition to QM Funding: Click or tap to enter a date.  Length of Funding: Click or tap here to enter text. |
| Split Funding | Funding Split: Click or tap here to enter text. |

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| Financial and Infrastructure Request  Salary costs per annum (Years 1 to Years 3)  For all posts, please detail any infrastructure and space/office requirements | |
| Please confirm the access required to FMD core services: *(Please tick all that apply)* | |
| BSU  AMIS  Mass Spectrometry Facility  Lipid Mediator Unit   CREATE Lab  Flow Imaging Unit (CHSQ)  Flow Imaging Unit (Whitechapel)  PCTU  Barts CTU  Core Pathology | Blizard Advanced Light Microscopy   Phenotyping Screening Facility  Cryopreservation Facility   Cryopreservation Storage Facility  Electron Microscopy  Centre of the Cell  DPSU Core Facilities  Dental Imaging Facility  Oral Clinical Research Facility  Other: Click or tap here to enter text. |
| Office or Dry Lab Requirements:  Click or tap here to enter text. | |
| I have been able to identify adequate space to accommodate the recruit  *(If unable to identify adequate space to accommodate the recruit)* Please specify how space requirements will be managed and accommodated: Please enter text | |
| *(Professorial Posts Only)* Additional costs associated with proposed package: Click or tap here to enter text.  The Role Requires Remuneration Committee Approval (Packages £150k+) | |

# Rationale

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| Please outline how the post will support the delivery of the FMD 2021-2026 Strategy:  *Education (For Teaching and Research/Teaching and Scholarship/Professional Practice roles)*   * *How will the proposed post support existing programmes?* * *How will the proposed post support strategic growth, including new programmes and/or delivery modes?* * *How will the proposed post support digital and/or continue professional development (CPD) programme innovation and delivery?* * *How will the post support pan-institute, pan-Faculty and international education initiatives?* * *How will the post contribute to the growth in educational leadership?*   *Research (For Teaching and Research/Research Only)*   * *How will the post contribute to the growth of the Faculty’s core and interdisciplinary research areas?* * *How will the post support pan-institute, pan-Faculty, and international research initiatives?* * *How will post contribute to the growth in research leadership?* * *Detail the income and overheads generation associated with the Centre/Research Group in which the post sits* * *How will the post contribute to commercial and innovation-driven research?*   *Citizenship (For All Posts)*   * *Outline the contribution the role will make to Queen Mary’s* [*EDI Strategy*](https://hr.qmul.ac.uk/equality/edi-publications-and-data/)   *Professional Services/Technician Roles*   * *Outline how this role will support the operational delivery of initiatives in the context of the Faculty’s strategy* * *Outline the total FTE involved in the support function* * *For education posts, provide the SSR for professional staff: total number of students* * *Confirm that resource sharing opportunities have been explored across institutes. Where this is not feasible, please explain why.* | |
| *(Academic Roles Only)* Please confirm the relevant strategic areas:  Cancer  Population Health  Cardiovascular  Inflammation  Digital Health  Environment and Health  Lifelong Health  Crisis Prevention and Management  Clinical Programmes  Executive Education  Digital Learning  TNE | |
| *(Clinical Roles Only)*  Please complete the below information | |
| Specialty | Click or tap here to enter text. |
| Proposed PA Split (QM:NHS) | Click or tap here to enter text. |
| Proposed Recharges | Click or tap here to enter text. |
| Name of NHS Health Provider | Click or tap here to enter text. |
| Clinical Department Lead | Click or tap here to enter text. |
| Provider Category | Choose an item. |
| I confirm that the role profile and confirmation of approval from the relevant Royal College has been attached | |
| Please provide a short summary of how the role will support shared education and/or research objectives between the NHS Provider and QM, including the delivery of clinical education programmes and/or CPD:  Click or tap here to enter text. | |

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| *(For All Posts Supporting Education Delivery)*  Programmes supported by the role | | | |
| Current staffing FTE:  *\*For IHSE roles please specify by Centre and Programme* | | | |
| T&S | Click or tap here to enter text. | | |
| PI/T&R | Click or tap here to enter text. | | |
| PS | Click or tap here to enter text. | | |
| Current SSR | | Click or tap here to enter text. | |
| Target SSR | | Click or tap here to enter text. | |
| Recruitment Actuals (and Targets) for programme’s total student population: | | | |
| Programme Name | | 2020: Enter population | 2021: Enter population |
| Programme Name | | 2020: Enter population | 2021: Enter population |
| Programme Name | | 2020: Enter population | 2021: Enter population |
| Programme Name | | 2020: Enter population | 2021: Enter population |
| Programme Name | | 2020: Enter population | 2021: Enter population |
| *\*(If needed enter additional lines h*ere*)* | | | |
| 2021 NSS Summary  *(if relevant)* | | Click or tap here to enter text. | |
| 2021 PTES Summary  *(if relevant)* | | Click or tap here to enter text. | |
| I confirm that the relevant programme business cases are attached. | | | |

# Recruitment, Selection and Equality Principles

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| Where individuals have been identified outside of a formal recruitment process, an interview must take place with representation from the Academic Lead for EDI (or nominated delegate), the Vice Principal (Health) (or nominated delegate), and the Deans for Research and/or Education as appropriate.  Please refer to the [QM Recruitment Guidelines](https://hr.qmul.ac.uk/procedures/recruit/policy-and-stages/), which provides further information on best practice and convening diverse panels with external representation. Professorial appointments must have VP Health representation (or a nominated delegate).  For clinical academic posts in particular, it is imperative that consideration is given at an early stage to the proposed selection panel composition. For Consultant appointments the interview panel membership is tightly prescribed by National regulations governing the appointment of Consultants. | |
| Will this post be externally advertised? | Choose an item. |
| Will this post be internally advertised only? | Choose an item. |
| Exceptional Appointments: | |
| Has an individual been identified prior to a formal recruitment process? | Choose an item. |
| I confirm that a CV has been attached | |
| For all posts: | |
| Proposed Recruitment Chair | Click or tap here to enter text. |
| Proposed Recruitment Panel | Click or tap here to enter text. |
| I confirm that all panel members have undertaken the Mandatory EDI Training (or equivalent in NHS) and Recruitment and Selection Training over the last 2 years | |
| How will the recruiting manager ensure that recruitment supports the QM ambition to increase diversity at all levels?  Click or tap here to enter text. | |
| Please confirm the following have been built into the recruitment process:  Panel Interview  Symposium/Lecture *(T&S/T&R)*  Executive Panel | |

# Approval

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| Signature of Recruitment Manager: *(Please insert digital signature)* | Signature of Director/FDO Manager: *(Please insert digital signature)* |
| Name: Click or tap here to enter text. | Name: Click or tap here to enter text. |
| *(For Clinical Posts Only)* | |
| Signature of NHS Trust Medical Director: *(Please insert digital signature)* | |
| Name: Click or tap here to enter text. | |