



Human Resources - Staffing Request

SRF Application ID: 33153/F/TS/20200707

Submitted By: **Dr Karen Henderson**

Submitted On: **07/07/2020 19:36:48**

Section 1 - Application for approval for

Application for approval for: **Filling of Vacant Post (including temporary cover)**

Section 2 - Organisation details

Faculty/Service: **Functions**
School/Function: **Technical Services**

Section 3 - Primary Working Campus

Campus: **Whiteknights / London Road**
Location/Building:

Section 4 - Details of existing post

Previous/Current Postholders Employee Number: **919500**
Previous/Current Postholders Name: **Mr Daniel Allen-Ross**
Post Title: **Animal Technician**
Reporting Manager: **Dr Mhairi Baxter**
Job Family: **Academic and Administrative Support**
Pay Category: **Technical**
Grade: **4**
Spinal Point From: **14**
Spinal Point To: **14**
Full-time or Part-time: **Full-Time**
Weeks per Year: **52.14**
Hours per Week: **36.00**
FTE: **1.00**
Reason this post is Vacant: **Postholder Left**
Date post became Vacant: **29/07/2020**

Current Funding:

<u>Funding Location</u>	<u>Percentage</u>	<u>Account Code</u>	<u>Project Code</u>	<u>Cost Centre</u>	<u>Date From</u>	<u>Date To</u>
School/Service	100.00%	3200	A3542400	PTCP	19/11/18	29/07/20

Section 5 - Details of request for filling vacant post

Person to be appointed (if known):
Job Family: Academic and Administrative Support
Pay Category: Technical
Grade: 4
Spinal Point From: 12
Spinal Point To: 14
Full-time or Part-time: Full-Time
Weeks per Year: 52.14
Hours per Week: 36.00
FTE: 1.00
Will this post involve unsupervised access to children and/or vulnerable adults: No
Type of Contract: Permanent
Start Date: 03/08/2020

Future Funding:

<u>Funding Location</u>	<u>Percentage</u>	<u>Account Code</u>	<u>Project Code</u>	<u>Cost Centre</u>	<u>Date From</u>	<u>Date To</u>
School/Service	100.00%	3200	A3542400	PTCP	03/08/20	N/A

Section 6 - Business Case

Business Case:

This is a replacement post to ensure that the Bioresource is fully resourced to enable research activities and meet compliance requirements associated with animal welfare. The make up of the technical team, relating to grades and FTE was agreed in the 5 year planning round in 2017 in anticipation of the move to the HLS facility. As well as requiring more resource when the new unit is fully operational, the AMS and HLS facilities will need to operate concurrently for a period of up to nine months. A full complement of technical staff is essential to deliver these activities.

Section 7 - Supporting Files

This Staffing Request has no supporting files.

Approval Route:

Management Accounts: 08/07/20 08:04

Reviewed by Miss Marie Misselbrook, Funding is Available for this request; further comments: This SRF is subject to further approval by the SRF Committee .

Head of Function: 08/07/20 09:14

Reviewed by Dr Karen Henderson, I have Approved this request.