

Leeds City Council Staffing Approval Form – Request to fill a vacant post

Recruiting manager's name:	Liz Cook	Telephone:	0113 247 5808
Email:	liz.cook@leeds.gov.uk		

Section 1 – Details of post(s)			
Directorate:	Environments and Housing	Service area:	Housing Management
Work location address:	Navigation House, George Mann Way, Leeds, LS10 1DJ	Staffing cost centre:	14150
Job title:	Project Officer (C1) This should be the same as SAP and the job description	SAP position ID No (s) (8 digits)	N/A
Is there a budget for this post? (Check with your finance)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, please state the source of the funding Internal (LCC)	Housing Revenue Account (HRA)	
Will this post generate income?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Is this post business critical?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	N/A	
Is this a new post?	Yes <input checked="" type="checkbox"/> Please attach the delegated decision report	No <input type="checkbox"/>	Please confirm previous post holders name and date of leaving:
Contract type	Fixed Term If temporary or fixed term – Please state the end date 2 year FTC		
Position payment details:	Hours: 37 Grade: C1 (4 x C1 Posts in total) Additional contractual payments (please explain what these are): N/A		
Please Note: Posts graded between A1-B1 will be considered for the Work@Leeds Apprenticeship Scheme			
Is an essential qualification required?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please state the essential qualification	
For high volume posts only - Please state the month of the authorisation period for those positions which have been identified as high volume and have previously been agreed with your HR Business Partner and finance officer.			
MONTH	YEAR		

Section 2 – Redeployment pool matches: Please confirm five key skills (from the Employee Spec) required for this post.	
1) N/A	
2) N/A	
3) N/A	
4) N/A	
5) N/A	

Section 3 – Advertising	
All posts will be offered to people within the redeployment pool in the first instance. If the Resourcing Team agrees that there is nobody suitable, then the post will be released in line with the instruction below.	
<input checked="" type="checkbox"/> Internal advert only	<input type="checkbox"/> External advert Should only be requested in exceptional circumstances. Authorisation for external release Must be specified by the authorising Officer in the email sent to LCC Post
<input type="checkbox"/> Redeployment Pool only	If you considered the post unsuitable for apprenticeship please explain why. Subject to the Graduate Programme
If agreed external Adverts will be placed onto the LCC Website. Please specify any specialist publication you wish to advertise in. You should be aware that any costs will need to be met by the service. Please note that the recruitment process may be paused at any time up until the date of the interview to match new employees to the redeployment pool as per the MWC policy; "late" matches may also be made under the managing staff reductions policy.	

Section 3 – Pre-employment checks - Please complete to enable BSC to carry out the relevant checks	
Disclosure and Barring Service check (DBS) (previously known as CRB) Or alternative security vetting requirements.	No DBS Check required
Disqualification – Caring for Children disclaimer	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Professional registration e.g. HCPC	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Government Connect check	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Employee Register of Interest Required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Legal Fee Earner check required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Politically Restricted Post	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Does the job involve driving an LCC vehicle?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Other – please specify	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

If the email button does not work, select 'Tools' > 'Macro' > 'Security' then set the security to 'Medium'. Close and re-open the form and enable macros when prompted.

**Leeds City Council
Staffing Approval Form – Request to fill a vacant post**

Check and send