

Committee Members	Position Title	Ext. No
3.		
4.		
5.		
6.		

External (to the University) Committee Members	Position Title	Contact Details
1.		
2.		
3.		

4. CONTACT DETAILS FOR ADVERTISEMENT

Name & email address	Position Title	Phone Number
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5. APPROVAL 1

Please obtain email approval as per [Delegation of Authority](#)

Pro Vice-Chancellor / HOS / Head of Division / Director / Grant Holder
Name

Date

Signature

6. APPROVAL 2 (IF REQUIRED)

Vice-Chancellor / Deputy Vice-Chancellor / Chief Operating Officer
Name

Date

Signature

7. NEXT STEPS

You must attach the following documents prior to emailing this form to your **Human Resources Business Partner**.

- An updated [Position Description](#) in word format (Academic or Professional staff templates are found under 'Working here/Managing and Recruiting Staff/Recruitment' Resources list)
- [Health and Hazard Assessment Questionnaire](#), Parts A + B must be completed

8. ADVERTISING

Once your documentation is finalised, your Talent Acquisition Specialist will be in contact with you to discuss your requirements.

9. DELEGATION OF AUTHORITY

Approval	Delegate	Conditions
Recruitment of an ongoing or fixed term employee	VC	Senior Executive positions Positions at or above Professor/HEW 10+ under EA Senior positions not covered by EA Within or outside approved Unit or School profile/grant
	VC, COO, DVC, PVC	Ongoing positions up to and including Associate Professor/HEW 10 under EA Only to positions within an approved Unit or School profile/grant
	CFO, CIO, DIR, GC, DD, AD, AR, UL, DOGR, DHR, HOS	Fixed term positions of 12 months or less, up to and including Associate Professor/HEW 10 under EA Only to positions within an approved Unit or School profile/grant

STAFF RECRUITMENT REQUEST