**Faculty of**

**Proposal for the appointment of a new member of staff**

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| Department: |  |
| Title of post sought: |  |

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| 1. **Statement of request**
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| *Provide a brief statement outlining the strategic need for the post.* |
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| 1. **Context**
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| *Provide a summary of any contextual information (Department/Faculty/University or external) relevant to the post being sought.*  |
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| 1. **Details of appointment**
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| *Provide a summary of the key details for the post sought – this should include an outline of the job category and grade(s) of post being sought. Also provide a brief description of the scope/area of activities they will be undertaking in this role.*  |
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| 1. **Alignment to strategy**
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| *Provide a brief overview of how the post aligns with Department/Faculty and University strategic objectives/ambitions and how the post-holder’s activities will help realise these ambitions.*  |
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| 1. **Profile and impact of the candidate**
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| *Provide an overview of the candidate profile that the department is seeking to appoint and the impact that the appointee will be expected to make.*  |
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| 1. **Department staffing profile**
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| *Provide an overview of the department staffing structure.*  |
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| 1. **Finance case**
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| *Provide an overview of the department’s financial performance and trajectory. This should include an indication of recent trends in financial performance and a 5-year forecast. The Faculty Management Accountant (FMA) will provide this information if requested. Please ensure sufficient notice is provided to the FMA in order to produce this information by required deadlines.* |
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| 1. **Financial support requested**
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| *Provide a brief summary of the resources being sought to fund this post and appropriate timelines.*  |
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| 1. **Any other relevant information**
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| *Provide a brief summary of any other information relevant to the proposed post.*  |
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| Proposal submitted by: |   | Date: |   |