

**Staffing request form**

**All parts of this form must be completed, otherwise it will be rejected by InfHR. A separate form must be completed for each post.**

**PART A: To be completed by Portfolio Manager**

**PART B: To be completed by PI**

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| **PART A: POST DETAILS****To be completed by Portfolio Manager** |
| 1 | Is this an advertised post?(If non advertised please also complete part 1A) | [ ]  Yes –select duration Choose an item.[ ]  No - select reason Choose an item. |
| 2 | If yes, have you checked the talent register?[[1]](#footnote-1) | [ ]  Yes [ ]  N/A |
| 3 | Job title of the post | [ ]  Research Assistant[ ]  Research Associate[ ]  Other: please list below |
| 4 | Grade of the post | [ ]  UE06[ ]  UE07[ ]  Other: please select Choose an item. |
| 5 | Expected start date | Click or tap to enter a date. |
| 6 | If fixed term, duration of post? | [ ]  6 months[ ]  12 months[ ]  Other: please list belowIf the grant has a fixed end date please specify:Click or tap to enter a date. |
| 7 | Number of positions available | Choose an item. |
| 8 | GAN number (e.g. INF666 or INF777) | [ ]  INF666[ ]  INF777[ ]  Other: please list below   |
| 10 | Salary charging codes(cost centre, job code and account code) |  |
| 11 | Funding source (e.g. EU, EPSRC) |  |
| 12 | Advertising details, if required(*Will automatically be put on UoE, jobs.ac.uk [Warwick Web], and Informatics Europe)* |  |
| 13 | Budget codes any supplementary adverts to be charged to |  |
| **PART 1A – Staff appointment details****(Please only fully complete this section if the post is unadvertised, if advertised leave blank.** **NB. If the post is to be advertised, after interviews have concluded you will be sent this form back and should complete/provide the asterixed fields only)** |
| Proof of right to work collected | [ ]  Passport copy[ ]  EUCLID screenshot, if relevant[ ]  Copy of any Visa, if relevant |
| Will the employee be working from abroad? |  |
| Employee details | Title Choose an item.Name:Address:NI number:Email address: |
| Start and end dates\* | Start: Click or tap to enter a date.End: Click or tap to enter a date. |
| Starting salary and scale point\*[See here for salary scales](https://www.ed.ac.uk/human-resources/pay-reward/pay/pay-scales) | Grade: Choose an item.Salary point:  |
| CoS required?\* | [ ]  Yes – please also submit CoSa form[ ]  No |
| Is this the appointee’s only post with UoE? | [ ]  Yes[ ]  NoIf No, will the appointee’s other post continue?[ ]  Yes[ ]  No |
| Any additional comments |  |
| **PART B: JOB DESCRIPTION AND ADVERT TEXT****To be completed by PI** |
| **Summary of post: (NB. This will show as the initial opening paragraph of the post on the advert)****Please edit all sections in yellow as appropriate:****Grade X, salary range: £XXXXX - £XXXXX****College of Science and Engineering, School of Informatics** **Fixed-term/Open Ended, Full time/Part-time (X hours per week)****Available for X months** **X post/s available**The School of Informatics, University of Edinburgh invites applications for…..**The Opportunity: (NB. You can include information about the project in this section, should you wish)****Your skills and attributes for success: (NB. These are the essential and desirable criteria that you require from the successful candidate and you must include a minimum of 5)****Contact details for enquiries (name and email address):**DO NOT EDIT THIS SECTION BELOW**As a valued member of our team you can expect:**An exciting, positive, creative, challenging and rewarding place to work. We give you support, nurture your talent and reward success. You will benefit from a competitive reward package and a wide range of staff benefits, which includes a generous holiday entitlement, a defined benefits [**pension scheme**](https://www.ed.ac.uk/finance/pensions)**,** staff discounts, [**family friendly initiatives**](http://www.ed.ac.uk/schools-departments/equality-diversity/help-advice/family-friendly), flexible working and much more. Access our [**staff benefits page**](http://www.ed.ac.uk/human-resources/staff-benefits) for further information and use our [**reward calculator**](http://www.ed.ac.uk/human-resources/pay-reward/reward-calculator) to find out the total value of pay and benefits provided.The University of Edinburgh holds a Silver Athena SWAN award in recognition of our commitment to advance gender equality in higher education. We are members of the Race Equality Charter and we are also Stonewall Scotland Diversity Champions, actively promoting LGBT equality. If invited for interview you will be required to evidence your right to work in the UK. Further information is available on our [**right to work**](https://www.ed.ac.uk/human-resources/jobs/demonstrating-rtw)webpagesFeedback is only provided to interviewed candidates. |

1. <https://www.ease.ed.ac.uk/cosign.cgi?cosign-eucsCosign-www.edweb.ed.ac.uk&https://www.edweb.ed.ac.uk/user/login?destination=node/31254> [↑](#footnote-ref-1)