**Staff Recruitment and Fund Approval application**

**Section 1 – to be completed by the Principal Investigator/Line Manager**

***Please see Guidance notes or discuss with HR***

*Please complete and forward to hr@ndcn.ox.ac.uk*

|  |  |  |  |
| --- | --- | --- | --- |
| Name of PI requesting vacancy: | | | Date: |
| Proposed post title of vacancy: | | New/Duplicate/Refill (please indicate)  Name of employee being replaced: | |
| Proposed grade: | |
| Name of Funder and Cost centre to be used for paying salary[[1]](#endnote-1): | | Contract Start date: | |
| Funding start date: | Funding end date: | Contract End Date[[2]](#endnote-2): | |
| Does the post require an OUH contract[[3]](#endnote-3): | | Successful candidate to work towards a higher degree (normally applicable for Clinical Research or Research Assistant posts): YES/NO (please indicate) | |
| Is a Research Passport needed[[4]](#endnote-4): | |
| Health Assessment Questionnaire:  *The specific duties and any physical requirements of the post you have been offered are described in your job description. Where applicable, please indicate the following:* | | | |
| Regular Manual Handling/Physical Demands | | Yes/No | |
| Safety Critical Work Assessment | | Yes/No | |
| Contact with Patients | | Yes/No | |
| Exposure prone procedures | | Yes/No | |
| Work with Sensitisers | | Yes/No | |
| Handling of humans bloods, blood products or tissue | | Yes/No | |
| Infectious Pathogens: Hazard Group 2/3 | | Yes/No | |
| Open Food Handling | | Yes/No | |
| Class 3b or 4 Lasers | | Yes/No | |
| University of Oxford post are always advertised on the Oxford University website and on [www.jobs.ac.uk](http://www.jobs.ac.uk), Additional advertising requirements should be stated here[[5]](#endnote-5): | | | |
| Cost code advert will be charged back to: | |  | |
| Additional Comments: | | | |

**Section 2 – Approvals to be completed by the NDCN Admin team**

|  |
| --- |
| **Research Grants Team use only:**  Grant code to be used for paying salary:  Task code:  Grant start date:  Grant end date:  Funder name:  Additional Comments:  Approved Yes / No Initials Date |
| **Finance Team use only** :  Comments:  Approved Yes / No Initials Date |

# **Guidance notes for Staff Recruitment and Fund Approval application**

1. If Cost Centre code is unknown, please contact [finance@ndcn.ox.ac.uk](mailto:finance@ndcn.ox.ac.uk).

   FUNDS NEED TO BE AVAILABLE TO COVER THE LENGTH OF THE FIXED TERM CONTRACT [↑](#endnote-ref-1)
2. Staff cannot be employed beyond the end date of the grant, unless and extension is approved. [↑](#endnote-ref-2)
3. OUH Honorary contracts are required by employees working with NHS patients or accessing NHS data [↑](#endnote-ref-3)
4. A Research Passport validates the researcher's suitability to carry out the research which is to be conducted within more than one NHS Trust. Researchers wishing to conduct research within the NHS may require a research passport if they do not have an employment contract with the NHS

   For more information on regarding Research Passports please click [here](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/add_pre-emp_checks/respassports/) [↑](#endnote-ref-4)
5. Please note costs incurred for job advertisements are not paid for centrally. Please provide a cost code for this to be charged to. [↑](#endnote-ref-5)