

UNLOCKING POTENTIAL TRANSFORMING LIVES



VACANCY APPROVAL FORM

Location	HMP Shotts
Job Title	Officer Instructor Wood Group
Job Evaluation completed	Yes
Pay Band	D
Job Role Status	Operational
Number of Posts	1
Vacancy Type	Permanent
Working Pattern	Shift Work
	Duration (if temporary)
	Number of Hours
	37

Business Case:

To be completed by the line manager of the vacant post (hiring manager)

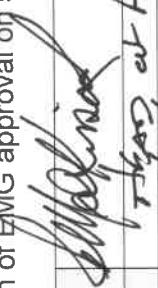
This post is being advertised to cover a vacant post that has been created following an existing member of staff moving to another role within the prison. The particular set of skills required relate to wood working and wood assembly in particular the ability to learn to use a number of CNC woodworking machines including routers and moulders. The successful applicant will also require the skills to take on short-term woodwork projects within the Kindling/Charity Shed


Authorising Signatory:	<i>Robert Mackie</i>	Print Name:	Robert Mackie
Job Title:	Production Manager		
Date:	13 December 2022		


In line with the SPS Recruitment and Selection Policy 'all vacancies (including temporary) must normally be advertised internally in the first instance'. Should there be a business need to advertise externally in the first instance, please complete the section below.

Business case to advertise externally as the first stage of advertising (if applicable):

To be completed by the hiring manager, having consulted with the HR/Resourcing team
Supporting Evidence – Not Required at this time

Requesting Signatory:	N/A	Print Name:	
Job Title:			
Date:			
Budgetary Approval			
<i>The person responsible for the budget, is required to confirm budget is available.</i>			
Can the post(s) can be accommodated within existing complement (headcount and budget) as reflected in the budget pack.		<input checked="" type="radio"/> Yes	Click here to enter a date.
If no, please confirm the date EMG approval was granted (please attach confirmation of EMG approval on submission).			
Authorising Signatory:		Print Name:	D. Mullen
Job Title:	Interim HR Officer		
Date:	14/12/2022		

GIC/Director Approval		
<i>To be completed by the GIC/Director or delegated nominee</i>		
I confirm my approval for the vacancy to be filled as outlined above.		<input checked="" type="radio"/> Yes <input type="radio"/> No
Comments: essential role in the delivery of Purple Hill Academy		
Authorising Signatory:		Print Name:
Job Title:	GIC	
Date:	14.12.2022	

Approval to Advertise		
<i>To be completed by the relevant HR/Resourcing Team</i>		
I confirm that the job description and person specification are appropriate and legally compliant.		<input checked="" type="radio"/> Yes <input type="radio"/> No
Authorising Signatory:		Print Name:
Job Title:	Interim HR Officer	
Date:	5/1/23	

On completion of the above page please submit, along with the approved Job Description and Person Specification to vacancies@sps.pnn.gov.uk with the subject title '**SMG Request**', for completion of the next stage of approval.

SAP/SMG Approval <i>To be completed by the Resourcing Team in consultation with the EACH Team and SAP as required.</i>			
Redeployment Having considered those seeking redeployment under the SAP, is there approval to progress with the vacancy?	APPROVED <i>By Sheena Reynolds at 1:20 pm, Jan 09, 2023</i>		Yes No
Compassionate Having considered those seeking a compassionate transfer, is there approval to progress with the vacancy?	APPROVED <i>By Sheena Reynolds at 1:20 pm, Jan 09, 2023</i>		Yes No
Surplus Having considered the staff surplus list, is there approval to progress with the vacancy?	APPROVED <i>By Suzanne Allison at 9:51 am, Jan 10, 2023</i>		Yes No
Outcome Has the vacancy been filled through redeployment, transfer or surplus management?			
SAP (Operational F Band or above) Having been considered by SAP, is there approval to progress with the vacancy?			Yes No
Outcome Has the vacancy been filled through SAP?			N/A
Authorising Signatory:	Print Name:		
Job Title:			
Date:			

Please return the form to the relevant HR/Resourcing Team for progression.

Approval to advertise externally as first stage of advertising <i>To be completed by the Head of HR Operations, if necessary</i>		
Having considered the business case above, I confirm approval to advertise the vacancy externally as the first stage of advertising?	Yes	No
Comments:		
Authorising signatory:	Print Name:	
Job Title:		
Date:		

On completion of this form, please upload to the ATS and retain for audit purposes.

