

**RIF**

**Technical Post**

**Recruitment Initialisation Form**

**Please complete the following form in full to initiate the recruitment process.
Please Note in advance of post advertisement**:

* The job description **must** be forwarded to the Human Resources Office via email to HR Recruit recruit@universityofgalway.ie
* The post **must** be approved by the **College Dean or UMT Member.**
* **The Human Resources Office will be unable to process/advertise the post until**

**all correct documentation is received.**

|  |
| --- |
| 1. **Details**
 |
| **Post Title:**  |  |
| **College /Management Unit:** |  |
| **Level of Post being filled (i.e.TO/STO/CTO etc.):**  |  |
| **PayScale:** |  |
| *Salary scales are approved by the Minister, with the exception of researcher scales which are as per IUA guideline salary scales. The default position for all new appointments is the 1st point of the relevant salary scale.  Consideration for a higher point of scale may be sought for verifiable, comparable service. The final decision on the point of scale will reside with the Human Resources Office. Further information* [*QA321-Remuneration-and-Payroll.pdf*](https://www.nuigalway.ie/media/financialaccounting/financialaccountingoffice/QA321-Remuneration-and-Payroll.pdf) *’* |
| **Is this post Permanent/Temporary:**(please highlight relevant post type) | Permanent[ ]  | Temporary[ ]  |
| **Is this a new post or Replacement post:** (please highlight relevant post type) | New Post[ ]  | Replacement Post[x]  |
| **If this is a Replacement post please provide the post number and level of post being suppressed:** | Post Number | Level |
| **FTE & Work Pattern if part time:** (please specify days/hours) |  |
| **Cost Centre that this post will be charged to:** |  |

|  |
| --- |
| 1. **Reason for Post (Temporary Contracts Only)**
 |
| **Please specify the reason for the post and the objective grounds why a permanent position cannot be offered. PLEASE NOTE:** This wording will be used in contract of employment. **Funding availability is not sufficient objective grounds.****DURATION OF TEMPORARY POST: FROM: TO:** |
|  |
| 1. Advertising
 |
| All post must be approved by the Dean of College or UMT member. All substantive vacancies within the University will be advertised internally in the first instance. Where after an internal advertisement a post has not been filled, it will be advertised externally. **Internally advertised posts will be advertised on Core Portal and University of Galway website.** **Posts advertised externally will automatically appear on:**

|  |  |
| --- | --- |
| * University of Galway Web Portal and Website
 | * [www.jobsireland.ie](http://www.jobsireland.ie) (Department of Employment Affairs and Social Protection Employment Services).

**Note:** all jobs advertised on jobsireland.ie will automatically be advertised on EURES also (European Job Mobility Programme). |
| * [www.universityvacancies.com](http://www.universityvacancies.com)
 | * [www.publicjobs.ie](http://www.publicjobs.ie)
 |

Do you wish to advertise in additional media/publications or websites? If Yes please specify:Requests are subject to HR review and approval. The Human Resources Office will cover the charge of one additional publication/website within reasonable cost. |

|  |
| --- |
| 1. **Board of Assessors Technical Post**
 |
| Chairperson (Head of School or nominee) |  |
| Head of Discipline (or nominated Academic Staff member from Discipline) |  |
| Chief Technical Officer |  |
| External Member (specialist in the field, preferably from outside the University)  |  |
|  |

Please inform all nominees of their nomination prior to submitting this information to the Human Resources Office.

***\*Every Assessment Board must:***

1. Have gender balance; with a minimum of 40% women and 40% males on the interview board.
2. Have members who have received training in interviewing techniques.
3. Have members who have completed the unconscious bias training.
4. Be issued with the University’s Guidelines on Recruitment and Selection for the post being recruited. [Recruitment & Selection Policy.pdf](https://nuigalwayie.sharepoint.com/sites/HRPoliciesandProcedures/Policies%20and%20Procedures/Forms/PDF.aspx?id=%2Fsites%2FHRPoliciesandProcedures%2FPolicies%20and%20Procedures%2FQA146%2D%20Recruitment%20%26%20Selection%20Policy%2Epdf&parent=%2Fsites%2FHRPoliciesandProcedures%2FPolicies%20and%20Procedures)

All Assessment Board members **must** be at or above the level of the advertised position (an exception may be made to this policy if there is an Assessment Board member with specific expertise);

|  |
| --- |
| 1. **Accommodation**
 |
| Where office/other space is required for this appointment, have you agreed suitable accommodation with the Buildings & Estates Office?  If not, the start date of the appointee may have to be postponed.   Accommodation must be arranged in advance of the start date. |   YES [ ]  NO [ ]  N/A [ ]  |

Please note advertisement dates [Advertising Dates - University of Galway](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/advertisingdates/)

|  |
| --- |
| 1. **Schedule**
 |
| Proposed Advertising Date |  |
| Planned Short listing Date |  |
| Planned Interview Date |  |

|  |
| --- |
| 1. **Pre- Recruitment Checks**
 |
| **Interview Techniques Training:** | Please confirm all board members have received Interview techniques training. Please see further information on available courses- [Learning and Development - University of Galway](https://www.universityofgalway.ie/human-resources/learning-and-development/) | Yes [ ]   | No [ ]  |
| **Unconscious Bias Training:** | Please confirm all board members have received training in unconscious bias training in the last year? [Unconscious bias training - University of Galway](https://www.universityofgalway.ie/human-resources/learning-and-development/courses/onlinecourses/unconsciousbiastraining/) | Yes [ ]   | No [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Garda Vetting:** | Please confirm if Garda Vetting is a requirement of the role. **Who requires Garda Vetting**?- As per advice from the [National Vetting Bureau (garda.ie)](https://vetting.garda.ie/Help/FAQ#faq-6-2)Any person who is carrying out work or activity, **a necessary and regular part of which** consists mainly of the person having access to, or contact with, children (under 18)  or vulnerable adults.  Vetting is required when contact with children and vulnerable adults is necessary and regular, however where there is any doubt, we recommend that vetting is requested.For any roles within the University that require Garda vetting, please be reminded that the successful appointee **cannot commence employment in their new role until such time as Garda vetting is completed.** Current turnaround time with the Garda vetting bureau is 3-4 weeks.Should you need further information please contact hrgardavetting@universityofgalway.ie   | Yes  [ ]  | No [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget:** | Sign-off from the College Finance Manager or Management Accounts office is required for all other posts to confirm budget is in place.Externally funded research posts must be accompanied by Post Proposal Form available at the following link: [Research Accounting Office - University of Galway](https://www.universityofgalway.ie/research-accounting/)  | Yes [ ]  | No [ ]  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please sign electronically***

|  |
| --- |
| 1. **Signatures Required:**
 |
| Hiring Manager: |  | Date: |
| \* College Dean or UMT Member: |  | Date: |
| College Finance Manager/Management Accounts Office: |  | Date: |

*\*College Dean or UMT member signature not required for statutory leave covers (i.e. Maternity Leave)* |

|  |
| --- |
| 1. **Co-Ordinator:**
 |
| **Post Co-ordinator:** |  |

 **The Human Resources Office will be unable to process/advertise the post until**

**all correct documentation is received.**

**Checklist of documentation to be sent to** recruit@universityofgalway.ie

|  |  |
| --- | --- |
| **Job Description with clear essential and desirable criteria** | **Fully completed and signed RIF** |
| **CTO positions are open to all staff employed by the University in the grade of Senior Technical Officer with a minimum of 12 months service.** |  |