

**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](mailto: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.**

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| 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.universityofgalway.ie/media/financialaccounting/financialaccountingoffice/QA321-Updated-PP-Remuneration.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 | |
| **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:** | |  | | |
| **Proposed Advertising Date:** [Advertising Dates - University of Galway](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/advertisingdates/) | |  | | |
| **Planned Interview Date: (if available)** | |  | | |
| **Accommodation** |
| To ensure appropriate office or work area arrangements are in place for the new hire, please confirm that space allocation has been identified and approved in advance by the relevant Head of Unit. Please refer to the [Space Strategy](https://www.universityofgalway.ie/buildings/space-management/) and [Space Policy](https://www.universityofgalway.ie/buildings/policies-procedures/) documents for guidance. If accommodation arrangements are not confirmed, the appointees start date may be delayed. | | | | YES |

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| 1. **Reason for Post  (Fixed Term/Specific Purpose Contracts Only)** | | |
| **Please specify the reason for this fixed term/SPC post and tick the objective ground below that prevents the offer of a permanent position.**   |  |  |  | | --- | --- | --- | | 1. Leave Cover | 1. Pending Recruitment | 1. Project Work | | 1. Programme Development | 1. Pending Review of the post | 1. Workload Peak |  1. **Further information regarding the factors that prevent the offer of a permanent post**  |  | | --- | |  |   **PLEASE NOTE:** This wording will be used in contract of employment. Funding availability is not sufficient OG’s.   1. **Expected duration of this SPC/FT post.**  |  | | --- | | **From: To:**  **Or**  **\_\_\_\_\_\_\_\_\_\_ months from contract start date.** | | | | | |
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| 1. Advertising |
| All posts must be approved by the Dean of College or UMT member. All substantive vacancies within the University will be **advertised internall**y in the first instance for 2 weeks. Where after an internal advertisement a post has not been filled, it will be advertised externally for 3-4 weeks. **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). * [www.universityvacancies.com](http://www.universityvacancies.com) * [www.publicjobs.ie](http://www.publicjobs.ie) * [LinkedIn Talent Solutions](https://www.linkedin.com/talent/home)   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.*** | | | |

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| 1. Board of Assessors | |
| Please inform all nominees of their BOA nomination prior to submitting this information to the Human Resources Office. **Every Assessment Board must:**   * Have gender balance; with a minimum of 40% women and 40% males on the interview board. * Have members who have received interview techniques and Unconscious bias training. * Be issued with the University’s Guidelines on Recruitment and Selection for the post being recruited [Recruitment-and-Selection-Policy-and-Procedure](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA146---Recruitment-and-Selection-Policy-and-Procedure--(October-2023)-(1).pdf) * All Board Members should be at minimum at the same level but ideally at level above the advertised position (an exception may be made to this policy if there is a need for the Board member with specific expertise). * Must not have staff members in the Board selecting their own successor or replacement. | | |
| **Board of Assessors Technical Post** | | |
| Chairperson (Head of School or nominee) |  | |
| Head of Discipline (or nominated Academic Staff member from Discipline) |  | |
| Chief Technical Officer ***or alternative as recommended by the Chair/ Head of School.*** |  | |
| External Member (specialist in the field, preferably from outside the University)  *\*Please provide email address if external to University.* |  | |

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| **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:** | It is University policy that unconscious bias training is compulsory for all members of interview and promotion boards. Initial unconscious bias training should be in person and is available as part of the suite of EDI training scheduled each semester. Annual refresher training is available online at [Equality Diversity & Inclusion - University of Galway](https://www.universityofgalway.ie/human-resources/learning-and-development/courses/workshopsprogrammes/equalitydiversityinclusion/). Please confirm that the BOA have completed unconscious bias training in accordance with University policy. | | Yes | No | |
| **Garda Vetting:** | The Garda National Vetting Bureau has advised that, where individuals provide education at University level to students, it is merely incidental if a small number of those students are under 18 or are vulnerable adults. Therefore, there is no legal basis for vetting unless there is necessary and regular contact with vulnerable adults and/or individuals under 18 years of age. For more information, contact [hrgardavetting@universityofgalway.ie](mailto:hrgardavetting@universityofgalway.ie). If Garda Vetting is required for the role as per the [University Child Protection Policy](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA127---Child-Safeguarding-Statement.pdf) please confirm why by ticking the relevant box below. In their **regular line of work**, the postholder will be: | | | | |
|  | *Engaged in activities that involve young people under 18 (e.g. open days, transition year work experience, summer camps etc).* | | | |  |
| *Engaged in activities that involve vulnerable adults* | | | |  |
| *Engaged in outreach activities, such as workshops in schools, etc* | | | |  |
| *Working with patients in a hospital setting* | | | |  |
| *Not Applicable* | | | |  |

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| ***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)***  ***\*Please confirm who the successful candidate will be reporting to if different to hiring manager confirmed in this section.*** |

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

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**all correct documentation is received.**

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| * **Job Description with clear essential and desirable criteria** |
| * **Fully completed and signed RIF** |
| * **Relevant extract from College Exec Minutes** |