



REDCAR & CLEVELAND BOROUGH COUNCIL

DMT APPROVAL TO RECRUIT

All Boxes must be completed to enable post to be processed

1. Vacancy Details

Directorate	Growth, Enterprise and Environment				
Department/Section	Business & Employment Growth				
Job title	Business Policy Advisor				
Weekly hours	37	Job Evaluation No	W1068	Grade	G+
Contract type	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Agency	Length of contract	2 years		
Name of Recruiting Manager	Margie Oliver				
Does the post meet the Business Critical Criteria (Business Critical Posts are Social Workers, Refuse Drivers and Loaders, Clean and Green Operatives)				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	


2. Manager Vacancy Justification

Have you considered all of the following as cover for this post? <ul style="list-style-type: none"> • Apprenticeship? • Transfer of tasks to another part of the Council? • Review current team member's workloads? • Review of grade or reduced hours? • Could post be considered for job carving to employ someone with learning disabilities, autism or paid work experience for a young person? 	Yes
Is the post essential to the delivery of the Service? (Please Identify PI's and all risks of not appointing or delaying recruitment)	Yes. Essential to prepare local businesses and local economy for Brexit and implications.
Have you considered other ways to undertake these duties: (Provide details of your analysis)	
Please use the space below to provide any additional information which DMT, HR or Finance need to be aware of	
EMT approved use of part of Government funding to support LA's in preparing for Brexit by appointing to this role to advise on policy and ensure local area maximises opportunity and minimises risk of Brexit.	


3. Advert Requirements

Please state advert required	<input checked="" type="checkbox"/> Internal <input checked="" type="checkbox"/> External
All posts are advertised through the Job Centre, North East Jobs and Redcar & Cleveland media. If you would like the post to be advertised in a paid publication/website please state which publication(s)	
Do you have the budget to cover advertising costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Cost Centre 10116

4. Establishment Control

Is the vacancy a new or existing post?		<input checked="" type="checkbox"/> New Post <input type="checkbox"/> Existing Post	
Name of the previous post holder (where applicable)			
Date previous post holder(s) left (where applicable)			
Does this impact any other post in the structure?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Details of impact on structure: e.g. If any of the following apply please provide details: <ul style="list-style-type: none"> • Changes to existing post • Changes to other posts in structure • Deleting other posts in structure 		New addition to the structure will need post Ref creating	
Is the post Politically Restricted?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Does the post require a BPSS Check or DBS Check? You can check up to date guidance for each recruitment via the online tool here https://www.gov.uk/find-out-dbs-check		<input type="checkbox"/> Yes -BPSS <input type="checkbox"/> Yes -DBS	
Name of Senior HR Advisor		Graham Noonan	
Signature		Date	4/6/19

5. Financial Control

Finance Approval: You must discuss this section of the form with your finance contact before submitting to DMT.			
Is the post in budget?	Yes No	Cost Code	10116
Full year cost of replacement (including on-costs)		£43,964	
Other costs (Allowances etc.)			
If external funding directly attributable to the post please give details		This post is to be funded from the Brexit grant received in 2018/19 and a further allocation is planned to be received in 2019/20	
Is the Directorate forecasting an overspend on pay budgets?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give details and amount			
Finance comments		Post will need to be added to the establishment with a note that this is grant funded, the funding is time limited This post will be added to Claire Stanton's team with reporting line to Margie Oliver	
Name of Senior Accountant		Christine Wood	
Signature		Date	06/06/2019

6. DMT Approval

Name (please print)	N Robson
Signature	
Date	10-6-19

7. Head of HR Approval

Name (please print)	STEVE MANTON
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Signature	SKM/S
Date	10/6/16

Please send a signed and completed copy of this form via e-mail to your Senior HR Advisor and Senior Accountant after DMT and Head of HR approval

