

MAY 2023

VACANCY APPROVAL PROCESS USING TRAC

All posts will be submitted to TRAC by Recruiting Managers in the usual fashion

An additional 5 questions will be added to TRAC as follows to assist with the triage process:

- is this post part of the current agreed budgeted establishment?
- is this post being covered by bank/agency? If so, please provide details
- if this post is not part of your agreed budgeted establishment is it part of an agreed business case with an agreed funding route?
- is this a MMUH specific post?
- is the Group on target to deliver its Cost Improvement Plan (CIP)? If you are unsure please speak to your group triumvirate

Recruitment team and Finance to triage posts

Those required to have Executive approval:

- All posts that are not identified as being part of the current establishment (excluding MMUH posts) and /or being filled by bank and agency
- All administrative, clerical and management posts
- All Band 5 Nursing posts
- All Band 7 and above AfC clinical posts

Those identified as excluded from Executive approval and can proceed with advertising without seeking further authorisation

- MMUH Specific posts
- Clinical and Clinical support roles below Band 7 that are part of the establishment or have an agreed funding route
- Medical roles that are part of the establishment or have an agreed funding route

Recruitment team will send the Impact Assessment Form via TRAC to the Recruiting Manager for completion

Once the Recruitment Team have received the completed Impact Assessment Form via Trac then the relevant senior manager from the Group (e.g. GDOP, GDON) will be added as an approver on TRAC

The relevant senior manager will then receive a notification via TRAC to consider the post for approval.

If the senior manager approved the post on TRAC then the relevant Executive will then be added as an approver on TRAC to provide final authorisation

If approval is not granted then it will not proceed and the recruitment team will move the post to "Outcome - Refused Authorisation" on TRAC

If approval is granted the post will move forward to advertisement stage