

## Vacancy business case considerations checklist

In assessing the requirement for the job and in putting together a business case (or equivalent) consider the following:

- What is the main purpose of this post?
- What is the operational and financial case for recruiting to/refilling this post?
- Could the functions of this role be absorbed within the existing staff complement across the department?
- How is the post funded (internally or externally) and for what duration?
- What employment status (see [guidance](#)) and [contract type](#) are appropriate for this post?
- How will the post be advertised; as an internal-only or an external vacancy? Refer to further guidance under '[Attracting candidates](#)'.
- Do any of the following apply? If so, provide further details in the business case:
  - *there are overwhelming academic or operational imperatives to fill the post;*
  - *there could be safety or reputational risks to the University if the post is not filled;*
  - *there are legal requirements to fill this post;*
  - *there would be a demonstrable financial loss to the University if the post is not filled;*
  - *the post forms part of a restructuring proposal which has demonstrated that its filling is necessary to produce overall savings or to increase income significantly;*  
*or*
  - *the filling of the post is highly desirable for other reasons.*