

Vacancy Management Procedure

1. Introduction

The University continues to manage its payroll costs through a stringent vacancy management procedure set out below.

This is a means of ensuring that by taking responsible actions we avoid creating payroll cost problems and to ensure that we are able to continue to invest in the appointment of high calibre individuals to progress our strategic agenda.

2. Procedure

The following procedure will apply to the University and its wholly owned subsidiaries with immediate effect:-

- a) All permanent and temporary faculty posts, whether new or replacement, must be approved by the relevant Vice-President/Dean.
- b) All permanent and temporary posts, whether new or replacement within central PSS Directorates/Offices must be approved by the Registrar, Secretary and Chief Operating Officer.
- c) PSS posts which are funded by Faculty/School must be approved by the relevant Vice-President/Dean.
- d) All permanent and temporary posts, whether new or replacement within the Whitworth Art Gallery, the Museum and the Library must be approved by the Deputy President and Deputy Vice Chancellor.
- e) All permanent and temporary posts, whether new or replacement within wholly owned subsidiaries must be approved by the relevant Vice President/Dean/Director (see Appendix 1).
- f) Our capacity to fund a new post within budget is not sufficient to justify approval.
- g) Posts funded wholly by external funding are not covered by this procedure.
- h) Approval to use agency workers will be in accordance with paragraph 3 below. Purchase orders should not be raised without confirmation of approval.
- i) The Human Resources Directorate will not process an advertisement without the relevant approval in place.
- j) The redeployment process will continue to operate, matching redeployees to suitable alternative posts as a first action once the post has been approved and irrespective of whether the funding source is external or baseline (except where this is PDRA recruitment).

3. Use of Agency Workers

The appointment of agency workers to provide temporary cover, for example for sickness absence, or to complete short term projects must be kept to a minimum. In all cases approval must be obtained from the Head of Directorate/Director of Faculty Operations (or designated deputy). Confirmation of this approval should be sought before raising purchase orders.

Managers should consult their HR Partner to identify whether there is anyone available on the redeployment register. If there is no-one suitable on the redeployment register to undertake the work then line managers with the approval of the relevant senior officer above, can contact one of the agencies on the list of approved suppliers. ASPIRE should be used as the first agency of contact as this will be, in some cases, a more cost effective option.

4. Overtime

Budget holders are expected to ensure there is tight control on the overtime within their teams.

Appendix 1

University wholly owned subsidiaries: (this list may be amended from time to time)

The University of Manchester Innovation Centre Limited (UMIC)
 The University of Manchester I3 Limited (UMI3)
 The University of Manchester Conferences Limited (UMC Ltd)
 2-Dtech Limited
 MBS Worldwide Limited
 The University of Manchester Singapore PTE Limited

Document control box	
Policy / Procedure title:	Vacancy Management Procedure
Date approved:	January 2014
Approving body:	HR Sub Committee of the Planning & Resources Committee
Version:	5
Supersedes:	Vacancy Management Procedure November 2012
Previous review dates:	
Next review date:	January 2015
Equality impact outcome:	
Related Statutes, Ordinances, General Regulations:	
Related policies:	Recruitment and Selection Policy & Procedures
Related procedures:	
Related guidance and or codes of practice:	Agency Worker Guidance for Managers
Related information:	Post & Contract Management Form
Policy owner:	Director of Human Resources
Lead contact:	