Business case

for new role which is additional to establishment

the Greencore way

New role requested:	
Site & function:	

Date of request:		Requested by:	

Proposed Start Date:	
Perm or FTC (if FTC please provide end date of contract:	

Reason for request:	

Overview of the requirement for an additional new role:

Detail of the new role required:

Business case

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Proposed salary/secondment increase:	
Banding:	
Proposed salary:	

Impact on Budget:	
Which role profile is the role aligned to?	
Has the role been discussed and agreed with the relevant Functional/ Business Team Director and authorised? If so, please provide name of Authoriser.	

AUTHORISATION TO RECRUIT

(please do not add anything to the boxes below as this document will be sent out for electronic signature)

	Name:	Signature:	Role:	Date:
Relevant Business Unit Director				
Head of HR				
Chief People Officer				

New Roles/Change to existing roles (Management and Support roles only)

the Greencore way

If your role is a **new position** (without an establishment ID) or you intend to make a change to an **existing role** which results in a higher career band this process must first be followed **before** a new staff request is raised.

Please note: Interim/FTC positions to cover an already existing establishment ID within the business do not need to go through this process (i.e. to bridge the gap between a leaver and a new starter), any changes in these instances would need to be sent to HRSS for them to amend the role in PeopleXD prior to a staff request being raised.

STEP 1

- Proposal for new role as well as associated cost mitigation actions discussed by hiring manager with Functional Lead and Head of HR and 'Business Case' document is completed (see above)

STEP 2

- Hiring manager builds role profile and associated structure implications. Role is sent to Reward for levelling

STEP 3

- Functional Lead/Head of HR discuss 'Business Case' document with Functional Exec Member
- Exec member discusses role with CPO sharing headline plan to achieve cost neutrality or to justify additional cost incurred

STEP 4

- Business case document and role profile are submitted to Director of People Services who will send business case document for electric authorisation to Functional Lead/Head of HR/CPO

STEP 5

- When document authorisation is completed, an Establishent ID is generated
- Role is added to PeopleXD as a post by HRSS
- Establishment master file is updated and hiring manager is advised of Est ID to raise Staff Request

STEP 6

- Hiring Manager can now raise new staff request for approval