

Hiring Manager Guidance on the Approval of New and Replacement Posts – Corporate Resourcing

This guidance is intended to assist Hiring Managers in obtaining the appropriate authorisation for a new or replacement post as well as outlining the various options that are available to fill these roles.

Prior to raising a requisition for a post, the EA Protocol for the filling of temporary and permanent Corporate Headquarter posts must be adhered to. See our [Requesting Approval for a Requisition - User Guide](#).

All New Posts Options

Advertising/Trawl – For permanent or fixed-term posts these will normally be recruited using the EA online recruitment system. When completing a requisition to place an advertisement or trawl through the online recruitment system, Hiring Managers must submit to the Director for approval.

The majority of new posts are normally filled by direct EA recruitment or internal trawl. In limited circumstances, new posts are filled with an Agency Worker or acting-up arrangement. Therefore Managers should also note the following requirements in respect of agency or acting-up appointments:

Agency Worker – If it is deemed appropriate to engage an agency worker for a new post then the PSR Framework should meet the needs of most corporate services for non-frontline/HQ posts. Requisitions are created through the Fieldglass system. Hiring Managers must submit to the Director for approval.

Act Up – An acting-up appointment is only appropriate where the full range of duties and responsibilities of an established post are undertaken for a continuous period of at least 4 weeks. If the new post is to be offered as an act-up, this must be done through EA's Act-Up policy. Hiring Managers must obtain approval by the Director prior to being submitted to the People Services team for processing.

Recruitment activity will be reported through the Directorate Accountability Forum and compliance with the protocol will be reviewed at regular intervals throughout the year.

Replacement Posts* Options

Advertising/Trawl – For permanent or fixed-term posts these will normally be recruited using the EA online recruitment system. When completing a requisition to place an advertisement or trawl through the online recruitment system, Hiring Managers must include the **staff number of the member being replaced and the date the member ceased the post**. Requisitions will only be processed by the resourcing team if this information has been provided as well as the normal 'on-system' approval from the Assistant Director.

Agency Worker – If it is deemed appropriate to engage an agency worker for a post then the PSR Framework should meet the needs of most corporate services for non-frontline/HQ posts. . Requisitions are created through the Fieldglass system and ‘on-system’ approval should be provided by the Assistant Director.

Act Up – An acting-up appointment is only appropriate where the full range of duties and responsibilities of an established post are undertaken for a continuous period of at least 4 weeks. If the post is to be offered as an act-up, this must be done through EA’s Act-Up policy. Hiring Managers must include the **staff number of the member being replaced and the date the member ceased the post.** This information should be included on the completed Act-Up paperwork which is to be approved by the Assistant Director prior to being submitted to the People Services team for processing.