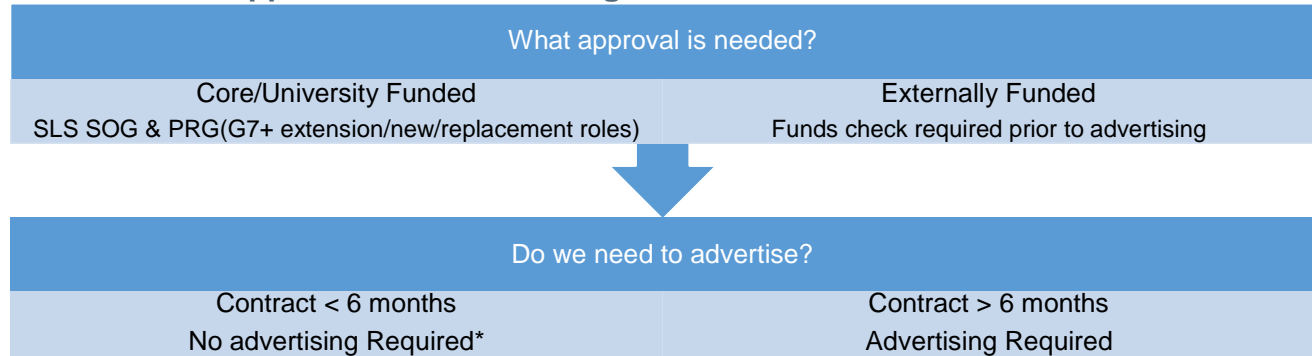




Key Facts Sheet

Recruitment - Approval and Advertising...

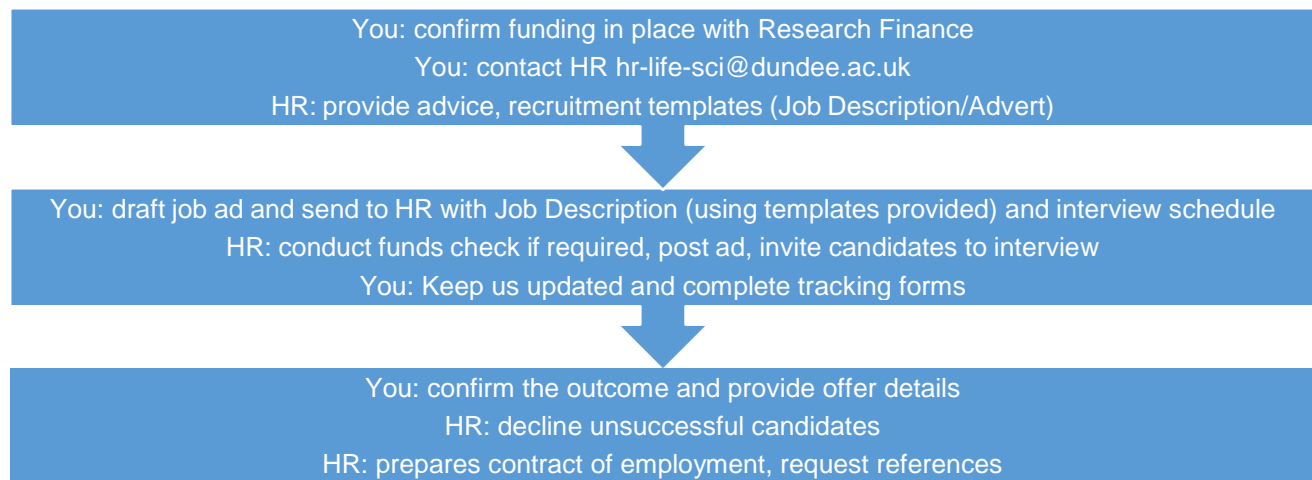


**If a 6 month contract is issued and an extension is desired, advertising will be required*

How Long Do We Need to Advertise?

Role Type	Redeployment	Internal	External
Grades 1-3	2 weeks	If requested	2 weeks
Clerical Grades 4-6	2 weeks	2 weeks (G4+)	2 weeks
Technical Grade 3-6	2 weeks	1 week (G4+)	2 weeks
Research G7+	1 week	If requested	31 days
Academic Related G7+	2 weeks	If requested	31 days

The Recruitment Process...



We use i-grasp which is an applicant tracking system – we will set up your user account for you.

Contract Types and Terms and Conditions

Contract types:

Full / Part time

Permanent

Open Ended
(linked to
funding)

Fixed Term /
Temporary

DUTE / Agency

Probation and Notice (Non Academic Staff)

Probation (G1-2) = 6
months

Probation (G3+) = 12
months

Employee Notice
(G1-6) = 1 month

Employee Notice
(G7+) = 3 months

Probation and Notice (Academic Staff)

Probation (G7) = 3-5
Years

Probation (G8+) = n/a

Notice (G7+) =
3 months

**short term contracts of < 6 month duration have 1 month notice*

Annual Leave

Grade 1-6 = 34 Days

Grade 7+ = 39 Days

Use of Training Grades for Research Staff

Research Assistant
awaiting PhD =
Training Grade 7

Post Doc Research
Assistant - with PhD
= Grade 7

Eligibility to work in the UK

Who is eligible to work in the UK?

- British citizens
- European Economic Area (EEA) citizens***
- Swiss nationals

What options are available if the above parameters do not apply?

- Visa which permits work in the UK
- Sponsorship to work in the UK

What is the five tier visa system in the UK?

- Tier 1 Visa - 'high-value migrants' from outside the EEA and covers entry of investors, and those very few people who come under the 'exceptional talent' visa. Tier 1 visa holders are not sponsored by the University and candidates wishing to take this route do so themselves.
- Tier 2 Visa - 'skilled workers' from outside the EEA with a job offer in the UK. It includes skilled workers who are transferred to the UK by an international company, skilled workers where there is a proven shortage in the UK, ministers of religion and sportspeople.
- Tier 3 Visa – 'low-skilled workers' filling specific temporary labour shortages. The Government has so far never allocated any visas under this scheme.
- Tier 4 Visa - students aged over 16 from outside the EEA who wish to study in the UK. Applicants must have a place at a registered UK educational establishment before they can apply.
- Tier 5 Visa - contains six sub-tiers of temporary worker including creative and sporting, charity, religious workers, and the youth mobility scheme which enables about 55,000 young people every year to work in the UK on working holidays. The visas are awarded to young people from countries that have reciprocal arrangements with the UK.

How does the University employ individuals from outside the EEA (European Economic Area)?

- We hold a licence with UKVI to 'sponsor' individuals from outside the EEA.
- This enables us to employ individuals in key research positions, which we wouldn't otherwise be able to do.
- Examples are Postdoctoral Researchers and Principal Investigators (Tier 1 or Tier 2 visa holders) and individuals joining us in unpaid positions to obtain research experience (Tier 5 visa holders).
- There are precise requirements placed upon us as licence holders and penalties if we don't comply.

What is UKVI?

- UK Visas and Immigration (UKVI) is a division of the Home Office responsible for the UK's visa system. The home office considers applications to enter/stay in the UK and issues passports/visas.

How do we recruit individuals from outside the EEA?

- We follow our normal recruitment procedures and if we think the successful candidate might be from outside the EEA, subject to the role, we will need to pass a 'resident labour market test', which includes advertising the vacancy for at least 30 days. HR will provide full advice on what is required.

What can Line Managers do to ensure we get this right?

- Ensure the job title and job description provided to HR are accurate and up to date
- Plan to commence recruitment in plenty of time (typically allow 4 months from advertising to staff member joining us)
- Avoid committing to start dates with candidates – sponsorship and visa processes can be lengthy.
- Check skills, qualifications and accreditations at interview
- Ensure your new staff member provides evidence of their right to work in the UK before or on their first day at work (latest) and they complete their new start documents with HR

*****EEA countries:** Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Nationals of certain countries, such as Romania, Croatia and Bulgaria, may require special permission to work in the UK.

NB this could all change #BREXIT

Your HR Team

Michael Barnes, Recruitment Assistant, Tower Building, Level 8

- iGrasp - our recruitment system
- Job advertising
- Arranging interviews
- Progressing and responding to candidate applications
- Associate Staff requests
- Any other general recruitment queries

Lynne Walker, HR Assistant, Tower Building, Level 8

- The recruitment process
- Checking new staff member ID and right to work checks
- Progressing offers and contracts for new and existing staff members
- The process for applying for leave such as maternity, paternity, shared parental
- What to do if you wish to leave the university
- References for you or a member of your team
- Any other general HR queries

Jennifer Fitchett, HR Assistant, Tower Building, Level 8

- Fixed term contract and funding renewals
- Checking new staff member ID and right to work checks
- Progressing Certificate of Sponsorship requests
- Funding changes for existing staff
- New staffing requests for the School Operations Group
- Any other general HR queries

Vivienne Gibson, HR Officer, SLS, MSI Building, HR Offices

- If you are concerned for your own or a colleague's welfare
- If you have concerns regarding your staff/team
- Our policies and procedures
- Recruiting someone from outside the EEA

Wendy Marlow, HR Business Partner, SLS, MSI Building, HR Offices

- If you are concerned for your own or a colleague's welfare
- If you have concerns regarding your staff/team
- Our policies and procedures
- How HR can support organisational change within your area
- How HR can support your team's strategic goals
- Culture and engagement within your area

Contact us via email HR-Life-Sci@dundee.ac.uk