

# Staff Recruitment Authorisation Form (SRAF)



All sections of this form must be completed in order to obtain authority to recruit. Incomplete forms will be returned causing a delay in your recruitment process.

Posts should be advertised in accordance with the College's Recruitment and Equal Opportunities policies. It is the responsibility of the Head of Division/Department (or nominated representative) to complete this form. Once complete and all signatures obtained, this form should be returned to your HR Adviser or [recruitmentteam1@kcl.ac.uk](mailto:recruitmentteam1@kcl.ac.uk) If you require advice or guidance about the recruitment process, or wish to discuss your recruitment timetable, please contact your HR Adviser.

A. Core Section																									
1. Job Type: <input type="checkbox"/> Academic <input checked="" type="checkbox"/> Researcher <input type="checkbox"/> Professional Services <input type="checkbox"/> Clinical Academic <input type="checkbox"/> Clinical Researcher																									
2. Post Title:				Postdoctoral Research Associate																					
3. Level 1: King's College London				King's College London																					
4. Level 2: School/Directorate				King's Learning Institute																					
5. Level 3: Division				N/A																					
6. Level 4: Department				N/A																					
7. Departmental Recruitment Contact:				Sally De Wilde																					
8. Grade:		6			10. London Allowance:				<input checked="" type="checkbox"/> £2,323 <input type="checkbox"/> £2,162 <input type="checkbox"/> £																
9. Maximum Spine Point:		37																							
11. Post Reference Number for HRMS																									
First three digits to be completed by the Dept or School.																									
Numeric code to be completed by completed by Management Accounts or King's Business Ltd for all posts.																									
<table border="1" style="width:100%; text-align:center;"> <tr> <td>R</td><td>T</td><td>V</td><td>8</td><td>8</td><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>													R	T	V	8	8	8							
R	T	V	8	8	8																				
12. Source of funding	Proportion (%) This column must be 100%	HEFCE or Research Finder *	Cost centre code (Nominal code)							Subjective code															
<i>Proportion 1</i>	100 %	College	R	T	V	0	0	0	1																
<i>Proportion 2</i>	%																								
<i>Proportion 3</i>	%																								
*Comments: (ie. Please specify if there are any restrictions on funding and/or timeframes):																									
13. Number of Posts available:		One			14. FTE / Number of hours per week:				100 % 35 hours per week																

15. Name of Post Supervisor:	Dr Camille Kandiko	15a. Job title of Post Supervisor:	Research Fellow in Higher Education
16. Campus:	<input type="checkbox"/> Strand <input checked="" type="checkbox"/> Waterloo <input type="checkbox"/> Guy's <input type="checkbox"/> St Thomas' <input type="checkbox"/> Denmark Hill <input type="checkbox"/> Off Campus:		
17.	<input checked="" type="checkbox"/> Replacement Post – Maternity cover Name of previous post holder: Dr Sarah Lewthwaite Leaving date: Maternity due to start 22 <sup>nd</sup> January 2013		
18. Contract type:	<input type="checkbox"/> Indefinite <input checked="" type="checkbox"/> Fixed Term Contract (FTC)		
18a. Length of FTC:	Six months		
18b. Reason for FTC:	To cover maternity leave		
19. Appointment start date:	January 2013	19a. Latest possible start date: (for research grant funded contracts only)	
20. Appointment end date:	Six months after start date	20a. Latest possible end date: (for research grant funded contracts only)	

### B. Employment Checks Section

1. UKBA Requirements satisfied:	<input type="checkbox"/> Post advertised on Jobcentre Plus for at least 28 days / four weeks <input type="checkbox"/> Externally advertised on: <input checked="" type="checkbox"/> Not applicable		
2. Standard checks required:	<input type="checkbox"/> CV / List of publications References to be taken up: (Please specify number) 2 <input type="checkbox"/> Security Clearance <input checked="" type="checkbox"/> No checks required		
3. Positions of Trust: Does this post involve working with children/vulnerable adults in a regulated activity or have access to confidential patient information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Enhanced Disclosure (CRB check) If YES, the following checks must also be undertaken <input type="checkbox"/> Occupational Health Clearance <input type="checkbox"/> Research Passport (Issued by R&D) <input type="checkbox"/> King's Health Partners (KHP) Passport issued by Substantive Employer		
4. This post will require the appointee to have access and use of High Activity Sealed Sources (HASS) and will therefore be subject to security vetting	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
5. A risk assessment was conducted and the post holder is likely to be exposed to Laboratory Animal Allergens	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	

\*Please ensure you consider numbers 3-5 carefully and contact your HR Adviser for advice if you are unsure

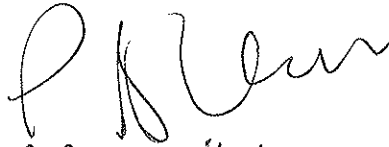

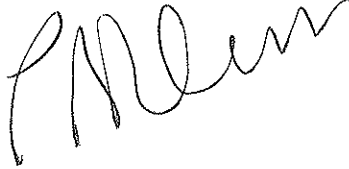
### C. Advertising Section

Advertising Costs: This section MUST be completed in order for your advert to be placed

1. Source of funding	Proportion (%)	Source of funding	Cost centre code (Nominal code)								Subjective code		
<i>Proportion 1</i>	100 %	KLI	R	T	V	3	4	0	0	L	3	0	
2. Internal Advert:	<input checked="" type="checkbox"/> KCL <input type="checkbox"/> GSTT <input type="checkbox"/> KCH <input type="checkbox"/> SLAM <input type="checkbox"/> NHS OTHER												

2a. Start date:	As soon as possible	2b. End date:	3 weeks after first advertised
3. External Publication(s) in which you would like your advertisement to be placed:			
<input checked="" type="checkbox"/> jobs.ac.uk	<input type="checkbox"/>	_____	
<input type="checkbox"/> guardian.co.uk	<input type="checkbox"/>	_____	
<input type="checkbox"/>	<input type="checkbox"/>	_____	
<input type="checkbox"/> If you are not looking to recruit a Non-EEA candidate, please tick this box to indicate that you would NOT like to advertise on JobCentre Plus for four weeks.			
3a. Start date:		3b. End date:	
Latest closing date on advert:			
4. Business plan attached:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	4a. Date approved:	N/A
5. Job description and person spec attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5a. Advert draft attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**D. Authorisations Section - all signatures must be obtained by the Recruitment Contact before the post can be advertised**

<p><b>For all posts:</b> I confirm that I have reviewed the resource and health and safety implications of this proposed appointment for the Department and support the request to recruit. Head of Department: Professor Paul Blackmore Business / Department Manager: Sally De Wilde</p>	<p>SIGNATURE</p>  	<p>DATE</p> <p>22-10-12</p> <p>22.10.12</p>
<p><b>For all posts:</b> I confirm that I have reviewed the resource and health and safety implications of this proposed appointment for the Division and support the request to recruit. Head of Division: N/A</p>	<p>SIGNATURE</p>	<p>DATE</p>
<p><b>For all posts:</b> I confirm that I have reviewed the contractual basis, resource, health and safety risk assessment and strategic implications for the School / Directorate and College of this proposed appointment and support the request to recruit. Head of School / Directorate: Professor Paul Blackmore</p>	<p>SIGNATURE</p> 	<p>DATE</p> <p>22-10-12</p>
<p><b>For all posts: Financial Approval</b> For all research funded projects <input type="checkbox"/> Research Management Directorate: _____ For all other funding sources <input type="checkbox"/> Management Accounts: Louise Clarke</p>	<p>SIGNATURE</p>	<p>DATE</p>
<p><b>For all Clinical Posts:</b> I confirm that I have assessed the implications of this proposed appointment for the Directorate and support the request to recruit. Clinical Director: _____ HSAWC approved date: _____</p>	<p>SIGNATURE</p>	<p>DATE</p>

