

HRR-062

16-Oct-2025

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Request to Recruit

Created on
16-Oct-2025

Event type
Request to Recruit

Reported by
Sharon Basson

Location / Service
Clinical - Education

Date and time of event
16-Oct-2025 12:18

Title of event
General Administrator

Form - HR Request to Recruit

Directorate: REDACTED

Department: Clinical Admin

Line Manager: Pippa Wilding

Job Role being requested: General Administrator

Job Banding: REDACTED

Job Banding Range: £25,430-£26,718

Hours: 15.0

Contract Status: Permanent

Is this a brand new role in the organisation?: NO

Is the role within the approved budget?: YES

Is the Director aware of the need to recruit?: YES

Attachment

Upload Job Description (this must follow the current Hospice template)

Business Case for Clinical Admin Restructure. October 2025. V2.docx

Upload Job Description (this must follow the current Hospice template)

General Administrator Job Description.docx

Workflow summary

Task	Assigned To	Due date	Status	Completed on	Completed by
HR Request to Recruit HR Approval	Emma Page	21-Oct-2025	Complete	20-Oct-2025	Emma Page
HR Request to Recruit Finance Approval	Sibile Dibley	21-Oct-2025	Complete	20-Oct-2025	Sibile Dibley
HR Request to Recruit Final Approval	Sharon Basson	21-Oct-2025	Complete	22-Oct-2025	Sharon Basson
HR Request to Recruit CEO Final	Linda McEnhill	21-Oct-2025	Complete	24-Oct-2025	Linda McEnhill
HR Request to Recruit Completed	Emma Page	21-Oct-2025	Complete	27-Oct-2025	Emma Page

Workflow task - HR Request to Recruit HR Approval completed by Emma Page on 20-Oct-2025
 Request to Recruit has been reviewed. Can it proceed?:

Workflow task - HR Request to Recruit Finance Approval completed by Sibile Dibley on 20-Oct-2025
 Request to Recruit has been reviewed. Can it proceed?: YES

Budgeted Salary: 12587.75

Pension Type: NHS

Comments: Based on Band C.1, 15 hours, and is within budget (as part of the agreed restructure)

Request to recruit will now be sent to CEO / Director for final approval

Workflow task - HR Request to Recruit Final Approval completed by Sharon Basson on 22-Oct-2025
 Has the request to recruit been approved?: YES

Approved by: Director of Service

Comments:

By approving, HR will now carry out the recruitment process

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Workflow task - HR Request to Recruit CEO Final completed by Linda McEnhill on 24-Oct-2025

Can HR proceed in carrying out a request to recruit for this role?: YES

HR will now process the request to recruit

Workflow task - HR Request to Recruit Completed completed by Emma Page on 27-Oct-2025

Has the request to recruit been completed?:

Attachments

Attachment	Uploaded by	Form	Date uploaded
Business Case for Clinical Admin Restructure. October 2025. V2.docx	Sharon Basson	HR Request to Recruit	16-Oct-2025
General Administrator Job Description.docx	Sharon Basson	HR Request to Recruit	16-Oct-2025