

## CABINET APPROVAL FOR RECRUITMENT TO VACANCIES

Please complete this form, with all required signatures, and return to the Organisational Change Team, HR Services, 3<sup>rd</sup> Floor, Gun Wharf. You will also need to send an electronic word version to [resourcing@medway.gov.uk](mailto:resourcing@medway.gov.uk), so that the approval form can be inserted into the cabinet report. This form is not required for those posts covered by the exemptions list shown below.

DIRECTORATE	RCET		
SECTION	Medway Adult Education		
POST TITLE	Examinations manager		
GRADE AND SALARY RANGE	Range 4, £24,943 - £30,372		
POST NUMBER	3918		
LOCATION	MAE, Rochester centre		
DATE POST BECAME VACANT	31/3/17 (tbc)		
MANAGER POST REPORTS TO	Hilary Treays		
*IS THIS REQUEST TO COVER PERMANENT RECRUITMENT	Y/N		
*IS THIS REQUEST TO APPLY TO AN EXTERNAL AGENCY	Y/N		
*IS THIS REQUEST TO COVER TEMPORARY RECRUITMENT FROM AGENCY POOL	Y/N		
IF TEMPORARY PLEASE SPECIFY DATES FROM AND TO:			
IF TEMPORARY PLEASE GIVE NAME OF EMPLOYEE COVERING VACANCY (if applicable)			
NAME OF RECRUITING MANAGER: Hilary Treays			

(\* please delete as appropriate)

### Impact on Service – please include:-

1. Information on the structure within this function indicating numbers of posts of the same type and how many corresponding vacancies – eg 20 care workers 2 posts vacant.
2. Impact on the service if this post is not filled, with particular reference to services to the public.

1 One Examinations manager post in structure (no Examination support posts in structure so no one to act up or cover the post even temporarily), one vacancy

2 This is a key role covering all aspects of the examination process and ensuring conditions for examinations meet awarding body regulations and pass inspection by the Joint Council for Qualifications (JCQ). The role requires detailed knowledge of the rules and regulations of the various awarding bodies. There is no capacity within current staff to take on this role. If this post is not filled, the service risks losing awarding body approval to deliver qualifications and will be unable to fulfil the SFA contract, leading to potential clawback of funding.

## Budget Issues

Please indicate:

1. the realisable savings if this post remained vacant until the 31<sup>st</sup> March 2016.
2. If any savings could be achieved by alternative ways of providing the service.

- 1 Post vacant from 1/4/17
- 2 There are no alternative ways of providing the service as MAE has to abide by the rules and regulations of the various awarding bodies

**Please specify the funding source for this post:** externally funded (SFA)

## Comments from Portfolio Holder

Signed: .....  
Portfolio Holder

Dated: .....

Signed: .....  
Councillor Alan Jarrett

Dated: .....

Signed: .....  
Assistant Director, Transformation

Dated: .....