Background
This guidance provides information to help you understand position management processes and procedures within People and Money. You should familiarise yourself with the Guidance on Job Classifications and Positions which helps to explain the new job classification structure within People and Money.

What is a Position?
- An instance of a job.
- A seat /slot in the organisation structure.
- May be filled by one or more people. All incumbents must have the same grade band, and sit within the same department.
- Specific to an individual business unit.
- Examples – Personal Chair, Manager, Research Assistant, Veterinary Nurse, Finance Administrator.

Before you can start the recruitment process for any new or replacement posts, you should check that there is a position available in the structure within People and Money within the correct grade band and with available FTE.

How to search for a position and view position details in People and Money
1. From the home page navigate to My Client Groups > Show More > Workforce Structures > Position Details.
2. Select Show Filters.
3. Search using filters, for example Position Name, Department, Location.
4. You will then see the list of positions in your school, who the current incumbent is or whether the position is vacant.

Please note, you will only see positions for members of staff within your area of responsibility (if applicable), your direct line reports and their teams. If you are unable to find the position within the Position Details tile, you can also establish the position number by going to My Client Groups>Person Management>Searching the person currently in post>selecting the ellipsis next to position will give you the position name and number.

If there is not a vacant position or the position detail has changed, you will need to follow the request a new position or position change process. This would apply if:

- You have a current position with 2.0 FTE but you need to add an additional 1.0 FTE to the organisational structure to allow you to recruit an additional member of staff.
- You have a position at a Grade 3 but need to add in a similar position at a Grade 4.
You have a named individual on a research grant and there is currently no position in the organisational structure for that individual.

The following People and Money processes associated with Position Management are as follows:

**Request a new position or position change**

**Create and Maintain a Job Requisition process** (to create a job requisition you must have a position available)

**Useful Links**
- Before you create a job requisition – flow chart
- People and Money User Guides
- Job Requisition Business Case Form
- Guidance on Job Classifications and Positions

**Frequently Asked Questions**

**Q - What organisational level do positions sit at?**
A - Positions sit at ‘Department’ (level 5 as we know it now); further detail is available within the Guidance on Job Classifications and Positions

**Q - Will the school/department role holder be able to see all ‘vacant’ positions/FTE across their area?**
A - The school/department role holder will be able to see all positions (both filled and vacant within the structure) and the FTE against these in the position detail page.

**Q - When should I request a new position?**
A - New positions should only be created if it doesn’t currently exist within a specific Department.

**Q – When do I need to make a position change?**
A - When you need to increase/decrease the total FTE of a position or add a new grade within a grade band.

**Q - If there are 100 positions the same in my school/department (for example post docs) what do I need to do to recruit additional FTE?**
A - You should request an increase in FTE rather than a new position. You should request a position change following the steps in the user guide Request a new position or position change.

**Q – What should I do if an existing member of staff wants to increase their hours?**
A – If the increase in hours changes the total FTE for that position within the structure you should request a change to position following the steps in the user guide Request a new position or position change. To increase the hours for the member of staff you should submit an ‘Outcome of Contract Review Form’ through People and Money.

**Q - Do new or changes to position need approval?**
A – New or change position requests are checked/approved by HR Operations only. Once the position is in the structure this will allow you to submit a Job Requisition in People and Money. Further Guidance on Employment Approvals is available within the Employment Approvals guidance document. For new recruitment activity, approvals sit on the job requisition and will route to the relevant approver (for all roles including externally funded posts).

Q – Will existing posts be put into positions?
A – Existing staff will already be assigned to a position when we launch People and Money.

Q - Where can I get additional support?
A - If you need any additional support, please contact the HR Helpline through People and Money.