

<b>Funding and Headcount Approval Form</b>	<b>HR-VAC 1.7</b>
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A Quick Reference guide on how to fill a vacancy is available on the [Employee Services Portal](#)

### SECTION 1 – DETAILS ABOUT YOUR VACANCY

<b>Department</b>	DFC
<b>Full Branch name</b>	Lisahally Service Centre
<b>Office Address</b>	28 Temple Road, Londonderry , BT47 6TW
<b>Grade of Post (and job title if any)</b>	NON  Deputy Principal  001 119
<b>Number of Vacancies</b> <small>The number of vacancies against this Position ID only</small>	1
<b>Security clearance level required for the post</b> <small>Majority of posts require Basic security clearance. If you are unsure about the level for your post, please seek advice from your Departmental Security Officer</small>	Basic: X CTC: <input type="checkbox"/> SV: <input type="checkbox"/> DV: <input type="checkbox"/>
<b>Date post will become vacant</b> <small>If the post is already vacant then insert today's date, otherwise insert date current post holder will vacate the post</small>	17.08.2022
<b>Duration of the post</b> <small>Majority of individuals placed into a post will be permanent staff. However, if you wish to fill this post with a Civil Servant on a fixed term then select the relevant option.</small>	Permanent X Fixed Term <input type="checkbox"/>
<b>Is this an existing post:</b> <small>If No, ensure the grading evaluation has been completed before submitting – refer to the Quick Reference Guide. Relevant approvals must also be completed in Section 2.</small>	Yes: X No: <input type="checkbox"/>
<b>Why has the vacancy arisen?</b>	Vacant Post currently being filled by a temporary promotion

**Please provide a brief description of the duties and responsibilities of the post.**  
*(Job Description may be attached)*

This is an Operational role within the DWP Operational teams for DfC. This post is primarily based in Lisahally. The post-holder must have access to a suitable form of transport to enable delivery of the post in full.

Main duties will include:

Lead, coach, and manage Service Centre Manager teams, identifying and managing areas of importance to the senior operational team; resolving issues as they arise  
Proactively managing operational risks on behalf of the senior operational team, handling issues escalated by all managers

Providing an effective and professional point of contact for information to internal and external stakeholders.

Providing briefings for Director and Deputy Director on key performance challenges, arranging and facilitating regular and ad-hoc meetings

Leading the development of engagement and communication products to drive operational transformation, participating in continuous business improvement activity, playing a relevant part in performance and development activity for your people  
Prevent fraud and error by taking prompt action to make referrals to Fraud and Error colleagues

Responsibility for ensuring Health and Safety procedures, incident handling, and Business Continuity arrangements are operated effectively.

The successful applicant will work closely with the Grade 7 and all colleagues across the DWP network, as well as senior officers within Supporting People Group within the Department for Communities.

**These DWP funded posts will involve travel, including overnight stays in Great Britain. It is therefore essential that the post holders are able and willing to travel as and when required, sometimes at short notice.**

**Travel throughout N Ireland may also be required, therefore, successful candidates will need access to a form of transport**

**They must agree to this requirement before accepting the post i.e. meeting with the G7 to discuss what is involved.**

## **SECTION 2 – DEPARTMENTAL APPROVALS**

*This form must be completed and authorised in accordance with the relevant department's procedures to confirm affordability before NICSHR can proceed to fill the vacant post(s).*

**Cost centre budget relating to the post**

The Department authorising officer will need to confirm if the post is affordable and so needs to know which cost centre will meet the salary costs of the post

DWP Lisahally UC budget cost centre 20244

Post requested by *(Should normally be SO and above)*:

**Line Manager:** Section 40(2)

**Grade:** SO

**Date:** 17.08.2022

**Signature** (if hard copy):

Head of Branch/budget manager confirmation that all costs will be met from my existing Departmental Running Costs for this year and future years *(Should normally be G7 and above)*:

**Authorising Manager:** Maureen McLarnon

**Grade:** G7

**Date:** 17.08.2022

**Signature** (if hard copy):

**For new/upgraded/additional posts** Head of Division confirmation of necessary funding and headcount approvals *(Should normally be Grade 5 or above)*

**Authorising Manager:**

**Grade:**

**Date:**

**Signature** (if hard copy):

**Complete only if Departmental approval has been given to treat this as a Priority Post:**

Brexit  Covid  Departmental Priority Post:

**SECTION 3 - VACANCY REFERRAL INFORMATION**

*Once approvals are in place the vacancy should be created on HRConnect and the IRC number inserted below (The Quick Reference Guide is available [here](#))*

**Vacancy Reference (IRC number)**

This is the reference number assigned to the vacancy when you create it on HRConnect

IRC284417

**Position Name|Post ID**

Direct lift from the IRC screen when creating the vacancy e.g. Corporate Governance EO2|123456

DfC, DWP Universal Credit Full Service  
Lisahally DP|195714

**Departmental contact name and number**

This is who NICSHR should contact about filling the vacancy

Section 40(2)

Completed forms should be submitted in line with your Departmental process to the relevant NICSHR Resourcing mailbox below. Forms will only be accepted from authorised approvers – please refer to the Quick Reference Guide ([ESP](#)).

[NICSHR.Resourcing@finance-ni.gov.uk](mailto:NICSHR.Resourcing@finance-ni.gov.uk) - (excluding DoJ/PPS)

[NICSHR.ResourcingDOJPPSOnly@justice-ni.gov.uk](mailto:NICSHR.ResourcingDOJPPSOnly@justice-ni.gov.uk) For DOJ/PPS staff only

FOR USE BY NICSHR	
Date Received:	
Received from authorised approver:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
NICSHR Vacancy Owner:	