



Recruitment Requisition Form - Employee

This form is to be used when seeking approval to create a new position or replace an existing post through resignation, maternity or any other leave.

Section A

Reason for request

- Replacement Current Post
 Fill a new Post
 Maternity Cover/ Paternity cover
 Other

Type of post/change required

- Permanent Post
 Fixed Term – Length of contract required
 Bank

Job title	Senior QC Microbiologist	Position number (Finance team to confirm):	22012171
Name of current/previous post holder (if applicable)	Annahita Rajabzadeh	Why vacated (i.e. resignation/ Maternity Leave)	Maternity Leave
Career Level	CL4	Expected salary range or circa salary	Circa 27,000 pa
Shift Allowance (if applicable)	N/A	On call allowance (If applicable)	N/A
Budget centre	JQK5	Weekly hours	37.5
Date required from:	Jan 2021	Date required to: (If fixed term)	12 months

Recruiting Manager's Details

PBL Directorate	Quality	Department	QC Bacteriology Technical Services
Nerina Badham-Thornhill (QC Microbiology Manager)	Nerina Badham-Thornhill (QC Microbiology Manager)	Contact telephone No.	51851
Second point of contact: Name/ Job title	Ioana Druga (QC First Line Manager)	Contact telephone No.	51688

Section B – Proposal

Justification for proposal:

Please include concise reasons for this proposal and what benefits this post will bring to the department/Porton Biopharma. If post is business critical, please advise.



Recruitment Requisition Form - Employee

This position is to replace a staff member who has resigned from the role. The role is required to be filled to achieve the appropriate skill mix and capability within the department and to lead and improve the data integrity and release of results in a timely manner within the QC Bacteriology Technical Services department. This will reduce the risk of non-compliance issues and audit findings for the department and the business, ensure there is sufficient resource to support manufacturing processes and batch release testing.

Due to resource requirements to support testing in the microbiology laboratory to ensure testing is completed satisfactorily and results distributed efficiently, the headcount will remain in the QC Bacteriology Technical Services Department.

This will improve the resource to support manufacturing, the current weekend rota, routine testing to ensure there is sufficient cover of trained resource available.

Without this position, the department will continue to be under resourced for the current and future workload. Without this replacement, availability to support to production & QA may be impacted.



Recruitment Requisition Form - Employee

Section C – Recruiting Manager checks

Check list (to be completed by the recruiting manager) Have you attached/ observed the following:

- Job description and person specification (word copy required for HR)
- Advert (word copy required for HR)
- Job Hazard Profile Form
- I confirm I will only use Approved Recruiting Agencies listed on the intranet

I confirm that I understand and have complied with GDPR and other Data Protection legislation with regards to recruitment practices.

Signed:	<small>DocuSigned by:</small> <i>Nerina Badham-Thornhill</i>	<small>Print Name:</small> Nerina Badham-Thornhill	<small>Date:</small> 12/15/2021
Final step:	Please email this form and ALL related documents, including the job description, to recruitment@portonbiopharma.com		

Section D – Approvals

Functional Director Approval					
Signed:	<small>DocuSigned by:</small> <i>Burleigh Abbott</i>	<small>Print Name:</small> Burleigh Abbott	<small>Date:</small> 1/11/2022		
Finance Approval					
Signed:	<small>DocuSigned by:</small> <i>Cleo Acraman</i>	<small>Print Name:</small> Cleo Acraman	<small>Date:</small> 1/11/2022		