

# 1 Headships

The post of Head of Department, Deputy Head and Acting Head of Department should be located within the Headships level 1 Post as shown below.



## 1.1 Creating a Head of Department/Acting Head Post

- 1. With the University of Cambridge selected, click on Organisation explorer.
- 2. Search for the Department within which you wish to create the new post. Locate the Headships level 1 post and expand this by clicking on the expand icon



3. Check that the required Headship, Deputy Head, or Acting Head post does not already exist.





4. Where a new post is required, select the Headships level 1 post. The post will be displayed in the top left object pane.

🔒 🔒 Organ	nisation: University of	Cambridge	📄 Posts: 🖣 F	leadships)		
© Search	🗩 Smart groups			Advar	iced 🔒 🤉	
	Post 🔽	Results 1 F	Post			
Select all						
Post	Linked to	Status	Post reference	Job share	Start date	Er
爹 Headships	Department of Earth Sci	iences Live	M0540374	No	01/01/1900	
•						Þ

5. Click the Create Post option in the Action Pane.



6. Enter the correct effective date for the start date of the post. Trent opens the Create linked item page in the display pane.



7. Enter the name for the new Post

New - Post:		
	Name Acting Head of Department	
	Quantity 1	
	Save	

8. Click the **Save** button on the Create linked item page to save your changes. A confirmation message will appear

	🕕 Changes have been saved.
	🙂 Please enter more details and press save to add another.
New - Post:	
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	Name
	hame
	Our potting
	Save

Trent adds the new Post to the Organisation structure. Select Mini Explorer to view.



acting Head of Department ⊞ acting Head of Department



#### **1.2 Creating a new position**

1. Select the newly created post



 Click the New - Position option in the Action Pane Enter the correct effective date for the start date of the position. Trent opens the Create linked item page in the display pane



3. Enter the name for the position

Nam	e Acting Head of Department	
Quanti	ty 1	
	Save	

- 4. Click on Save
- 5. Trent adds the new position to the organisation structure and the mini explorer diagram is updated accordingly to show the vacant position (displayed as a green chair).





## 1.3 Attaching a person to a position

1. Select the newly created position (green chair)

<ul> <li>Headships</li> <li>Acting Head of Department</li> <li>Acting Head of Department</li> <li>Head of Department</li> </ul>
Expand/Collapse folders
<ul> <li>Position details</li> <li>Addresses</li> <li>Authorisation history</li> <li>Contacts</li> <li>Element suspensions</li> <li>Elements</li> <li>Job share positions</li> <li>Mini explorer</li> <li>Patterns</li> <li>Probationary periods</li> <li>Rate codes</li> <li>Assign reporting manager</li> <li>Attach person</li> <li>HESA details</li> <li>History</li> <li>Hours and basis</li> <li>Inheritance chart</li> <li>New - Position</li> <li>Occupancy details</li> <li>Position details</li> <li>Position inheritance summary</li> <li>Position summary</li> <li>Salary details</li> </ul>

- 2. Click on the attach person option in the Action Pane.
- 3. Enter the correct effective date

Attach person: New			
Person			
	Name		
		_	
		Save	
		_	



4. Click the search icon to search for the person by name. Once the person has been selected further details on the attach person page are displayed.

Person	
Name	Professor Robert S White 💦 🔍
Select contract	
Create a contract	Enter contract name>
Select an existing contract	

5. Do not enter anything in the create a contract field. Click the drop down arrow to the right of select an existing contract and select the contract name.

Person			
	Name	Professor Robert S White 📃 🔍	
Gelect contract			
Crea	ate a contract	Enter contract name>	
Select an exis	sting contract	R	
		BC Monthly	

- 6. Click on Save.
- 7. You will see the person attached to the position in the mini explorer diagram





#### **1.4 Changing Permission to fill status**

The permission to fill status for a new position will automatically be set to permission to fill granted (you may have to wait for this authorisation process to complete before you can attach a person). Once a person is attached the permission status will automatically change to no permission status.

Where you are attaching a person to an existing Head of Department Position, or Acting Head position, the permission status will need to be changed from No permission status to permission to fill granted before you can attach the person.



- 1. Select the position.
- 2. Select position details
- 3. Enter the effective date
- 4. Click the drop down arrow to the right of Position Status.



5. Select permission to fill granted.

Position status			
	Position status	Permission to Fill granted	🔽 💦 (pending
	1 0310011 302003	authorisation)	
	Effective from	01/03/2009	

6. Enter the effective from date and click on the Save button.



### **1.5 Hours and Basis Information**

Hours and Basis information will usually be inherited for any Headships or Acting Headships that are created within an existing Headships level 1 post. However where a new department is created, or where a new level 1 post of Headship is created the Hours and Basis information should be completed as below.

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nours
prked 52.25 II
only 🗖
egory Academic Administrator 🔄 🔳
Basis Other (non employee) 🔽 I
Type Chairmanship/Headship 🗾 I
ason 🔽
lation No override
value