 

**ARF**

**ADVERTISING REQUEST FORM**

**FOR RESEARCH POSTS**

**Please complete the following form in full to initiate the recruitment process. Please note in advance of post advertisement:**

* The post advert/job description and ARF must be forwarded to the Human Resources Office via email to [hrresearch@universityofgalway.ie](mailto:hrresearch@universityofgalway.ie)
* It is the responsibility of the PI to ensure that they have sufficient funds for the post when advertising.  This information can be obtained from your research budget.
* Please note, recruitment documents need to be submitted to [hrresearch@universityofgalway.ie,](mailto:hrresearch@universityofgalway.ie) 3 weeks in advance of the scheduled advertising date.
* Further guidelines: [Advertising a Post](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/researchrecruitment/advertisearesearchrole/)

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| 1. **Post Information:** | |
| **Post Title:** |  | | | | | |
| Researcher Level:  The full [salary scale](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/researchrecruitment/researchsalaryscales/) will be advertised subject to the project’s funding limitations. | Research Assistant | | Research Associate | Postdoctoral Researcher | Research Fellow | |
| Full name of [School](https://www.universityofgalway.ie/colleges-and-schools/): |  | | | | | |
| Full name of [College](https://www.universityofgalway.ie/colleges-and-schools/): |  | | | | | |
| Project Title: |  | | | | | |
| Cost Centre  (if available) |  | | | | | |
| Note: If you do not have the cost centre and are waiting for the research account number please indicate by ticking this box | | | | | |
| FTE: |  | | | | | |
| Duration of Post: |  | | | | | |
| Competencies & Salary Range: | **I confirm that** my job description aligns to the relevant level in the [Researcher Competencies](https://www.universityofgalway.ie/media/humanresources/publicdocuments/Researcher-Roles-Competencies.pdf) document and relevant [Salary Range](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/recruitment-and-selection/researchrecruitment/researchsalaryscales/) | | | | | ☐ |
| Funding:  (It is the responsibility of the PI to ensure that they have sufficient funds for the post when advertising) | I confirm sufficient *staff category budget* for the entire duration of the proposed post.  *This information can be obtained from 1. Approved research budget (new grants). 2. Agresso research financial monthly report (ongoing grants for renewals, replacements and hires timetabled for the middle of the grant).* | | | | | ☐ |

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| 1. **Reason for Post** |
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| 1. **Objective Grounds** |
| Please specify the objective grounds why a permanent position cannot be offered.  PLEASE NOTE: This wording will be used in contract of employment. Funding availability is not sufficient objective grounds. | |
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| 1. **Advertising** |
| Where do you wish to advertise\*? | |
| [University of Galway website](https://www.universityofgalway.ie/human-resources/recruitment-and-selection/current-vacancies/) (Free) | Automatically published here (Core Portal & External Website) |
| Additional Advertising Locations: Please tick | |
| [Nature Careers](https://www.nature.com/naturecareers) (Free) |  |
| [Euraxess /IUA website](https://euraxess.ec.europa.eu/jobs) (Free) |  |
| [University Vacancies Ireland](https://www.universityvacancies.com/search/job?field_job_category%5b%5d=409&search=communications) (Free) |  |

\*HR can only advertise on the free websites and do not cover the cost of additional publications/websites. PI must arrange advertising and payment for paid advertising.

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| 1. **Interview Board** |
| Minimum number of interviewers must be as outlined below, which must include gender balance and a representative external to the unit, depending on the position being interviewed for. Board members must agree to sit on the board in advance of advertising and must have completed [Unconscious Bias training](https://www.universityofgalway.ie/equalityanddiversity/editraining/unconsciousbias/), interviewing techniques and have read and are familiar with the [Recruitment and Selection policy](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA146---Recruitment-and-Selection-Policy-and-Procedure--(October-2023)-(1).pdf).  It is University policy that unconscious bias training is compulsory for all members of interview and promotion boards. Initial unconscious bias training should be in person and is available as part of the suite of EDI training scheduled each semester. Annual refresher training is available online at [Equality Diversity & Inclusion - University of Galway](https://www.universityofgalway.ie/human-resources/learning-and-development/courses/workshopsprogrammes/equalitydiversityinclusion/).  Please confirm that the BOA have completed unconscious bias training in accordance with University policy.   |  |  | | --- | --- | | Yes | No |   **1. Research Assistant**   * Principal Investigator * Postdoctoral Researcher   **2. Postdoctoral Researcher/Research Associate**   * Hiring Manager/Principal Investigator * One other internal/external assessor (at least one grade senior)   **3. Research Fellow**   * Hiring Manager/Principal Investigator * Three other internal/external assessors (at least one grade senior)   *Should you wish to include more than the number of interviewers listed above, please ensure that there is appropriate gender balance as per the Recruitment and Selection Policy.*  Please confirm the Interview Board for this post: | |

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| **ID Number\***  **\*If external to university please provide email address** | **Full Name** | **Gender** | **Title** | **Training Complete** |
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| 1. **Garda Vetting** |  |
| In line with the University of Galway [Child Protection Policy](https://www.universityofgalway.ie/media/humanresources/policiesproceduresandforms/policiesprocedures/QA127---Child-Safeguarding-Statement.pdf), please confirm if Garda Vetting is a requirement for this post.  As per the GNVB advice - In instances where a staff member is tasked with fulfilling a role which consists of the provision of education to the student body, it is **merely incidental** that a small cohort of the student body are under 18 years or students are considered vulnerable adults.  Therefore, in such circumstances there is no legal basis for conducting vetting.  (Unless it is necessary and regular contact with vulnerable adults and children under 18 years of age).  Current turnaround time with the Garda vetting bureau is 5-6 weeks. Candidate cannot start their position without a completed disclosure from the Garda vetting bureau.  Should you need further information please contact [hrgardavetting@universityofgalway.ie](mailto:hrgardavetting@universityofgalway.ie) | | |

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| Yes | No |

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| 1. **Schedule** |

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| Closing date: *will be 2 weeks from date advertised or if later date required, specify here* |  |
| Shortlisting Date: |  |
| Interview Date: |  |
| Interview Venue: |  |

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| 1. **Signatures Required:** | Full name (BLOCK CAPS) | Signature | Date: |
| **Principal Investigator/Budget Holder:** |  |  |  |
| **Supervisor:** |  |  |  |