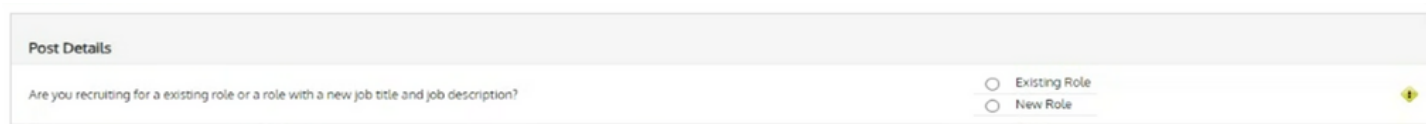


# networkx Job title picklist

Managers will be prompted to confirm if they would like to request approval to recruit to an existing role or a role with a new job title and job description.



Post Details

Are you recruiting for an existing role or a role with a new job title and job description?

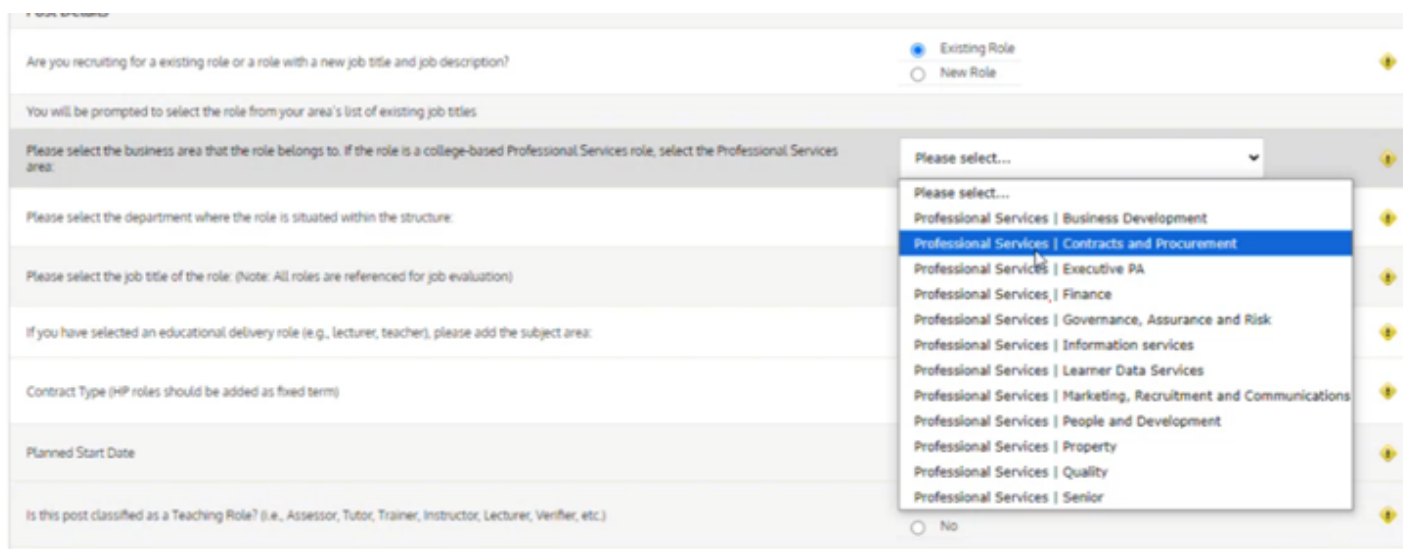
Existing Role  
 New Role

## Existing role

Managers will be prompted to select the role from their area's list of existing job titles.

You can view the picklist departmental structure and job titles [here](#).

**Business Area:** Select the relevant business area. For college-based Professional Services roles, select the Professional Services area.



Are you recruiting for an existing role or a role with a new job title and job description?

Existing Role  
 New Role

You will be prompted to select the role from your area's list of existing job titles

Please select the business area that the role belongs to. If the role is a college-based Professional Services role, select the Professional Services area:

Please select the department where the role is situated within the structure:

Please select the job title of the role. (Note: All roles are referenced for job evaluation)

If you have selected an educational delivery role (e.g., lecturer, teacher), please add the subject area:

Contract Type (HP roles should be added as fixed term)

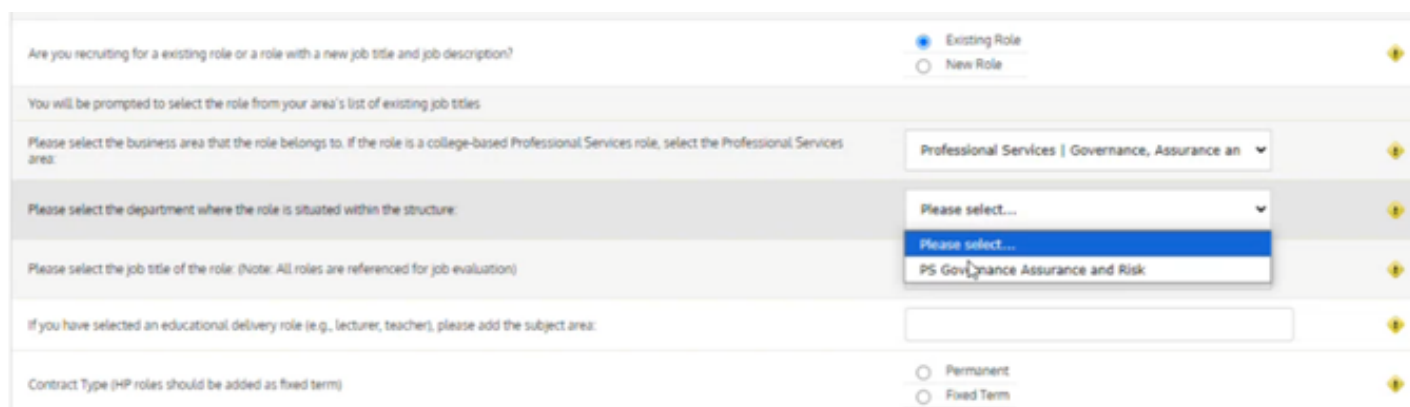
Planned Start Date

Is this post classified as a Teaching Role? (i.e., Assessor, Tutor, Trainer, Instructor, Lecturer, Verifier, etc.)

No

Please select...  
Please select...  
Professional Services | Business Development  
Professional Services | Contracts and Procurement  
Professional Services | Executive PA  
Professional Services | Finance  
Professional Services | Governance, Assurance and Risk  
Professional Services | Information services  
Professional Services | Learner Data Services  
Professional Services | Marketing, Recruitment and Communications  
Professional Services | People and Development  
Professional Services | Property  
Professional Services | Quality  
Professional Services | Senior

**Department:** Choose the department where the role is situated.



Are you recruiting for an existing role or a role with a new job title and job description?

Existing Role  
 New Role

You will be prompted to select the role from your area's list of existing job titles

Please select the business area that the role belongs to. If the role is a college-based Professional Services role, select the Professional Services area:

Professional Services | Governance, Assurance and Risk

Please select the department where the role is situated within the structure:

Please select...  
Please select...  
PS Governance Assurance and Risk

Please select the job title of the role. (Note: All roles are referenced for job evaluation)

If you have selected an educational delivery role (e.g., lecturer, teacher), please add the subject area:

Contract Type (HP roles should be added as fixed term)

Permanent  
 Fixed Term

**Job Title:** Select the job title of the role. All job titles have now been referenced for job evaluation.

Are you recruiting for an existing role or a role with a new job title and job description?

Existing Role  
 New Role

You will be prompted to select the role from your area's list of existing job titles

Please select the business area that the role belongs to. If the role is a college-based Professional Services role, select the Professional Services area:

Professional Services | Governance, Assurance an

Please select the department where the role is situated within the structure:

PS Governance Assurance and Risk

Please select the job title of the role: (Note: All roles are referenced for job evaluation)

Please select...

If you have selected an educational delivery role (e.g., lecturer, teacher), please add the subject area:

Contract Type (HP roles should be added as fixed term)

Planned Start Date

Please select...

- Assistant Director of Data and Assurance | GA&R 1 | GA&R 1
- Data Protection and Compliance Officer | GA&R 2 | GA&R 2
- Funding Data Auditor | GA&R 3 | GA&R 3
- Internal Auditor | GA&R 4 | GA&R 4**
- International Compliance Officer | GA&R 5 | GA&R 5
- Records Officer | GA&R 6 | GA&R 6

**You can also add a subject area:** If applicable (e.g., for lecturer or teacher roles), for any roles where this is needed

## New role

If recruiting for a new role, managers must **first discuss** the new job title and description with their **P&D Business Partner** and then add the agreed job title.

**Post Details**

Are you recruiting for an existing role or a role with a new job title and job description?

Existing Role  
 New Role

If you are recruiting for a role with a new job title and job description, please discuss it with your P&D Business Partner first.

Please add the new job title agreed with you P&D Business Partner:

[Click here for Video Guidance](#)