

This form must be completed prior to any role being advertised, or any recruitment activities beginning. A role profile must also be in place for the proposed position.

**Role Information to be completed by hiring manager**

**Hiring Manager Name:** Katie Ashton

**Email:** katie.ashton@balfourbeatty.com

**Contact No:** 07918 767296

**Vacancy Role:** Community Relations Manager

**Reason for Recruitment:** Retired

**Contract type (Full/part time/temp):** Full time

**Department:** Communications

**Contract hours:** 42

**Desired Start Date:** 30 April 16

**Location(s):** Aldgate/ Carnwath Road

**Vacancy Code:**

**Role Profile:** Yes

**To be completed by Parent Company Recruitment**

**Salary Band:** From: £ \_\_\_\_\_ To: £ \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Car / Allowance:**  Yes  No

**Daily Travel:**  Yes  No

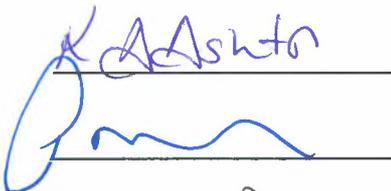
**Company specific Allowance:**  Yes  No

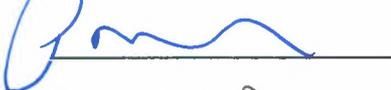
**Subsistence:**  Yes  No

**Over Time:**  Yes  No

**On Call Allowance:**  Yes  No

**SIGN OFF** (as acceptance of the above and the attached Role Profile)

**Hiring Manager:**  \_\_\_\_\_ **Date:** 30.3.16

**Head of HR:**  \_\_\_\_\_ **Date:** 30.3.16

**Project Director/Deputy PD:**  \_\_\_\_\_ **Date:** 30.03.16

**Parent Company Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Process Owner: HR Department	Document Owner: Paul Morrissey	Next Review Date: 23/03/2017	