

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

Subsistence: ☐ Yes

☐ No

Daily Travel: ☐ Yes

☐ No

Over Time: ☐ Yes

☐ No

Company specific Allowance: ☐ Yes

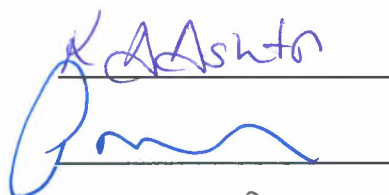
☐ No

On Call Allowance: ☐ Yes

☐ No

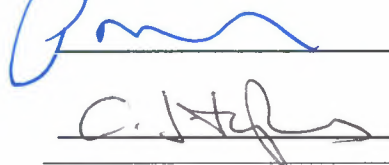
SIGN OFF (as acceptance of the above and the attached Role Profile)

Hiring Manager:



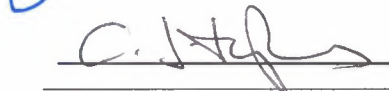
Date: 30.3.16

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 | |