

Appendix 3 - Vacancy Review Checklist

1.	Is funding available?	
2.	Is the post fulfilling its purpose? Does the post fit in line with the business objectives and the workforce plan of the Directorate and Trust?	
3.	Can we learn anything from the current job holder about how the job is done or from reasons why that person is leaving?	
4.	Can the job be enhanced in any way to increase job satisfaction?	
5.	Have or will new work patterns, new technology or new equipment affect the job?	
6.	Has a risk assessment been undertaken for the post? If specific requirements identified these should be incorporated into the job description.	
7.	Are changes in the future likely which may affect the need for the post or a need to review the duties undertaken?	
8.	Is the job suitable for anyone in the Department concerned or the Trust as a whole who: Has been displaced as a result of organisational change? Is on sick leave or newly disabled and requires rehabilitation or redeployment?	
9.	Is it possible to change the hours of the post to make it suitable for job sharing or part time working?	
10.	Is it better at this stage to appoint on a Temporary or Fixed Term basis?	
11.	Does the job banding need to be reviewed to reflect the change in role or responsibility?	