1 Headships

The post of Head of Department, Deputy Head and Acting Head of Department should be located within the Headships level 1 Post as shown below.

1.1 Creating a Head of Department/Acting Head Post

1. With the University of Cambridge selected, click on Organisation explorer.

2. Search for the Department within which you wish to create the new post. Locate the Headships level 1 post and expand this by clicking on the expand icon

3. Check that the required Headship, Deputy Head, or Acting Head post does not already exist.

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4. Where a new post is required, select the Headships level 1 post. The post will be displayed in the top left object pane.
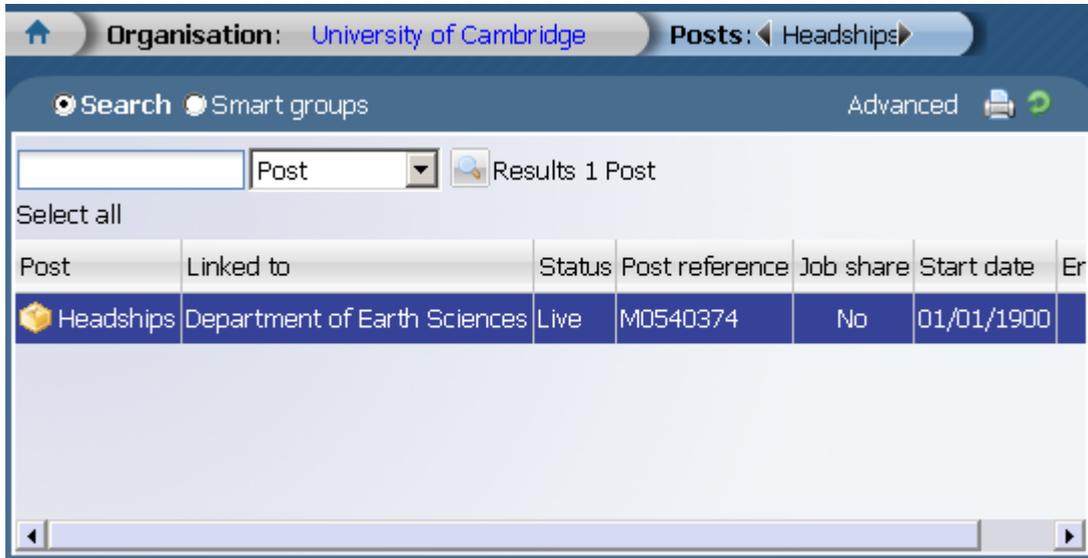
5. Click the Create Post option in the Action Pane.
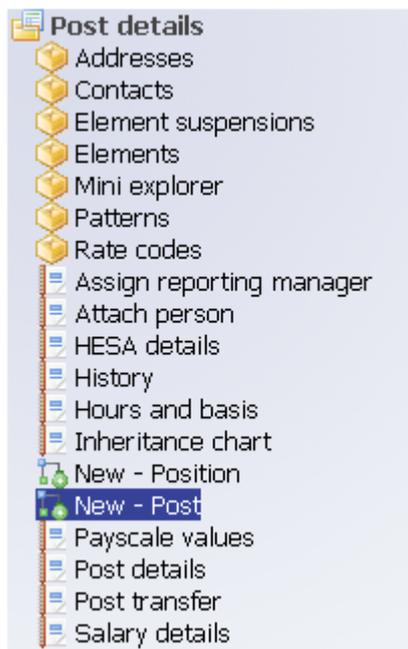
6. Enter the correct effective date for the start date of the post.
Trent opens the Create linked item page in the display pane.

7. Enter the name for the new Post

New - Post:

Name | Acting Head of Department
Quantity | 1

Save

8. Click the **Save** button on the Create linked item page to save your changes. A confirmation message will appear

ⓘ Changes have been saved.
ⓘ Please enter more details and press save to add another.

New - Post:

Name |
Quantity | 1

Save

Trent adds the new Post to the Organisation structure. Select Mini Explorer to view.

Expand/Collapse folders
Post details
 Addresses
 Contacts
 Element suspensions
 Elements
 Mini explorer
 Patterns
 Rate codes

Headships
 Acting Head of Department
 Head of Department

1.2 Creating a new position

1. Select the newly created post
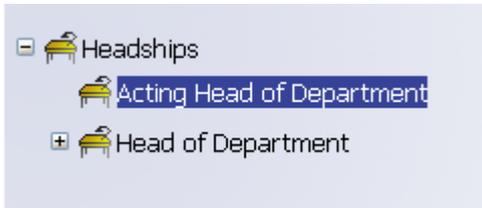
2. Click the New - Position option in the Action Pane
   Enter the correct effective date for the start date of the position.
   Trent opens the Create linked item page in the display pane
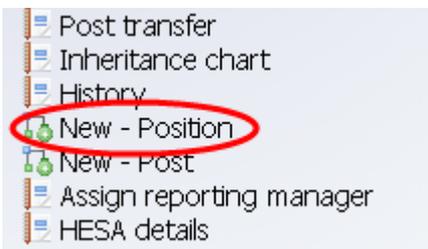
3. Enter the name for the position

4. Click on Save

5. Trent adds the new position to the organisation structure and the mini explorer diagram is
   updated accordingly to show the vacant position (displayed as a green chair).
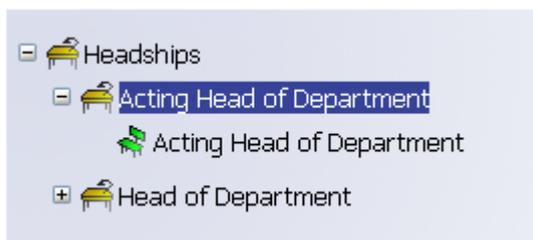
1.3 Attaching a person to a position

1. Select the newly created position (green chair)
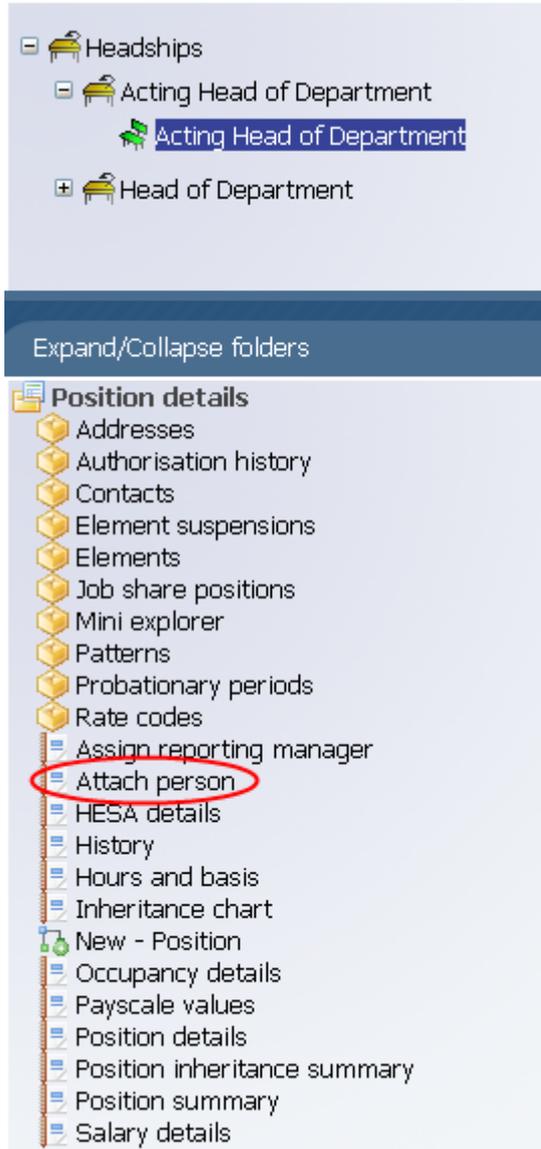
2. Click on the attach person option in the Action Pane.
3. Enter the correct effective date

4. Click the search icon 🔍 to search for the person by name. Once the person has been selected further details on the attach person page are displayed.
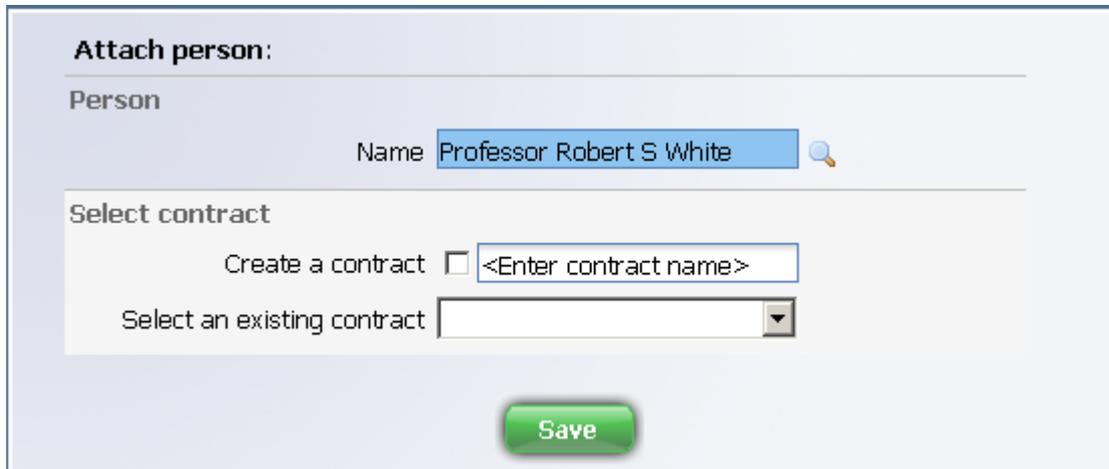
5. Do not enter anything in the create a contract field. Click the drop down arrow to the right of select an existing contract and select the contract name.

6. Click on Save.

7. You will see the person attached to the position in the mini explorer diagram
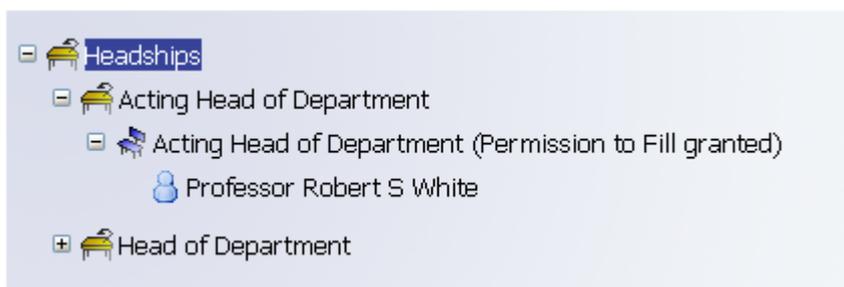
1.4 Changing Permission to fill status

The permission to fill status for a new position will automatically be set to permission to fill granted (you may have to wait for this authorisation process to complete before you can attach a person). Once a person is attached the permission status will automatically change to no permission status.

Where you are attaching a person to an existing Head of Department Position, or Acting Head position, the permission status will need to be changed from No permission status to permission to fill granted before you can attach the person.

1. Select the position.
2. Select position details
3. Enter the effective date
4. Click the drop down arrow to the right of Position Status.
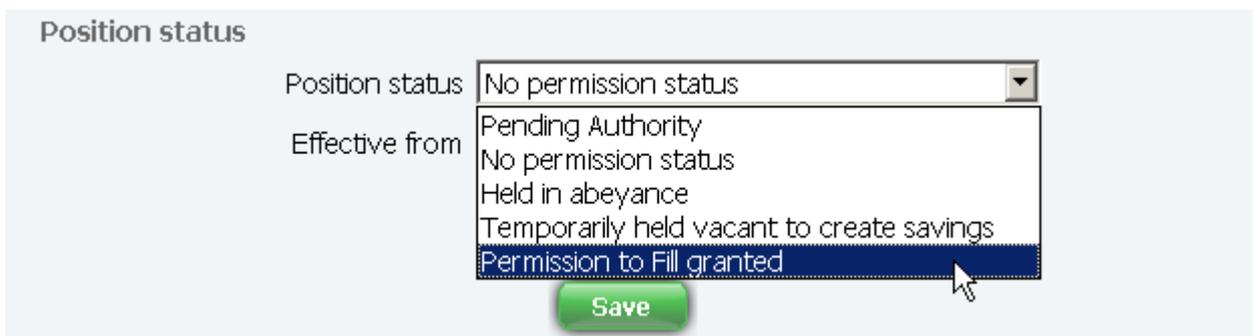
5. Select permission to fill granted.

6. Enter the effective from date and click on the Save button.

1.5 Hours and Basis Information

Hours and Basis information will usually be inherited for any Headships or Acting Headships that are created within an existing Headships level 1 post. However where a new department is created, or where a new level 1 post of Headship is created the Hours and Basis information should be completed as below.