UNIVERSITY OF CAMBRIDGE
The CHRIS Project

1   Introduction to structure

Trent's organisation structure is made up of Units, Posts, Positions and Contracts.

Organisation Structure

The organisation structure is the set of interconnected parts that represent the University of Cambridge as a whole. Most users will only see the University of Cambridge Organisation. There is also a Pensioners organisation which will be accessible to some users.
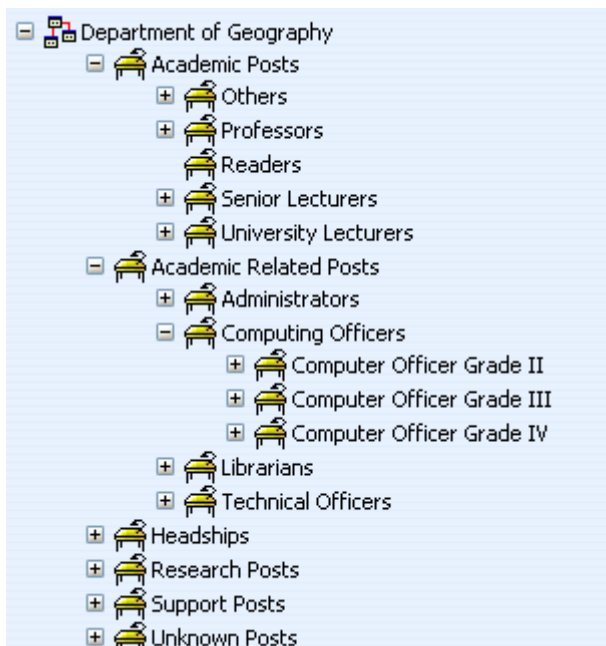
Unit

A unit is an organisation structure component that is made up of subordinate components including other units and posts. For example Colleges are a unit and each individual college – Christ's, Churchill, - a unit within this main unit.

Post

A post always belongs to a superior organisation unit, e.g. a department. If a person is to occupy a post it is always by means of an intermediate position. Within the organisation structure of the University there is a post for each position.

Within Cambridge we have allocated different staff groups to posts and this is displayed as three levels of posts within the Trent structure.

This screen displays the Department of Geography Unit.

Level 1 posts are Academic, Academic Related, Headships, Research, Support (and Unknown).

Level 2 posts are shown below this – Administrators, Computing Officers, Librarians and Technical Officers within Academic Related Posts.

Level 3 posts are Computer Officer Grade II, III & IV shown beneath Computing Officers

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Position

A position is a location in the Organisation in which a person can be placed. If the chair icon is blue the position is occupied.

If the chair icon is green it indicates that the position is vacant and as yet unoccupied

If the chair icon is red it indicates that the position is vacant and has a recruitment requisition attached to it.

Employee

Each employee within the University that is attached to the structure will be shown with this icon.

People are attached to the structure via a position and a contract is created.

A contract within Trent is not a contract of employment, but a piece of data which binds an employee to a payroll