**NEW ROLE REQUEST FORM**

|  |  |
| --- | --- |
| Title of New Post |  |
| Department |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager** | | | |
| Signature |  | Date |  |
| Name |  | Job Title |  |
| **Director / HLT / Divisional Director** | | | |
| Signature |  | Date |  |
| Name |  | Job Title |  |

Once completed, please attach a copy of the job description, person specification, and organisational chart and forward to [Ray.Rummens@liverpoolft.nhs.uk](mailto:Ray.Rummens@liverpoolft.nhs.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| **For HR Use Only** | | | |
| Post Ref No. |  | Panel Date |  |
| Outcome |  | | |