

# How do I create a brand new position?

## Important Note:

- If you have an existing position in your establishment and you want to create another one of these positions, please refer to the **Position Change Request (UDF's)** guidance which can be found [here](#): The below instructions should be completed for **brand** new positions that don't already exist in your establishment.
- This request must be sent by the Authorising Manager with delegated budget responsibility for this position. By sending this email you are confirming that you have followed your own Departmental authorisation process for the change.

**Step 1.** Log in to **PiP For My Team** and along your **Company News bar**, using the arrows scroll along until you reach the **Create a brand new position** tile. Click on this tile to open it.

The following template will open:

Creating a Brand New Position

Most position creations can be requested directly through PiP via the **Positions** menu on your PiP home screen. Only use this email request format when you are seeking to create a **BRAND NEW** type of position **AND** you are not deleting an existing position to create it.

Not sure? Call the Employment Changes Team on 694303 and they can help you decide.

To create a brand new position please provide the following information. Please ensure that you complete all the fields below to avoid delays in creating your new position:

Date position to be created from (e.g. 1<sup>st</sup> March 2020) -

Department (e.g. Cabinet Office) -

Division (e.g. OHR) -

Area/Team (e.g. HR Services) -

Job Title -

Grade/Band/Skill Zone (e.g. Skill Zone 2) -

Position FTE, Basis and Hours (e.g. FTE 1, Full Time, 37 hours) -

Terms and conditions (e.g. PSC M&C/MPTC) -

Departmental approval gained for this new post? - YES/NO

Authorising Manager requesting the creation of this position -

DHSC positions must be approved by the DHSC Finance Team – please provide name of the Approver -

For **MPTC** or **PSC** position (Civil Service/Manual & Craft) please send this email request to the Job Evaluation and Metrics Team in OHR [ohrie@gov.im](mailto:ohrie@gov.im) for their approval before creating this position.

For all other position requests, please send this completed email to the Employment Changes Team [HRChanges@gov.im](mailto:HRChanges@gov.im). The email must be sent by the Authorising Manager with delegated budget responsibility for this position. By sending this email you are confirming that you have followed your own Departmental authorisation process for the change.

Thank you.

PiP Team

**Step 2.** Copy and paste the template into an email, fill in the position details required and send to:

- **For PSC (Civil Service/Manual & Craft)** positions please send this email request, along with evidence of the financial approval and the job description and person specification, to the **OHR Job Evaluation and Metrics (JEM) Team** [ohrje@gov.im](mailto:ohrje@gov.im) for their approval.  
Once approved the team will forward the request on for processing.
- **For all other position requests,** please send this completed email to the **PiP Changes Team** [pipchanges@gov.im](mailto:pipchanges@gov.im).

#### Require further assistance?

Please contact the PiP Changes Team on Tel: 694303 or email: [pipchanges@gov.im](mailto:pipchanges@gov.im)