## <Insert Job Title here>

Human Resources

Unit name goes here

# trent structure changes form

### Please complete this form to confirm changes in organisation structure so the appropriate revisions can be made in Trent to reflect it accurately.

|  |  |
| --- | --- |
| Current name of unit: |  |
| New name of unit (if applicable): |  |
| Effective date of change: | <<DD Month Year>> |
| Business reason for change: |  |

## Confirmation of sign-off

|  |  |  |  |
| --- | --- | --- | --- |
| **Please complete this to confirm the changes have been agreed** | | | |
| Head of School/Dept signature: |  | | |
| Head of School/Dept name: |  | Date |  |
| HR Partner signature: |  | | |
| HR Partner name: |  | Date |  |
| UEB Member sign off: |  | | |
| UEB Member name: |  | Date |  |

## Organisation structure diagram attached Yes / No

## Nominated authority to answer queries

|  |  |
| --- | --- |
| **Please confirm who HR Systems can contact in the event of queries when implementing the new structure in Trent** | |
| School/Department contact name: |  |

Please pass this completed form and organisation structure to HR Systems via email [hrsystems@reading.ac.uk](mailto:hrsystems@reading.ac.uk) or deliver to Room 1.30, Whiteknights House, Whiteknights Campus, University of Reading