**Staff Position Management:**

- **Hiring Manager**
  - Initiates a request to create a position:
  - Submits Position Management Form, PD & Zendesk Ticket.

- **Director**
  - Reviews position request and PD, approves and sends it to the Business Officer/Financial Control point.

- **Financial Control (Business Officer)**
  - Validates funding, signs and sends to RPM.

- **RPM** (Resource Planning and Management)
  - Reviews funding, validates accounts and submits final approval to HR.

- **HR Recruiter**
  - Reviews title and PD for accuracy, approves and submits to Position Administrator.

- **Position Administrator**
  - Enters position, sends confirmation and Position Number to appropriate chain of contacts (HR, HM/Director, BOC, BO).