



Recruitment Authorisation

Upon approval, please forward this form electronically together with the documents detailed below to recruit.bgcbbc@blaenau-gwent.gov.uk **no later than midday on Monday.**

- Job Description and Person Specification (in English & Welsh if advertising externally)
- Advert (in English & Welsh if advertising externally)
- Report (if applicable)

Vacancies will be advertised online every **Thursday**; these timescales may vary where timescales are governed by media deadlines, or at particularly busy times. Please note if you do not provide all the necessary information / documentation this may result in a delay in the advertising process.

Approval

Employment status	Authorised by Directorate DMT	Authorised by CLT
Permanent appointment within current establishment.	Grades 1-11	JNC Officers and those senior positions covered by the statutory regulations
Fixed term & temporary appointments / secondment within current establishment to cover the absence of the existing postholder or a vacant position.		
Extension of existing fixed term / temporary contracts & secondments.		
Creation of a temporary / fixed term position which is externally funded or where there is an identified budget.		

Section 1 - Position Details

Directorate:

Division:

Position Title:

Position Ref: Number of Positions:

Grade: Hours per week: Weeks per year:

Permanent: Fixed Term: Temporary:

Agile Worker: Homeworker: Service/Community Based Worker:

Position based at: Post Code:

Reason for Vacancy:

Current or previous occupant (if applicable):

Recruiting Manager: Contact Number:

Disclosure and Barring Service (DBS) Check? No Yes If yes, please tick below:
 Basic Standard Enhanced: Adult Enhanced: Children Enhanced: Adult & Children
 DBS Expenditure Code:

If a DBS eligibility form has not been completed, please complete and submit with this form.

How is the position funded? Internally Externally

If externally funded, please stipulate if wholly or partly funded, by whom & duration of funding. You will need to ensure any financial liabilities are minimised and any funding takes into consideration any termination costs. If the position is to cover the absence of the existing postholder please outline how the additional costs will be managed.

Section 2 – Business Case for Recruiting

Please set out the business case for recruiting, which may include consideration of the business critical nature of the position, alternative options for filling the position, and the implications of not recruiting. Managers are also encouraged to consider the option of recruiting an apprentice, further details of the Aspire programme can be obtained by clicking on the link:

<https://www.blaenau-gwent.gov.uk/en/business/jobs-skills/aspire-support-for-employees/>

Section 3 - Advertising Details (If Applicable)

Internal Internal (option for secondment) Internal (ring-fenced/expression of interest) External

If you require a vacancy to be advertised in the media, please provide details below including an expenditure code for advertising costs. In addition, please provide any specific requirements for advertising, such as specific joint recruitment and appointment protocols for collaborative working, logos for funded positions, etc. If you require advice on recruitment options please contact Organisational Development.

Section 4 - Recruiting Manager to complete following Approval

Date of DMT approval: Date of CLT approval (if applicable):

Authorised to recruit/extend an existing contract on the following basis:

Permanent

Fixed Term

Temporary

Secondment

Creation of a FT/Temp position

Expected end date:

Expected end date:

Expected end date:

Expected end date:

Completed by:

Date:

Section 5 - Welsh Language Assessment

To comply with the Welsh Language Standards, **the following information is required for the recruitment of ALL new and vacant positions.** The information below influences the job description, advert requisition, interview procedure and subsequently any employment. Furthermore, the Welsh Language Standards outline that the Council must keep appropriate records of each assessment, which will be reported on annually. Corporate Leadership Team has decided that all roles within the Council are designated as being a minimum of 'Welsh Language Desirable'.

Welsh Language Skills Assessment

Please answer all relevant questions. If this assessment is for a 'new role' please make assumptions about the likelihood of the role carrying out activities.

Q1. Does this role involve any dealings directly with the public?

Yes ➔ go to Q2 No ➔ go to Q5

Q2. If yes, what is the frequency of the involvement with the public?

Very Frequently Frequently Occasionally Rarely
e.g. daily e.g. A few times a week e.g. a few times a month e.g. a few times a year

Q3. What is the anticipated likelihood of the role needing to engage with the public through the medium of the Welsh language?

Very Likely Likely Occasionally Unlikely Very Unlikely

Q4. Please provide any relevant evidence that supports this roles frequency and likelihood of involvement with the public through the medium of the Welsh Language Standards?

Examples being current service user levels, requirements under the Welsh Language Standards, levels of Welsh language usage and fluency in the area and for members of the public.

Q5. Are there any other factors relating to this role that should be considered as part of the Welsh language job assessment?

e.g. working with staff that require Welsh language engagement, meeting other relevant standard requirements e.g. dealing with correspondence, holding events, meetings regarding individuals well-being, etc.

Please consider the Welsh language resilience within the relevant staff group.

Decision: Welsh Language Levels (refer to "[Welsh Language Skills Guidelines](#)" on the intranet)

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Welsh language skills are **desirable**. Positions with level 0 in all the above will be advertised bilingually.

Welsh language skills **need to be learnt** when appointed to the positions.

Welsh language skills are **essential**. Positions with level 1-4 in any of the above will be advertised bilingually. Any position requiring a level 5 language skill in any of the areas will be advertised in Welsh only.

For further information on the Welsh Language Standards, please contact the Policy Team or email cymraeg@blaenau-gwent.gov.uk