

SNOWDONIA NATIONAL PARK AUTHORITY

Recruitment Policy and Guidelines

Recruitment Policy

Recruitment is the process of having the right people, in the right place, at the right time. It has a vital role to play in the performance of the Authority.

ACAS, in its booklet 'Recruitment and induction' (October 2010) recommends that recruitment systems should be:

- **Efficient** - cost effective in methods and sources
- **Effective** - producing enough suitable candidates without excess and ensuring the identification of the best fitted for the job and the organisation
- **Fair** - ensuring that right through the process decisions are made on merit alone.

There is a legal duty on the Authority to ensure that no unlawful discrimination occurs in the recruitment and selection process.

The Equality Act 2010 (covering disability, sex, race, gender assignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief and age) sets out the legal requirements for employers.

In the following pages, the process to be followed for recruitment is set out in the Recruitment Guidelines.

Recruitment Guidelines

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1. Introduction

These guidelines are designed to ensure that the best candidate is appointed on the basis of merit against the Person Specification for the post. In so doing care must be taken to ensure that any legal requirements are met and any other relevant policies / procedures etc of the Authority are followed.

2. Who do these guidelines apply to?

These guidelines apply to all posts advertised by the Authority.

3. Establishing that there is a vacancy to be advertised.

A vacancy may occur if someone leaves e.g. resignation or retirement, at the instigation of a new project or if there is growth in an area of work.

A vacancy presents an opportunity to consider re-structuring, and/or to re-assess the requirements of the post. This should be undertaken by completing a Vacant Post Assessment Form (Appendix 1) for consideration by the Management Team.

4. Job Description and Person Specification

A job description and person specification should be drafted by the appropriate person i.e. Head of Service / Director / Chief Executive and should be presented to Management Team for approval as outlined in the Pay and Grading Procedure 2011.

Job descriptions will follow a standard format (Appendix 2) and the heading will include the title of the post, location, grade, responsible to and responsible for. This will be followed by the purpose of the post, the principle responsibilities, context and working links. The principle responsibilities must also include a reference to health and safety and the requirements to undertake any other duties required by the Authority commensurate with the grading of the post.

The person specification (Appendix 3) allows the Authority to profile the ideal person to fill the post. It is very important that the skills and abilities, knowledge and experience and personal qualities are related precisely to the needs of the post. These should be divided into what is considered to be essential and what is considered to be desirable for the post.

Care should be taken not to place unnecessary requirements in the person specification to avoid any possibility of potential discrimination against particular groups of potential applicants.

Factors to consider when drawing up the person specification include:

- **Education and Training**
Does the job require specific qualifications or is a general education sufficient?
Can an equivalent qualification be specified? Is there a need for a professional qualification? Or membership of an Institute?
- **Experience** – what type of experience is necessary? Could this be gathered outside a working environment? E.g. home or voluntary work?
- **Language requirements** – The Authority’s Welsh Language Scheme (2010), Section 5.1 Recruitment states at 5.1.2
“When a post becomes vacant or a new post is created the Authority will assess the linguistic ability necessary to undertake the duties of that post (“linguistic ability” means the ability to communicate in Welsh and English).”
and at 5.1.3
“When linguistic ability is considered essential or desirable for a particular post this will be stated when recruiting to the post.”
- **Skills, knowledge, aptitudes**
- **Personal qualities / attributes**
Any criteria relating to personal qualities or circumstances which must be essential and directly related to the post, and must be applied equally to all groups irrespective of sex, sexual orientation, race, age, nationality, disability, religion or belief, membership or non-membership of a trade union. To do otherwise is potentially discriminatory.

The person specification helps the selection and subsequent interview to operate in a systematic way, as bias free as possible.

5. Advertising a vacant post

All vacant posts will be advertised internally and externally at the same time. Job adverts will be drafted by the Personnel Service in consultation with the relevant Head of Service / Director or the Chief Executive.

Job adverts will be placed in newspapers and publications relevant to the job and / or on the Authority’s website. The decision on which publications to be used will be made through the monitoring of previous responses by the Personnel Service and on consultation with the relevant Head of Service / Director or the Chief Executive. The adverts will be concise, be designed to attract the attention of potential suitable candidates and reinforce the corporate image of the Authority.

The Authority’s Welsh Language Scheme (2010) at Section 4.4 deals with Official Notices, Public Notices and Staff Recruitment Advertisements and states:

- 4.4.1 (i) Recruitment advertisements, however, will be published in Welsh only for jobs for which Welsh is essential (with an explanatory statement in English in bilingual publications).

- (ii) If no suitable Welsh speaking applicant applies, jobs will be re-advertised in Welsh and English with a condition of appointment that the successful applicant must reach a specific standard in Welsh within a defined time.
- (iii) Advertisements for any other jobs will be published in Welsh only in Welsh language publications and bilingually in bilingual publications.

The advertisement should include the following:

- Snowdonia National Park Authority logo
- The job title, location and salary
- A clear, brief description of the duties of the post and experience etc. required to apply for the post
- Investors in People and Positive about Disabled People logos
- Details of how to contact the Authority for further details or in case of queries.

6. Application Forms

Application forms will be designed in the Authority's corporate identity. They will only ask for relevant information.

A separate sheet will be used to collect equal opportunities monitoring data.

Applicants must apply for vacant posts using the Authority's application form – CV's will not be accepted. If a CV is submitted, the applicant should be asked to complete and submit an application form.

The requirements of the Data Protection Act 1998 (and subsequent Codes of Practice on recruitment and selection, employment records, monitoring at work and information on workers health) need to be noted – if any recruitment records are to be held on computer or in a manual system, the applicant should be advised of this and for what purposes and duration the information is to be held.

7. Immigration, Asylum and Nationality Act 2006

As an employer, we are prohibited from employing anyone who is not permitted to undertake the work in question. Sections 15 – 25 of the Immigration, Asylum and Nationality Act 2006 set out the laws on the prevention of illegal migrant working.

An employer is acting unlawfully if they employ a person who does not have the right to work in the UK. Candidates must demonstrate appropriately that they have the entitlement to work in the UK. The application form will include a declaration to this effect.

For further information or queries, see the following web site:

www.ukba.homeoffice.gov.uk/employingmigrants

8. Shortlisting Candidates for Interview

There will usually be a need to sift applications before going on to the interview stage – such a sift serves to match the applicants as closely as possible to the job description and person specification. To avoid any possibility of bias, such sifting should be undertaken by two or more people and it should involve the line manager as well as the Personnel Service.

The results of the sift should be recorded on to the Short List Form (Appendix 4) with candidate numbers being noted along the top of the form and the criteria from the person specification being listed down the form.

In the comments section, the candidates selected for interview should be noted.

Candidates will be selected for interview based on meeting the greatest number of essential requirements followed by the desirable requirements.

The invitation to interview letter should tell candidates that they should advise the Authority in advance if any particular arrangements need to be made to accommodate them on arrival or during the interview; for instance, ramp access or lighting levels. The interview letter should also state that the Authority will pay the candidate's reasonable travel expenses for the interview. Candidates should be asked to bring qualification certificates with them.

9. References

References are taken up prior to the interviews. All external candidates must provide details of two referees, one of whom should be their current or most recent employer. Members of the Snowdonia National Park Authority should not be nominated.

Internal candidates are asked to give their Senior Line Manager name only.

The Reference Form and accompanying letter are at Appendix 5.

10. Selection Techniques

There is a variety of methods available to help in the selection process – including interviews, tests (practical or psychometric), assessment centres, role plays to name a few. A range of methods will be used depending on the job to be filled.

Interviews

The interview has two main purposes – to find out if the candidate is suitable for the job, and to give the candidate information about the job and the Authority. Every candidate should be offered the same opportunities to give the best presentation of themselves, to demonstrate their suitability and to ask questions of the interviewers.

Interviews will be conducted in a suitable room where the candidate can be put at ease. The main language of the interview will be in accordance with the candidate's choice. However, it should be conducted in the language that reflects the requirements of the post – if the post is designated as one where Welsh is essential then the bulk of the interview should be conducted in Welsh. The interview should test the candidate's oral communication skills in both Welsh and English.

The interview should be structured, consistent and designed to discover all the relevant information and assess the competencies of the candidate focusing on the match between job and candidate.

Interviewing Panels should be constituted in accordance with the following guidelines:

Posts below Head of Service

The Panel will be the Line Manager and/or Head of Service, and / or the Director and a Personnel Service representative. (No appointment should be made without a Head of Service present.)

Heads of Service

The short list will be drawn up by the relevant Director, and verified by the Chief Executive and Personnel Service representative. The Panel will consist of the Chair of the Authority, the Chair of the Performance and Resources Committee, the Chief Executive, the relevant Director and Personnel Service representative. In the case of a Head of Service in the Planning and Cultural Heritage Directorate or the Head of Warden and Access the interview panel will also include the Chair of the Planning and Access Committee. In the event that the Chairs can not be present the Vice Chairs will be invited to attend.

Director and Chief Executive (National Park Officer)

The Performance and Resources Committee will draw up the short list for these posts with the full Authority interviewing. Normally between 4 and 6 Members will be nominated to question the candidates during the interview.

Consultation with the Countryside Council for Wales will be a requirement when appointing a Chief Executive (National Park Officer) in accordance with the Environment Act 1995.

On occasion it may be appropriate to have a 'long list' before coming to a final short list. The long list may be further sifted by informal interviews, site visits etc.

Candidates for Heads of Service, Director or Chief Executive level posts should undertake appropriate psychometric testing before the interview stage.

Preparation for interviews is vital. The interviewer should prepare by:

- Reading the application form, job description and person specification to identify areas that need further exploration or clarification.
- Agree the structure of the interview – who will Chair, timings, who is to ask what of the list of questions drawn up by the panel. Do not ask for personal information or views that are irrelevant to the post. Do not ask potentially discriminatory questions such as 'Are you planning to have children in the next few years?'
- Use open questions and follow up with supplementary questions and probing techniques.

Conduct the interview in an environment that will allow candidates to give of their best. Arrange for there to be no interruptions or phone calls. The Chair should welcome the candidate and introduce the panel members, set the scene and do their best to put the candidate at ease. The structure of the interviews should be outlined to the candidate. If the candidate is required to make a presentation this should then follow. The Panel may ask questions about the presentation before moving on to the formal structured questions.

At the end of the questions, the Personnel service representative should go through all the terms and conditions of the post e.g. pay scale, pay frequency, leave allowance, flexi scheme etc. Qualifications will also be checked.

The candidate should then be invited to ask any questions that they may have for the Panel.

The Chair of the Panel should advise the candidate what the next step is and when to expect to hear from the Authority.

11. Making the decision

Each panel member should independently assess and mark the candidates on the information gathered during the interview. This should be recorded on an Interview Assessment Sheet (Appendix 6). There is room on the reverse of the form for notes. It should be remembered that a candidate is entitled to see what has been written about them and how they have been assessed.

The Panel will then discuss the candidates and the decision that they have come to with a view to coming to a decision who should be offered the post.

Candidates will be informed of the Panel's decision as soon as all relevant checks have been completed e.g. references, qualifications, have the right to work in the UK and are appropriate for the work.

The successful candidate should be contacted first to be offered the post and to accept it before the remaining candidates are informed of the outcome. Keep in touch if the decision needs to be delayed for any reason.

It is important to remember that any verbal offer of employment is as legally binding as a written offer.

Written confirmation will be sent in an offer letter along with a Statement of Particulars. This will be sent by the Personnel Service.

Once the candidate has accepted the post, the Authority must prepare for the new employee's arrival and induction. Induction is the subject of a separate procedure.

March 2011

References

ACAS Recruitment and Induction Booklet (October 2010)

CIPD - Recruitment: An Overview Factsheet (September 2010)

UK Border Agency: Prevention of Illegal Working

Immigration, Asylum and Nationality Act 2006, Comprehensive Guidance for Employers on Preventing Illegal Working (November 2010)



FFURFLEN ASESU SWYDD WAG VACANT POST ASSESSMENT FORM

TEITL Y SWYDD / POST TITLE	
CYFLOG / SALARY (yn cynnwys NI, pensiwn, trafeilio, hyfforddiant ayyb / <i>including NI, pension, travelling, training etc.</i>)	
A YW'R SWYDD YN DERBYN NAWDD GRANT DOES THE POST RECEIVE GRANT AID	
SWYDD BARHAOL / DROS DRO (gyda dyddiadau) / RHAN AMSER PERMANENT / TEMPORARY (with dates) / PART TIME POST	
SWYDD LLINELL FLAEN / CEFN FRONT or BACK LINE POST	
CRYNODEB O BRIF BWRPAS A DYLETSWYDDAU'R SWYDD (o'r swydd ddisgrifiad): SUMMARY OF MAIN PURPOSE AND DUTIES OF POST (from the job description):	
AMCANION A MESURAU YN Y CYNLLUN BUSNES A GWAITH CORFFORAETHOL NA CHAIFF EU CYFLAWNI PETAI'R SWYDD HEB EI LLENWI AIMS & MEASURES IN THE BUSINESS & CORPORATE WORK PLAN THAT WOULD NOT BE ACHIEVED SHOULD THE POST NOT BE FILLED	
PA OPSIYNAU ERAILL YSTYRIWYD I AIL DREFNU A DARPARU'R GWASANAETH e.e. Rhan amser, dros dro, partneriaeth ayyb: WHAT OTHER OPTIONS HAVE BEEN CONSIDERED FOR PROVIDING THE SERVICE <i>e.g. Part time, temporary, partnership etc.</i>	
PENDERFYNIAD Y TIM RHEOLI / MANAGEMENT TEAM DECISION	
DYDDIAD HYSBYSEBU'R SWYDD YN Y WASG, OS YN BERTHNASOL / DATE POST ADVERTISED IN PRESS, IF APPROPRIATE	

SNOWDONIA NATIONAL PARK AUTHORITY

Post:	Part time Administration Assistant (15 hours a week)
Grade:	Point 13 (pro rata)
Reporting to:	Head of Administration and Customer Care
Responsible for:	None
Location:	National Park Office, Penrhyndeudraeth

1. Purpose of post

1.1 To provide a comprehensive administrative support service for the Authority.

2. Principle Duties and Responsibilities

2.1 To open, log and distribute incoming mail and to process and frank outgoing mail ready for collection by the Post Office.

2.2 To provide a comprehensive filing service for the Authority, ensuring that files are opened, closed, archived and destroyed in accordance with the Authority's Document Management Policy.

2.3 To provide cover for the receptionist over lunch and breaks and in absences.

2.4 As part of a team, provide an accurate and timely word processing support service to the Authority's staff in both English and Welsh.

2.5 As part of a team, prepare documents in a suitable format for inclusion on the Authority's website.

2.6 To assist in co-ordinating work experience placements within the Authority.

2.7 To assist in the purchase of stationery, corporate clothing, photocopying supplies, franking machine credit, health and safety equipment and first aid supplies.

2.8 To log cheques and handle small cash payments at reception in accordance with the Authority's financial procedures.

2.9 To undertake photocopying, scanning and binding duties as and when required.

2.10 To prepare tea and coffee for head office meetings.

2.11 To undertake any other duties commensurate with the grade of the post.

3. Context

3.1 The centralised administration service is part of the Corporate and Legal Services Directorate. Central administrative services are responsible for Members Services, translation, reception, central filing and corporate procurement. As well as providing comprehensive administrative support within the directorate, the service also provides various levels of administrative assistance for other directorates.

4. Working Links

4.1 To work in liaison with:

- All staff and Members of the Authority
- Members of the public

Personal Specification

Essential	Desirable
Qualification and Experience	
NVQ Level 3 in business administration or equivalent	A further qualification
Experience of administrative work in a busy office environment	
Excellent word processing skills	
Experience of dealing with general public enquiries at reception level	
Information technology skills and competent with Microsoft Outlook and Office Software e.g. Word, Excel, website technology	European Computer Driving Licence or equivalent qualification
Skills and Abilities	
Good organisational skills	
Good written and verbal communication skills	
Ability to write clearly and concisely.	
Personal	
A confident and motivated individual	Willingness to work flexibly
Ability to work individually and as a team member	
Ability to communicate in Welsh and English is essential	
Methodical, accurate and able to work to deadlines	
Confidence and clarity in dealing with difficult situations	
Practical minded	

FFURFLEN RHESTR FER / SHORT LIST FORM

SWYDD / POST:

Manyleb Person Specification	1	2	3	4	5
Sylwadau / Comments:					



**AWDURDOD PARC CENEDLAETHOL ERYRI
SNOWDONIA NATIONAL PARK AUTHORITY**

CAIS AM DYSTLYTHYR – REQUEST FOR REFERENCE

Enw'r Ymgeisydd / Applicant's Name:

Teitl y Swydd / Post Title:

1. Rhowch fanylion o'ch gwybodaeth o'r ymgeisydd / Please give details of your knowledge of the applicant

Ers faint o flynyddoedd ydych chi'n adnabod yr ymgeisydd? / How long have you known the applicant?
..... blwyddyn / years

Sut daethoch i adnabod yr ymgeisydd? / How did you come to know the applicant? (Rhowch fanylion /
Please specify)

2. Yn eich tyb chi, ydi'r ymgeisydd yn / In your opinion, is the applicant:-

Onest / Honest Weithgar / Industrious

Dibynadwy / Reliable Brydlon / Punctual

3. A ydych yn ymwybodol o unrhyw gofnod o droseddau diweddar yn erbyn yr ymgeisydd sydd efallai yn
effeithio ar ei g(ch)yflogaeth?

Are you aware of any recent conviction recorded against the applicant that may affect his/her employment?

Ydw / Yes

Nac Ydw / No

Os ydych, rhowch fanylion os gwelwch yn dda. / If yes, please give details

4. Pan oedd yr ymgeisydd yn gyflogedig gennych, a wnewch ddatgan / When in your employment, what was
the applicant's:

Teitl y swydd / Job Title: _____ Cyflog / Salary: _____

Rhowch amlinelliad o'r dyletswyddau os gwelwch yn dda gydag asesiad o berfformiad yr ymgeisydd /
Please give a brief outline of the duties with an assessment of the applicant's performance.

5. Os nad yw'r ymgeisydd yn eich cyflogaeth bellach, rhowch /
If the applicant is no longer in your employment, please give:

Y dyddiad gadael / The date of leaving _____

Y rheswm dros adael / The reason for leaving _____

A fuasech yn ail-gyflogi'r ymgeisydd? / Would you re-employ the applicant?

Buaswn / Yes

Na fuaswn / No

A ydych yn ymwybodol o unrhyw reswm i ni beidio â chyflogi'r ymgeisydd? /
Do you know of any reason why we should not employ the applicant?

Os oes rhowch fanylion os gwelwch yn dda / If yes, please give details

6. Bydd aelodau'r Panel Penodi yn falch iawn o dderbyn unrhyw wybodaeth berthnasol sydd gennych ynglŷn â chymeriad yr ymgeisydd neu gymhwyster ychwanegol i'r hyn a gynhwyswyd yn yr atebion i'r cwestiynau blaenorol. Nodwch y rhain yma os gwelwch yn dda.
Members of the Appointing Panel will be glad to receive any relevant information which you have regarding the applicant's character or qualification in addition to that which is contained in the answers to the forgoing questions. Please note your comments here.

Llofnod / Signature _____ Dyddiad / Date: _____

Swydd / Occupation _____

Cyfeiriad / Address _____

_____ Rhif ffon / Tel No: _____

Jo Worrall

JMW/HLG

06/02/2013

Annwyl Syr / Madam,

Enw:
Swydd:

Mae'r ymgeisydd a enwir wedi cael gwahoddiad i gyfweiliad i'r swydd uchod. Buaswn yn ddiolchgar pe baech yn cwblhau'r holiadur hwn a'i ddychwelyd i mi cyn gynted â phosibl.

Amgaeaf, er gwybodaeth, gopi o fanylion pellach ynglŷn â'r uchod ac amlen ar gyfer eich ateb.

Diolch am eich cydweithrediad.

* * *

Dear Sir / Madam,

Name:
Post:

The named applicant has been invited to an interview for the above position. I would be grateful if you would complete this questionnaire and return it to me as soon as possible.

I enclose, for your information, a copy of the further particulars relating to the above and a pre-paid envelope.

Thank you for your co-operation.

Yr eiddoch yn gywir / Yours faithfully,

Jo Worrall
Pennaeth Personél / Head of Personnel

TAFLEN ASESU CYFWELIAD – INTERVIEW ASSESSMENT SHEET

Swydd/Post:

Dyddiad/Date:

Ymgeiswyr / Candidates						
Meini Prawf / Criteria						
Addysg / Education						
Sgiliau & Galluoedd / Skills & Abilities						
Profiad / Experience						
Ymroddiad / Commitment						
Cyfathrebiadau / Communications						
Cyflwyniad / Presentation						
Cwestiynau Gosod – Ateb Set Questions – Response						
Personoliaeth / Personality						
Dyfalbarhad / Egni / Brwdfrydedd Persistence / Energy / Drive						
Asesiad Cyffredinol / Overall Assessment						
Dewis Personol (rhestrau 1 ^{af} , 2 ^{ail} , 3 ^{ydd}) Personal Preference (rank 1 st , 2 nd , 3 rd)						
Rheswm dros ddewis yr ymgeisydd llwyddiannus yn hytrach na'r ymgeiswyr eraill Reason for preferring the appointee rather than other candidates						
Arweiniad / Guidance						
Elfennau unigol / Individual Elements						
Gwael / Poor (dim yn cwrdd a gofynion/does not meet specification)					1	
Ymylol/ Marginal (prin yn cwrdd a'r gofynion/barely meets specification)					2	
Derbyniol / Acceptable (yn cwrdd a'r gofynion / meets specification)					3	
Da / Good (y tu hwnt i'r gofynion / exceeds specification)					4	
Eithriadol / Outstanding (eithriadol / exceptional)					5	
Cyffredinol / Overall						
Argymell yn gryf / Strongly recommend					A	
Argymell / Recommend					B	
O bosib yn addas / Possibly suitable					C	
Ni ellir ei argymell / Cannot recommend					D	

Nodiadau / Notes

Ymgeisydd Candidate	Nodiadau / Notes

