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ADVERTISING

Once recruitment has been authorised, all vacancies will be advertised bilingually, and the following information will be included as a minimum:

- job title;
- location;
- working hours;
- pay;
- outline of job duties;
- entry requirements;
- Welsh language requirements;
- DBS check level;
- how to apply;
- a statement to cover equality and diversity.

Copies of Job Descriptions and Person Specifications will also be made available with the advertisement.

Approved vacancies may be advertised according to one of the following patterns:

- internally only;
- both internally and externally.

There may be occasions when roles are advertised only to certain internal groups; for example, when a team is being restructured, roles may be ring-fenced and initially open only to applications from existing staff within that team (who could be at risk of redundancy).

As a minimum requirement, advertisements will be published as follows:

Medium	Internal Advertisements	External Advertisements
Email	√	√
Workplace Facebook	√	√
Weekly Brief	√	√
Service website		√
Social media platforms		√
Public Sector partner organisations		√
Job Centre		√
Careers Transition Programme for Armed Forces		√

At the request of the Line Manager, and with authorisation recorded on the [Job Requisition Form – click here](#), vacancies which are proving harder to fill may be advertised (budget permitting) by means of paid job advertisement boards and specialist recruitment sources as appropriate.

New Full-Time (Wholetime) and On-Call Firefighter vacancies will be advertised both internally and externally. Operational Full-Time (Wholetime) roles at Crew Manager level and above will be advertised as outlined in the Recruitment to Operational Roles including Substantive Promotion policy.

This document forms part of a suite of information covering this subject area; hyperlinks to all the documents are available by clicking back to the home page.

It is recommended that this document be reviewed on a triennial basis; however, it might require earlier revision in the light of any regulatory change which comes into effect in the interim.			
Owner (Department)	Human Resources	Version	1.0
Last reviewed by (postholder)	Head of Human Resources	Date last reviewed	7 th December 2023
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