



P R O C E D U R E

PREPARATION FOR RECRUITMENT – GREEN BOOK AND CORPORATE ROLES

Whenever a Green Book or corporate role falls vacant, it will not automatically be filled; Line Managers will be asked to consider whether the duties or activities within the role need to continue, and will be asked to provide a rationale for their decision.

When a Green Book vacancy is confirmed as being for a post which is still required, it is the responsibility of the Line Manager to:

- complete a [Job Requisition Form – click here](#). This must subsequently be approved before the vacancy can be advertised;
- ensure that the job description and person specification are accurate, and that they reflect the needs of both the Service and the department, this to include whether the role is suitable for agile working to be undertaken.

Where changes are required to the job description and / or person specification, the Line Manager must discuss the amendments with the Job Evaluation Team so as to consider not only their impact but also whether a formal re-evaluation will be necessary. This process should take place prior to recruitment, whenever possible; further information is available in the [Job Evaluation Guidance – click here](#).

In exceptional circumstances for Green Book vacancies, there may be a requirement to appoint to roles without advertising the opportunity. Examples of circumstances in which this may arise include:

- niche, technical or operational roles that need filling as a matter of urgency in order to prevent a disruption to service delivery;
- when a temporary employee undertaking the role is considered suitable and there is the option to make that employee permanent.

Should a Line Manager want to offer a temporary employee their initial temporary post on a permanent basis, an open recruitment process will take place before they can be made permanent in the role, so as to afford the opportunity to all to be considered. This may or may not be a competitive process, depending upon whether advertising the post attracts other applications.

For the purpose of accurate reporting, all recruitment decisions should be recorded and stored confidentially for the appropriate length of time as specified in the Service's [Data Protection Policy – click here](#). If a vacancy recurs within six months of the date upon which the last interviews were last held, the Service may refer back to information on record and offer the post to the next most suitable candidate, if appropriate.

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.			
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