



JOB REQUISITION FORM

INFORMATION FOR MANAGERS - REQUESTING THE ADVERTISEMENT OF A CORPORATE STAFF VACANCY

This form must be completed in full by the Line Manager and countersigned by the Head of Department before being sent to the Human Resources Department along with the Job Description and Person Specification.

As part of the Service's response to the current economic challenges, the filling of future establishment vacancies will be conditional upon a compelling business case. In practice, this will mean that approval to embark upon a recruitment campaign will be required as vacancies arise.

Please ensure that as much detail as possible is included in the section detailing the business case, as not all vacancies will be approved for recruitment. The business case needs to include information as to how the role links to the corporate workforce strategy.

SUMMARY OF POST

Job title:	
Department:	
Location:	

TYPE OF VACANCY

New Vacancy:	Please Choose
If new, please attach the approved business case to this form.	
Existing Vacancy:	Please Choose
If existing, please state how vacancy has arisen:	

COMPLETION CHECKLIST

Job description attached?	Please Choose
Person Specification attached?	Please Choose
Vacancy approved?	Please Choose

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THE POST

Job title:		Grade:	
Department:		Location:	
Hours per week:		Unsociable hours allowance?	Please Choose
Contract type:	Permanent	Please Choose	
	Temporary	Please Choose	Duration, if temporary:
Shift pattern:		Agile working?	Please Choose
Type of DBS Check required:	Standard (non-regulated activity)		Please Choose
	Enhanced (regulated activity)		Please Choose
	Level 3 NPPV Vetting (roles in JCC, ICT or those which require access to NWP systems)		Please Choose

Reason for vacancy:		Will this post require a change to the Establishment?	Please Choose
Previous post holder:		Previous post holder's grade:	

BUSINESS CASE FOR RECRUITMENT

How does the role link to the Service's Aims and Objectives / Improvement and Well-being Plan?

What considerations have been made with regard to using alternative methods to cover the vacancy?

What are the potential risks of not filling the vacancy?

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RECRUITMENT CONSIDERATIONS

Job-sharing opportunity:

A job share is where typically two people are employed on a part-time basis to perform a job normally filled by one person working full-time. Please provide information for or against a job-share, and considerations as to how this could be undertaken for this role.

Secondment opportunity:

A secondment is undertaken when an employee moves to work in another part of the Service for a defined period of time, but it is presumed that the individual will return to their original department at the end of the secondment. A secondment might be agreed for a number of reasons, including (and this is not an exhaustive list): career development, special project work or short-term assistance. Please provide information for or against a secondment.

Apprenticeship opportunity:

An apprenticeship is a job including training, and involves supporting apprentices in gaining essential skills and achieving a recognised qualification whilst they work and earn a wage. There are three types of apprenticeship: Foundation Apprenticeship, Apprenticeship and Higher Apprenticeship. These three variants exist because different jobs demand different levels of experience and qualifications. Apprenticeships are for all ages, and funding may be available for those aged 18-25. Please provide information for or against an apprenticeship.

Please ensure that consideration is given to any additional equipment, assets, licenses, training etc that may be required, and make sure that this is discussed with the appropriate department so that they are given sufficient notice of this requirement.

Date of last job evaluation:

[Click here to enter a date.](#)

Are there any changes to the Job Description?

[Please Choose](#)

Are there any changes to the Person Specification?

[Please Choose](#)

If there are any changes proposed to the Job Description or the Person Specification, including the job title, please contact the Recruitment Lead within the HR Department for further advice; if there are significant changes, the post may require a re-evaluation under the job evaluation scheme, and this must take place in advance of the position being approved and advertised.

Does the role require a re-evaluation as a result of changes identified?

Has this been discussed with the Job Evaluation Officers?

[Please Choose](#)

Is a formal Job Evaluation process required in order to proceed with this role?

[Please Choose](#)

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WELSH LANGUAGE REQUIREMENTS

Using the descriptions of the language levels below as a guide, please enter a number between 1 and 5 against the three skill areas.

Listening and Speaking	Please Choose
Reading	Please Choose
Writing	Please Choose
Have the language requirements of the role been reviewed so as to ensure that the Welsh language level is correct?	Please Choose

THE ADVERTISEMENT

All external posts will automatically be advertised via the Job Centre, NWFRS website and Social Media. In addition, please select from the following:

Internal advertising only:	Please Choose
Internal advertising with progression to external advertising (if no suitable internal applicant has come forward):	Please Choose
Internal and external advertising:	Please Choose
Additional external advertising (Please list where the advert should appear, e.g. newspapers, specialist publications, radio, and include the cost associated, <u>and a business case for the additional cost of advertising</u>):	
Recruitment Agency Introduction Service (Please note the length of time that the post has been vacant so that any unused pay can be considered in the financial decision, and <u>include a business case for the additional cost</u>):	
Recruitment Agency Worker (Please note the length of time that the post has been vacant so that any unused pay can be considered in the financial decision and <u>include a business case for the additional cost</u>):	

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FINANCE

It is essential that this section be completed via the Finance Department before forwarding to HR.

Is there a budget and are funds available for this post?	Please Choose	
Are there funds available for any additional post requirement costs? (as noted in the business case and advertisement section)	Please Choose	
Are there funds available for Recruitment Agency requests?	Please Choose	
	Limited to:	£

Cost centre:		Staff type:	
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Signature of Head of Finance and Procurement:	
Date:	Click here to enter a date.

AUTHORISATION

Signatures are not required if sent from the individual's official Service email account.

Job requisition completed by:	
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Name of Line Manager:	
Signature of Line Manager:	
Date:	Click here to enter a date.

Name of Head of Department:	
Signature of Head of Department:	
Date:	Click here to enter a date.

Please forward this form to the Human Resources Department at this point.

Head of Human Resources / Recruitment Officer / SHRA**Changes to the Establishment?**

Please Choose

HR: If applicable, please notify the person responsible for updating the Establishment.

ACFO**Comments**

(following discussion with Executive Group):

Authorisation given?

Please Choose

Signature: (with date)

(signature not required if sent from the ACFO's official Service email account)

[Click here to enter a date.](#)**VACANCY ADVERTISING OPTIONS**

Please discuss with the HR Recruitment Team as to any industry-specific sites, groups or social media pages where the role may be advertised. There may be cost implications which need further consideration and approval before additional advertising is agreed.

Medium	Notes
NWFRS website	
Social media - Facebook, X (formerly Twitter), LinkedIn	
adverts@jobs.cfoa.org.uk	If applicable
www.disabledworkers.org.uk	
www.findajob.dwp.gov.uk	
https://employer-rightjob.ctp.org.uk/	
www.proudemployers.org.uk	
www.safleswyddi.co.uk	
www.swyddle.com/lleol.com	With cost implications; aimed at Welsh roles
www.wales.nhs.uk/cascade	
Local press	With cost implications

WELSH LANGUAGE STANDARDS REQUIREMENTS - to assist in determining the level of Welsh required for a particular role.

SPEAKING / LISTENING

Level	Descriptor - requires that you can:
1	Pronounce words in the language, place names, department names, etc. Greet and understand a greeting. Use basic everyday words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests, but any ability to follow up with supplementary questions / requests is very limited.
2	Understand the gist of conversations at work. Respond to simple job-related requests and requests for factual information. Ask simple questions and understand simple responses. Express opinions in a limited way, as long as the topic is familiar. Understand instructions when simple language is used.
3	Understand much of what is said in an office, meeting, etc. Keep up a simple conversation on a work-related topic, but may need to revert to English to discuss / report on complex or technical information. Answer predictable or factual questions. Take and pass on most messages that are likely to require attention. Offer advice on simple job-related matters.
4	Keep up an extended casual work-related conversation or give a presentation with a good degree of fluency and range of expression, but may need to revert to another language to answer unpredictable questions or explain complex points or technical information. Contribute effectively to meetings and seminars within own area of work. Argue for or against a case.
5	Advise on / talk about routine, non-routine, complex, contentious or sensitive issues related to own experiences. Give a presentation / demonstration. Deal confidently with hostile or unpredictable questions. Carry out negotiations using complex / technical terms.

READING

Level	Descriptor - requires that you can:
1	Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.
2	Understand factual, routine information and the gist of non-routine information on familiar matters related to own job area, e.g. in standard letters, leaflets.
3	Scan texts for relevant information. Understand a fair range of job-related routine and non-routine correspondence, factual literature, etc. when standard language is used.
4	Read and understand information fairly quickly, as long as no unusual vocabulary is used and no particularly complex or technical information is involved.
5	Understand complex ideas and information expressed in complex or specialist language in documents, reports correspondence and articles, etc.

WRITING

Level	Descriptor - requires that you can:
1	Fill in simple forms, note down simple information, e.g. date and venue of a meeting, an address.
2	Write short simple notes / letters / messages on a limited range of predictable topics related to personal experiences or own job area.
3	Write a detailed / descriptive letter relating to own job area, but will need to have it checked. Make reasonably accurate notes while someone is talking.
4	Prepare formal letters of many familiar types such as enquiry, complaint, request and application. Take reasonably accurate notes in meetings or straightforward dictation. Write a report / document relating to own job area.
5	Write letters on any subject. Write full and accurate notes of meetings or seminars while continuing to follow discussions and participate in them. Write reports / documents with confidence, but they may need to be checked for minor errors in terms of spelling and grammar.

EDUCATION AND QUALIFICATION LEVELS

Level	Examples of NQF qualifications	Examples of QCF qualifications
0	<ul style="list-style-type: none"> • Entry Level certificates; • English for Speakers of Other Languages (ESOL); • Skills for Life; • Functional Skills at entry level (English, Maths and ICT). 	<ul style="list-style-type: none"> • Awards, Certificates, and Diplomas at entry level; • Foundation Learning at entry level; • Functional Skills at entry level.
1	<ul style="list-style-type: none"> • GCSEs grades D-G; • BTEC Introductory Diplomas and Certificates; • OCR Nationals; • Key Skills at level 1; • Skills for Life; • Functional Skills at level 1. 	<ul style="list-style-type: none"> • BTEC Awards, Certificates, and Diplomas at level 1; • Functional Skills at level 1; • Foundation Learning Tier pathways; • NVQs at level 1.
2	<ul style="list-style-type: none"> • GCSEs grades A*-C; • Key Skills level 2; • Skills for Life; • Functional Skills at level 2. 	<ul style="list-style-type: none"> • BTEC Awards, Certificates, and Diplomas at level 2; • Functional Skills at level 2; • OCR Nationals; • NVQs at level 2.
3	<ul style="list-style-type: none"> • A levels; • GCE in applied subjects; • International Baccalaureate; • Key Skills level 3. 	<ul style="list-style-type: none"> • BTEC Awards, Certificates, and Diplomas at level 3; • BTEC Nationals; • OCR Nationals; • NVQs at level 3.
4	<ul style="list-style-type: none"> • Certificates of Higher Education. 	<ul style="list-style-type: none"> • BTEC Professional Diplomas Certificates and Awards; • HNCs; • NVQs at level 4.
5	<ul style="list-style-type: none"> • HNCs and HNDs; • Other higher diplomas. 	<ul style="list-style-type: none"> • HNDs; • BTEC Professional Diplomas, Certificates and Awards.
6	<ul style="list-style-type: none"> • National Diploma in Professional Production Skills; • BTEC Advanced Professional Diplomas/Certificates/Awards. 	<ul style="list-style-type: none"> • BTEC Advanced Professional Diplomas/Certificates/Awards.
7	<ul style="list-style-type: none"> • Diploma in Translation; • BTEC Advanced Professional Diplomas/Certificates/Awards. 	<ul style="list-style-type: none"> • BTEC Advanced Professional Diplomas/Certificates/Awards; • NVQs at level 5 (in the QCF framework).
8	<ul style="list-style-type: none"> • Specialist awards. 	<ul style="list-style-type: none"> • Award, Certificate and Diploma in Strategic Direction.