

## Oleeo Advert Guidance

Below is an example of the new advert template for the Oleeo system.

*Recruiting Managers should complete the 'Oleeo Advert Template' and arrange for it to be translated prior to creating the vacancy on Oleeo. The template can then be "cut and paste" into the Job Advert text box in the Create New Vacancy page on Oleeo.*

*If you require support or advice on how to word an advert, please contact your Recruitment Team Advisor or drop us a line on [jobs@carmarthenshire.gov.uk](mailto:jobs@carmarthenshire.gov.uk) and a member of the team will contact you to discuss your requirements.*

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Post Title: [\[insert post title\]](#)

We adopt a 'blind recruitment' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

We are committed to recruiting, retaining, and developing a workforce that reflects the communities we serve. Sharing your equality monitoring data allows us to assess the impact our recruitment and employment policies and practices have and gives us the opportunity to improve them where possible. Equality monitoring information is not accessible by recruiting managers at any stage.

Organisation: [This will be pre-populated by Oleeo](#)

Location: [This will be pre-populated by Oleeo](#)

Hours: [This will be pre-populated by Oleeo](#)

Salary: [This will be pre-populated by Oleeo](#)

Market Supplement: A Market Supplement payment of up to [\[Market Supplement Amount\]](#) will be paid, subject to conditions.

Hourly Rate: [This will be pre-populated by Oleeo](#)

Contract Type\*: [This will be pre-populated by Oleeo](#)

Contract End Date: [This will be pre-populated by Oleeo – if applicable](#)

Number of jobs: [This will be pre-populated by Oleeo](#)

DBS Level (if applicable): [This will be pre-populated by Oleeo](#)

Welsh Language Level: [This will be pre-populated by Oleeo](#)

Is this post 'politically restricted': [This will be pre-populated by Oleeo](#)

Vacancy ID: [This will be pre-populated by Oleeo](#)

Advert Narrative:

*Recruiting Managers will only be asked to complete the template below and arrange for it to be translated prior to creating the vacancy on Oleeo.*

We are currently looking for a [insert post title] to join our team. You will be working within the [enter service area] which is responsible for [give an overview of the purpose of the service and provide some narrative around the work of the team].

### **The Role**

You will play a key role in [insert main purpose of job from the job profile]. [If applicable, provide some key information about the jobs e.g. Shift patterns -day and night shifts are available, and we offer a 4-day on 4-day off rota pattern/weekend working is a requirement for the post/night shifts will be from 10pm to 8am, etc].

### **The Duties**

A typical day in the life of a [insert post title] could involve:

[List 4-5 of the key responsibilities from the job profile]

- Key responsibility 1
- Key responsibility 2
- Key responsibility 3
- Key responsibility 4
- Key responsibility 5

### **The Candidate**

To be considered for the role you will need:

[List 4-5 of the key essential criteria the job profile - make sure you chose a broad section of qualifications, skills and competences, knowledge, experience, and personal qualities]

### **The Rewards**

We offer an excellent benefits package including:

- Competitive salary
- Automatic enrolment into the Local Government Pension Scheme
- Generous annual leave entitlement with the option of purchasing addition annual leave
- Access to staff health and wellbeing support
- Personal development and career progression
- Staff discount schemes and other benefits e.g., cycle-to-work scheme
- Flexible working and family friendly policies
- [You can add to the list any other incentives that could attract candidates e.g. use of pool cars; free uniform and personal protective equipment; mobile devices; extensive training and support]

**Note for Recruiting Managers:** If the post requires an Enhanced with Barred List DBS check, the following statement must appear in the advert.

It is an offence for someone to apply or volunteer for work for which they have been barred via the DBS barred lists.

For further information or an informal discussion, please contact [Name] on [insert contact number] \*

\*It is optional if you want to invite potential candidates to contact you.

We are committed to safe and fair recruitment, safeguarding, and protecting those we care for and serve. We make sure all our staff are vetted, selected, trained, and supervised fairly and to a high standard so that they can provide safe, effective, and compassionate care.

We know there is a wealth of talent among people who have a disability, and we encourage applications from people with all differing abilities. If you need any support completing an application form, please contact the Recruitment Team for help by email: [jobs@carmarthenshire.gov.uk](mailto:jobs@carmarthenshire.gov.uk) or phone: 01267 234567 and ask for 'Recruitment'.

**\*Internal Applicants:** All temporary and fixed term posts of 12 months or more duration will be advertised as suitable for appointment on a secondment basis. All permanent posts can be considered as suitable for a secondment where it will support the development of employees and succession planning within the Authority. Applications for secondments will only be accepted if approved by your manager, you will be asked to confirm on your application form that you have the relevant permission. If you are refused permission to apply for a secondment, please contact HR Recruitment to register the refusal.

**Closing Date:** [This will be pre-populated by Oleeo](#)

**Job Profile:** [pdf to be automatically attached](#)