**Create Vacancy Advert Narrative Template**

Recruiting Managers should complete the template below 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.

It is important that you save a copy of this template as you will need to send it to Translation:

[Translation request for Internal Customers : Cyngor Sir Gâr (freshservice.com)](https://sirgar.freshservice.com/support/catalog/items/46)

For translation Team: Text below to be translated:

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| 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 information on shift patterns e.g., 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 from the job profile – make sure you chose a broad section of qualifications, skills and competences, knowledge, experience, and personal qualities]  **Optional text to add to adverts if applicable**  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.  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  **Enhancements**: If the post advertised includes a 4% enhancement on basic pay, this is payable to staff where the nature of the work is restricted to term time only (for example, in schools)  or  If the post advertised includes an 8% enhancement on basic pay this is payable to staff who regularly work a minimum of two weekend days in every four weeks as part of their normal working rota.    **Term Time Working**: If the post is advertised as 'Term Time' this means the annual salary for the job is based on the number of hours and number of weeks per year that you work so will be a proportion of the full-time salary shown.  Payment is then averaged out over 12 months so that you receive an equal amount of pay every month.    **Part Time Hours (pro-rata salary):** If the job you are applying for is less than 37-hours per week the salary will be based on the number of hours you work.  For example, if the full-time salary for the job is £25,000 and the job you are applying for is 20 hours per week the annual salary for that job is £13,513 (£25,000 / 37 X 20).  **Job Sharing**: All posts will be open to job sharing (unless there are exceptional circumstances that make a particular post unsuitable to job share) and candidates who are applying for a job may request that their application be considered on a job share basis.  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 translation Team: Please insert translated text below.

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