

Planning for a Successful Appointment Guide

Role Review and Definition

The first thing you'll need to do is clearly define what opportunity you have, what roles and responsibilities are associated and what qualification, skills and experiences are needed to successfully deliver these.

Develop a Job Description and Person Specification to clearly define what you need.

- ✓ For some generic roles i.e. Research, Admin, Lecturing, Technical, a range of generic JD Template are already available on the HR Website which you can use.
(<https://www.bangor.ac.uk/humanresources/systems/JobDescriptions.php.en>)
- ✓ For other posts, there might already be a JD , or if you develop a new one (check with your College Manager for local templates), then share with your HR Officer early on who can guide you on requirements and undertake a HERA Evaluation to establish the Grading.
- ✓ Give due consideration to the duration of the opportunity, the FTE required, if DBS is key and to establishing the Welsh Language requirements of the role and the appropriate qualifications. .
<https://www.gov.uk/find-out-dbs-check>
https://www.bangor.ac.uk/humanresources/policies/recruitment/recruitment_flowchart_EN.pdf
- ✓ Will the role be based in the UK or will they spend substantial periods overseas? (you may need to discuss this with Finance when preparing the grant application/post request as there can be considerable costs involved with working overseas which you need to budget for)

Review of Existing Team Members

Before jumping straight to advertising you should take a look at your existing team and review if anyone within may benefit from any new opportunities. Ask yourself:-

- ? Are there part time staff currently doing the same role, who may currently want an increase in hours ?
- ? Does this opportunity support you to offer further work to existing fixed term staff in your team who undertake the same role already? E.g. A pool of RPSO , Research Officers who could be aligned to the project / work and benefit from longer term job security, increase hours.

If the answer to the above is yes then talk this through with your HR Officer who can assist you in how to approach this fairly.

Requesting to fill a Job Opportunity.

- ✓ There are three systems current in operation, which one you utilize will depend on the nature of the post, the duration and frequency of the work and if you need to advertise or not. (See diagram 1 on Page 3 for further details)
- ✓ If you are awaiting confirmation of grant funding , and upon approval you'll want to fill your post quickly, don't wait till the end to get things onto the system. Requests can be entered into Talentlink or iTrent via your identified departmental administrator as soon as you have the JD and Person Specification drawn up in the University template/format, the job can then be reviewed and all checks completed , so things can progress quicker once your grant approval is received.

- ✓ Be aware of the time it will take between the request entering the system and full approval. Full approval needs to take place before the 10th of the month in which the person will begin employment for them to be able to be paid in that month, requests should be shared and entered several days in advance to ensure completion by the 10th of the month.
- X No one should start working or undertake any work until the relevant approvals have been completed, ID checks done and provided (for new staff) and a statement of particulars provided to ensure compliance with UK right to work regulations and employment regulations.
- X No one should be promised work ahead of the approval of the contract
- X No one should be promised a specific salary until the job has been approved at that grade. Then appointments should be made at the bottom of the scale except for specific circumstances outlined in the Starting Salary Policy with any approach that is different to this shared and discussed with the College Manager / HR officer in advance of being shared with candidates.
<https://www.bangor.ac.uk/humanresources/policies/documents/Startingsalarypolicy.pdf>

See the diagram below for an overview of these systems and your options to review how best to take forward filling your post.

