**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]  **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. |

*For translation Team: Please insert translated text below.*

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