

PART TWO

[Please note no structure charts or IIA are required]



Cyngor Castell-nedd Port Talbot
Neath Port Talbot Council

**Please email the completed form to the HR Workforce Information Team estabteam@npt.gov.uk
Please note – if you are advertising the role/s, please also complete the Recruitment Requisition on the I Trent system.**

Please complete all fields below. This form is designed to assist HR in selecting the correct post to be used.

Position Ref No (For Estab Team Use Only)	
Is this a new post (i.e. not previously on your structure)	Choose an item.
Post Title	
Previous Post Holder	
Effective Date	
Disestablish Date (If Applicable)	
JEID - If Post Has Been Evaluated	
Post Grade (JEID If Post Has Been Evaluated)	
Reports To Employee Name & Post No	
Does this post manage people	Choose an item.
Location	
Contract Type (Please Select One)	Choose an item.
Contract End Date (For Temporary/Fixed Term/Seasonal Contracts)	
Term Time	Choose an item.
If yes, please state number of weeks per year	
Registration Req'd	Choose an item.
Politically Restricted	Choose an item.
Contracted Hours Available In Post	
Cost Centre	
Directorate	Choose an item.
Division (Head of Service)	
Section	
Sub-section	
Reason For Post (i.e. New post on the structure, Secondment, Maternity Cover, etc) & other information	
DBS Check Level	Choose an item.
DBS Check Level Detail	Choose an item.
Welsh Language Requirement (For Post)	Choose an item.
Welsh Language Requirement Reason	Choose an item.
Is Network/active directory login required? (Will the postholder require access to the NPT Network?)	Choose an item.

<u>Staff No</u>	<u>Employee Name</u>	<u>Contract Hours</u>	<u>SCP</u>	<u>Term Time (Y/N)</u>	<u>Additional Notes - Please state any working patterns i.e. days and hours of work.</u>

Financial Appraisal

<u>Costs</u>	Min SCP £	Max SCP £
Salaries plus on-costs		
Other (please specify)		
Total Costs		
<u>Funding</u>	Min SCP £	Max SCP £
Please specify		
Total Funding		

Approval

<u>Group Accountant</u>	<u>Signature</u>	
Approved:	Yes	
	No	Please comment

<u>Sponsoring Head of Service</u>	<u>Signature</u>	
Approved:	Yes	
	No	Please comment