

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->

