How to... Advertise a Vacancy

How do I make a straight replacement to an existing post?

You must discuss your intention to recruit with your Senior Management Team and your Finance Team. Once approval has been given, you should submit a request through MyPKC Staff Portal by selecting 'Existing Post'. Upon submission, your request will then be sent to your Service Finance Team, then to your HR Services Team and, where relevant, to the the Policy Development & Youth Employment Programmes Team for consideration for the Job Academy. Once approval has been given at all stages, you will receive an email requesting you to review your request and, once you are confident that the job information and advert text are correct, you must submit the request. It will then automatically go to the Recruitment Team, who will upload to Talentlink and advertise.

What if I want to advertise a new post or want to make changes to a job profile of a post currently on my establishment?

Initially, you have to go through the Job Evaluation Process. Following this process, you must seek approval for the new grade, creation of the new post and also for the vacancy to go out to advert. Once approved, you should submit a request through MyPKC Staff Portal by selecting 'New Post'.

Should I consult with Finance and my Senior Management Team prior to submitting my request for advert?

Yes, you must consult with your Senior Management Team and your Finance Team prior to submitting the request on MyPKC Staff Portal.

Head Teachers or budget holders within Education & Children's Services should continue to liaise with their Service Manager/QIO in the first instance.

If you are using funding from other posts within your establishment, please state which posts and how many hours, as this will also assist the Finance Team to confirm approval.

What is the approval process?

Please refer to the Process map diagram at the end of this document, for the Vacancy Approval Process.

Where will I find the details required to request the advert?

If the vacancy has occurred because of an employee resigning, you will receive an email from HR Systems upon completion of the termination form, prompting you to

consider whether the post should be filled. Where the decision is taken to fill the vacancy, you will be provided with a link to MyPKC Staff Portal, which will pull through the post number. You will then be able to select the employee who is leaving and the post details such as job title, salary, grade, etc will be automatically populated.

If the vacancy is a new post (ie if you have additional funding to either create a new post or add to your existing structure, or if you have a new post which has recently been job evaluated), it will not have a post number at this stage. Therefore you must submit your request on MyPKC Staff Portal by selecting 'New Post' when prompted. You will then be able to input all relevant information.

How will I find out if the request is successful?

You will receive emails from MyPKC Staff Portal at each stage of the process, as approval is either granted or rejected.

What happens once I've got approval?

You will be required to review your request and then you must submit it on MyPKC Staff Portal to allow the Recruitment Team to release the vacancy on the recruitment portal (Myjobscotland), for advert.

What happens if the request is held or not approved?

You will receive an email from the relevant team (Finance or HR) detailing the reason for the rejection or for the post being held. If further information is required, it will be requested at this time. In this instance, once the relevant party has the information they require, the process will continue onto the next stage.
If the post is held for an individual on the Skills Register or the Job Academy, HR will contact the manager, but if there is no interest, the vacancy will progress.

Should I do anything different for Modern Apprentice posts?

You must discuss your requirements with the Policy Development & Youth Employment Programmes Team before you submit your request on MyPKC Staff Portal - there is limited funding available for training costs and you need to confirm that there are places available before your post is advertised.

What equalities issues do I need to consider?

What is the profile of current job holders in the same post? Is this an opportunity to encourage a more diverse range of applicants?

What positive action should I consider before the job is advertised?

The job advert should clearly state the under-represented groups from whom we wish to encourage applications, eg men or women, people with disabilities or minority ethnic groups. The Recruitment Team will be able to suggest text for inclusion depending on which group(s) you are targeting.
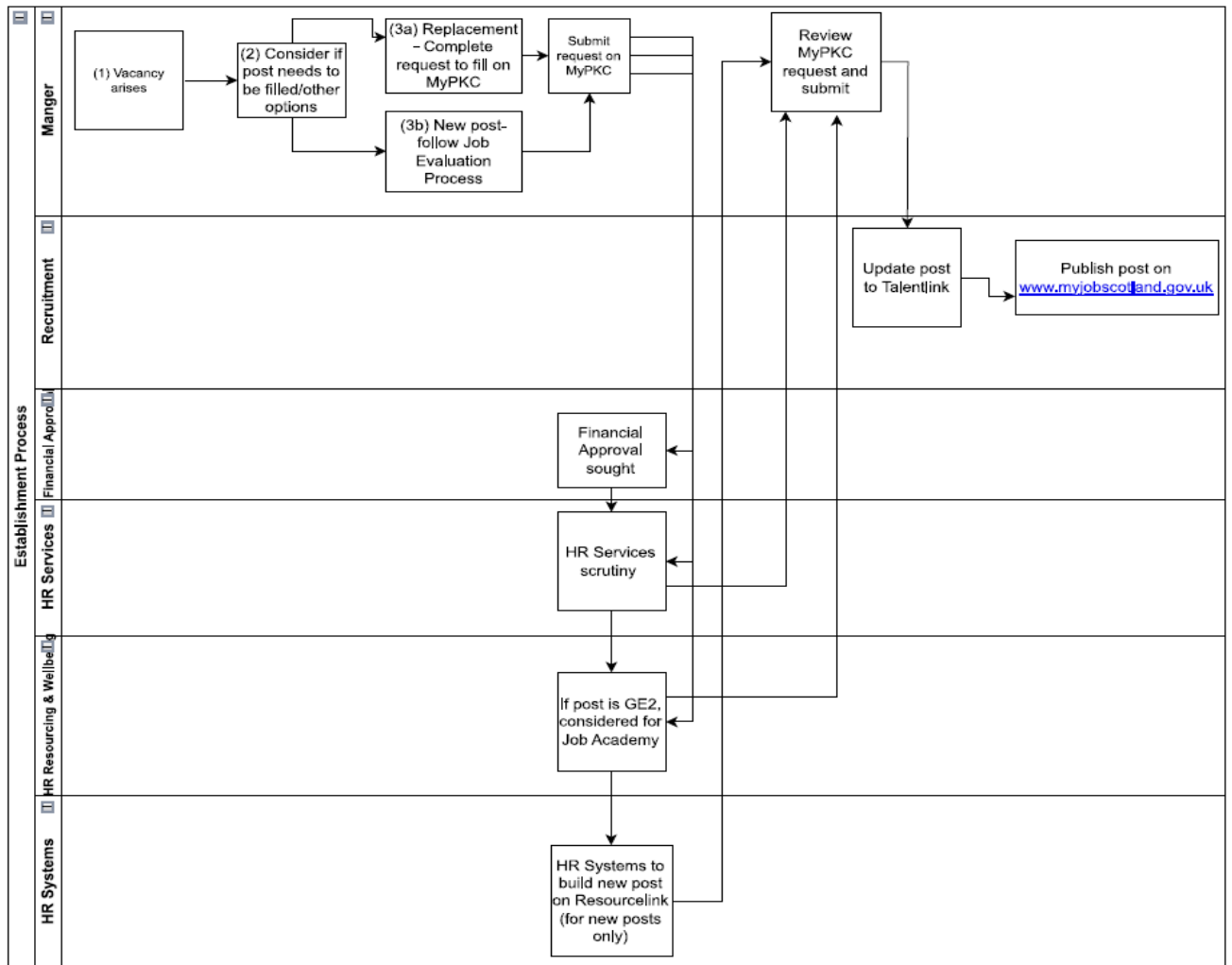
Things to consider:

If you submit a [MyPKC Staff Portal](#) request several weeks in advance of the advert publication date, you are responsible for notifying the Recruitment Team if the situation regarding the post changes in any way during the intervening period. Please be aware that, if a start date is agreed after the payroll deadline for that month (please refer to the table below), the employee may not be paid or see any change in their salary until the end of the following month.

Employee Category	Payroll deadline dates for all new starts and changes paperwork
Teachers	5th of the month
Single Status, Craft and Chief Officers	12th of the month
Please note these dates are provided as a guide and are subject to change.	

If you need any further information, please contact the Recruitment Team at Recruitment@pkc.gov.uk or phone 475555 (Option 2).

Process Map Diagram

Ref	Narrative
1	A vacancy arises (either a new vacancy or a replacement)
2	Manager should consider whether they need to fill the vacancy, have other options been explored eg re-allocating duties to existing employees, recruiting a modern apprentice?
3	Complete request to fill through **MyPKC Staff Portal** including obtaining SMT and Finance Team approval.
4	The Service Finance Team will scrutinise for any financial implications.
5	Senior HR Officers from the HR Services Team will scrutinise all vacancies to encourage more innovative and effective approaches to job redesign and recruitment and vet against the skills register.
6	The Policy Development & Youth Employment Programmes Team will scrutinise to see if posts are suitable for the Job Academy (only applies to GE2 posts of 16 hrs or more)
7	If the post is approved by Finance and HR through the portal, the manager will receive an email requesting that they review and submit the post. If request is for a new post, Systems will have built the new post on Resoucelink.
8	Manager reviews and submits the post on the portal.
9	Recruitment will receive email with approved post details and upload to Talentlink.
10	The post will be advertised on www.myjobscotland.gov.uk website that day.
Note:	*Managers will receive emails at each stage of the approval process, advising if their post is approved/rejected or if more information is required. Once the post has been approved and the Recruitment Team has uploaded the post to Talentlink, an email will be sent from the portal confirming the post number and date of advert.*