To All Managers

Dear Colleague,

<u>**Re: New iTrent Web Recruitment System**</u>

As you are aware the Council has implemented the new HR and Payroll system – iTrent. We are now in a position to also move recruitment over onto iTrent. This means that from 3rd April 2023 all vacancies will now be advertised on the new Recruitment Website which will link directly to the core iTrent system. **This will mean a change in process for any future vacancies that you wish to recruit to.**

There is not a huge difference between the functionality of both the old and new system but within iTrent there is a system of Tables and Chairs which represent your service structure posts and before a vacancy can be advertised it must be set up in iTrent.

Each post on your structure is depicted on ITrent as a table. For example, in Waste Services there is a table for Collection Team Leader and a different table for Collection Operative. Around each post/table there will be a number of chairs which represents a Position. Each chair is a vacancy or a person in that post. A green chair attached to a post/table on your structure means that you have a vacancy in that post. Going forward, when you wish to advertise a post, you will need to ensure that you have a vacant green chair attached to the post/table to allow HR to place a person into it or to place an advert for the post. You also need to ensure that there are sufficient unallocated budget hours available. A chair may be vacated by an employee leaving e.g., an employee leaves 31 August therefore allowing you to fill the vacancy from 1 September. This means there would be a vacant chair from the date you need to appoint. You will also need to ensure that you have the correct allocated hours available for all the people in the post/table (including vacancies) before you can place an advert for a vacancy.

If the vacancy is due to an employee leaving, you will need to have sent the termination details to your HR Representative to be actioned, in order for the chair to become vacant from the required date and for the advert to be created. **This must happen before an advert can be placed.**

If there are no green chairs available for the vacancy or you do not have enough allocated hours in your post/table, you must contact your HR Representative who may be able to facilitate the creation pf a chair (where budgeted hours exist) or support you to complete the usual post creation/increase in hours forms so that it can be added onto your service structure. **Please note, that any changes such as additional chairs and/or changes of hours must go through the change control process and be actioned before you can advertise a post.**

It is vital that you inform your HR representative of anything that is needed, otherwise it could delay your advert going out.
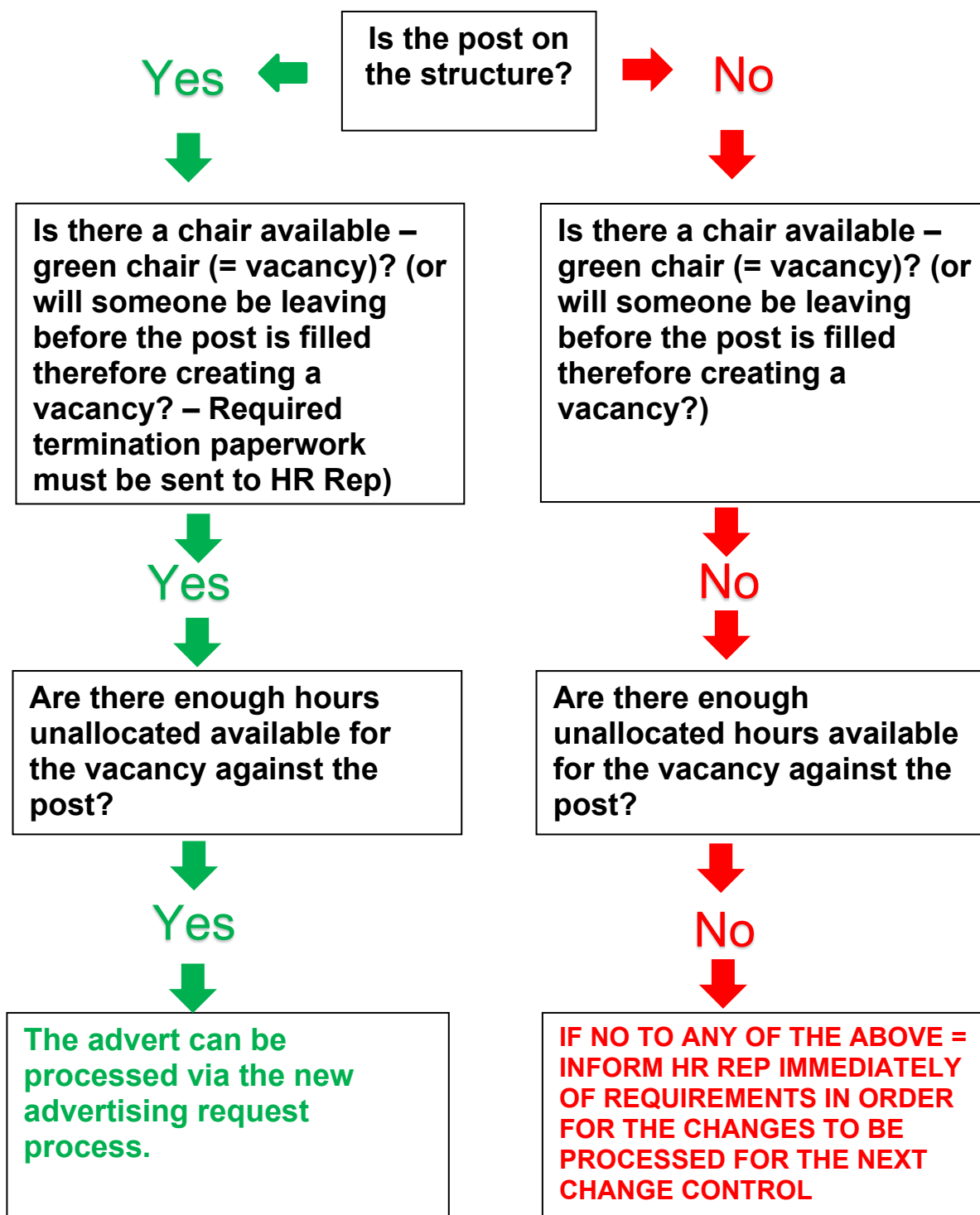
If you do not have a post on the structure at all, this will also need to be created via the Change Control/authorisation process before your position can be advertised.

- All requests to advertise a post must go through SLT approval via your SLT representative, which takes place every two weeks

- **The Change Control process takes place monthly around the second week of the month, all authorisations must be in place before being submitted to change control.**

If the post/chair/hours are not on your structure, the iTrent system will not permit the post to be advertised. Therefore, you will need to inform your HR representative of any changes needed within the deadlines outlined above, otherwise this will delay your advert.

The Process

- Manager identifies advert requirement

- Check iTrent Organisation Explorer (see user guide) for available hours and vacant position (Green Chair)

- Answer the following questions: If no to any, please seek advice from HR before you request to advertise the post

Is the post on the structure?

Yes ← | → No

Is there a chair available – green chair (= vacancy)? (or will someone be leaving before the post is filled therefore creating a vacancy? – Required termination paperwork must be sent to HR Rep)

Is there a chair available – green chair (= vacancy)? (or will someone be leaving before the post is filled therefore creating a vacancy?)

Yes | No

Are there enough hours unallocated available for the vacancy against the post?

Are there enough unallocated hours available for the vacancy against the post?

Yes | No

The advert can be processed via the new advertising request process.

IF NO TO ANY OF THE ABOVE = INFORM HR REP IMMEDIATELY OF REQUIREMENTS IN ORDER FOR THE CHANGES TO BE PROCESSED FOR THE NEXT CHANGE CONTROL

Please find attached Appendices. Appendix 1 is the new Advertising Request Form. On the Advertising Request Form, you will need to provide the correct Post reference number from ITrent e.g. POST014403 and then the Position Reference Number e.g. POS014403001. Please note, each post (Table) and each position (Chair) will have a unique reference number.

Appendix 2 (Part 1 & Part 2) is the iTrent User Guide on how to view your service structure including posts (tables), positions (chairs) and hours.

Should you require copies of any generic Job Descriptions with Person Specifications, please contact your HR representative. Please note, if you wish to make any changes to job descriptions, please contact your HR Representative, as such changes may need to be consulted with Trade Unions or be job evaluated prior to advertising.

If you have any queries regarding this matter, please do not hesitate to contact your Human Resources Representative.

Yours sincerely

Richard Evans
Director of Human Resources

ADVERTISING REQUEST FORM

RHONDDA CYNON TAF COUNCIL
HUMAN RESOURCES

RECRUITMENT AND SELECTION PROCEDURES FOR SCHOOLS

|	
SERVICE AREA	
JOB TITLE	
REASON FOR APPOINTMENT	New Post/Replacing Resignation or Retirement/ Additional Position/Covering Sickness/ Covering Maternity Leave **(Please delete those that do not apply)**
ITRENT POST NUMBER	
ITRENT POSITION NUMBER	
ITRENT HOURS AVAILABLE	Yes/No
GRADE/SALARY	
NUMBER OF HOURS	
TERM TIME	Yes/No
CONTRACT TYPE	CASUAL/TEMPORARY/PERMANENT **(Please delete those that do not apply)**
IF TEMPORARY, CONTRACT END DATE	
REQUIRED FROM	
CLOSING DATE	
SHORTLIST DATE	
INTERVIEW DATE	
AUTHORISATION & DATE	
This form and all relevant information to be with HR, by 5pm Monday. (Please note, should the iTrent system need to be amended your request may be delayed)	

Appendix 2 – iTrent Guide

Part 1: Identifying Post Hours

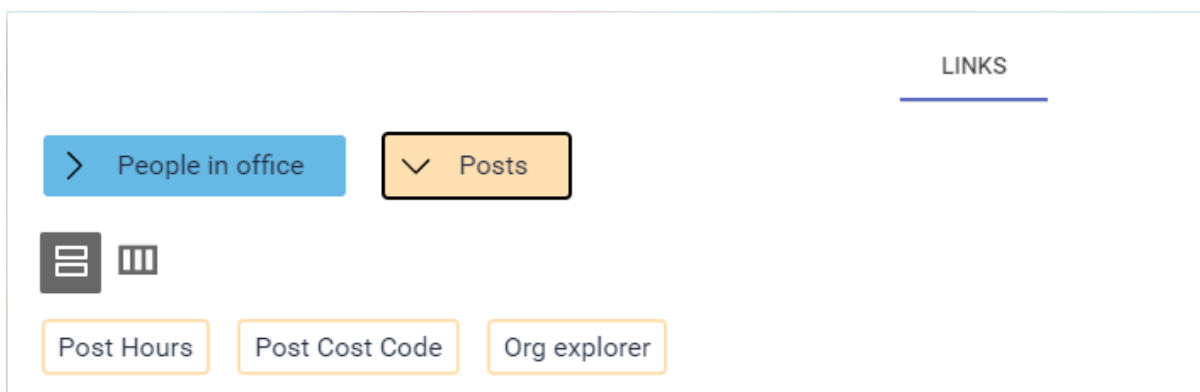Log in under your manager account
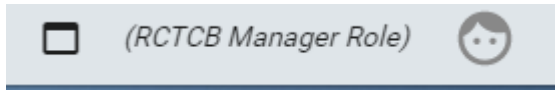
Firstly, you will need to find the Post Number.

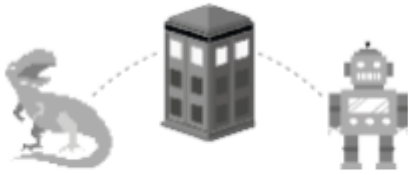From the main menu select Organisation Structure
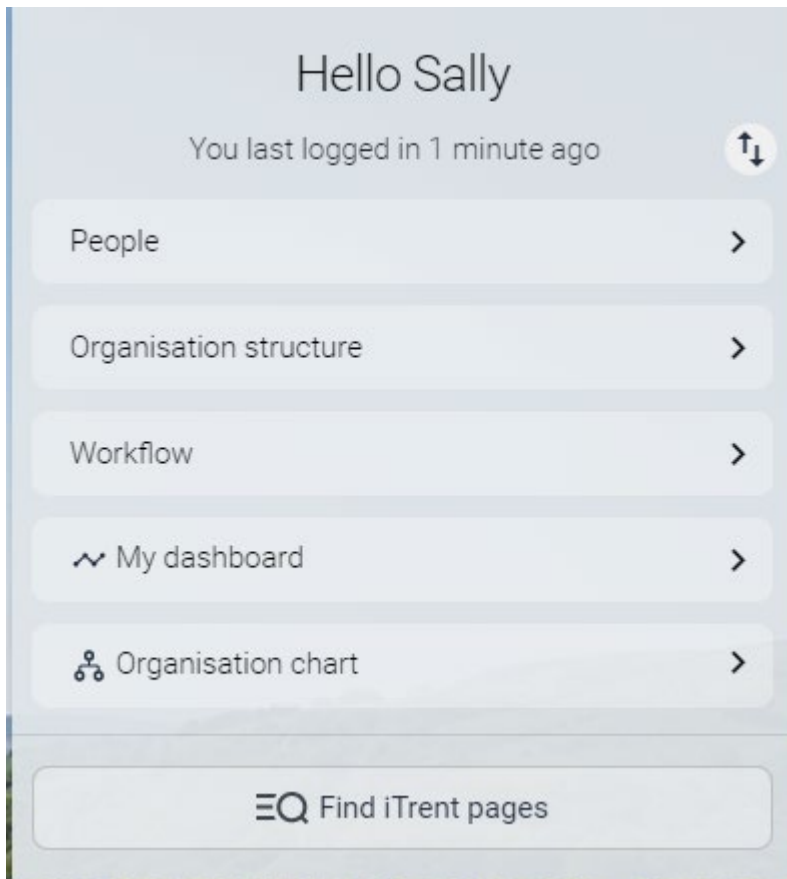
From the links select Posts then Org explorer

Click OK to the effective date pop up

Effective date

Please enter the date you wish to view or edit this information from.

17/01/2023 🗓

OK   CANCEL

Using the looking glass in the header ....

...Enter your name in the explorer search box click the looking glass and your name and post tile will appear in the box. Click on your name and post title and you will be taken to where you sit in the hierarchy

Explorer Search ⊗

🔍   Results 1 Item

Object ⬍

Miss ▮▮▮▮▮▮▮▮▮ Manager
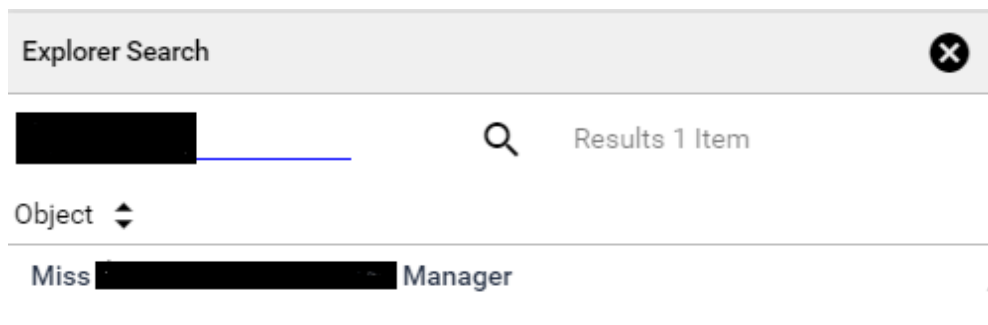
Your name will flash to show you where you are located, and you will be able to navigate around your area of the hierarchy.

- 21st Century Schools
  - + Admissions
  - – Catering Services - Central
    - + Operational Catering
    - – Operational Catering - Management
      - – Business Manager
        - – Business Manager (▮▮▮▮▮▮▮▮▮▮)
          - 👤 ▮▮▮▮▮▮▮▮
      - + Principal Officer (Bus.train Qa & Risk Mgmt)
      - + Principal Officer (Schools)
      - + Principal Officer: Community Meals
    - + Support - Quality & Training (4)
  - + Catering Services - Community Meals
  - + Catering Services - East
  - – Catering Services - West

From here you can see your hierarchy and by clicking on the + sign next to the table you can see the name of the staff occupying the positions (chairs)
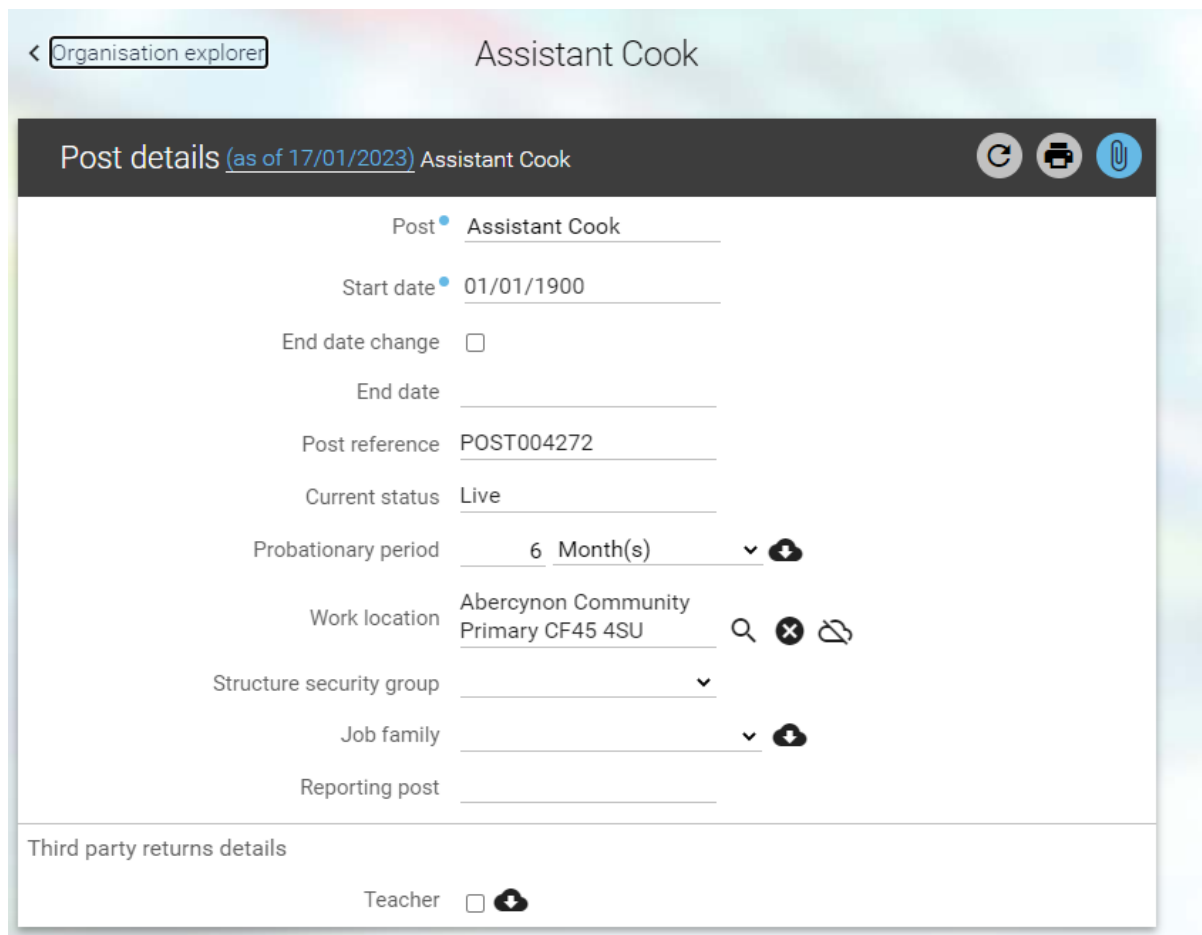
The other option to find your area of the hierarchy is to use the + sign at the side of the hierarchy and work your way down the hierarchy to expand out the areas until you find the post you need

- – Rhondda Cynon Taf County Borough Council
  - + Chief Executive
  - + Community & Children's Services
  - + Education & Inclusion Services
  - + Prosperity Development & Frontline Serv
  - + RCT Leavers
  - + RCT Misc

Once you have found the post you need click on the post title (not the table symbol)

- 🗂 Catering Abercynon Community Primary

  + 🛋 Assistant Cook

  + 🛋 Breakfast Club General Kitchen Assistant

  + 🛋 Cook

  + 🛋 General Kitchen Assistant

The post details screen will now open, and you will need to take a note of the Post Reference

< Organisation explorer   Assistant Cook

Post details (as of 17/01/2023) Assistant Cook   ⟳ 🖨 📎

Post •	Assistant Cook
Start date •	01/01/1900
End date change	☐
End date	
Post reference	POST004272
Current status	Live
Probationary period	6 Month(s) ⌄ ☁
Work location	Abercynon Community Primary CF45 4SU 🔍 ⊗ ☁
Structure security group	⌄
Job family	⌄ ☁
Reporting post	

Third party returns details

Teacher	☐ ☁

Once you have noted down the post reference click on the wording Organisation explorer on the top of the screen
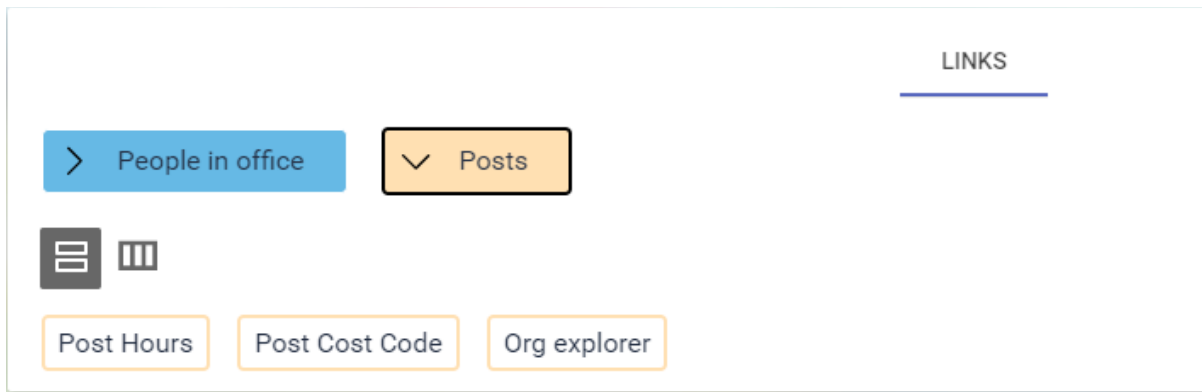
< Organisation explorer

This will take you back to the Organisation explorer

Then Click on the wording Organisation explorer at the top of the screen

Organisation explorer

From the links select Post then Post hours

On the left of the screen enter the Post reference into the search box it must be in the format POST****** and change 'post' to 'post reference' in the drop-down menu. Click the looking glass
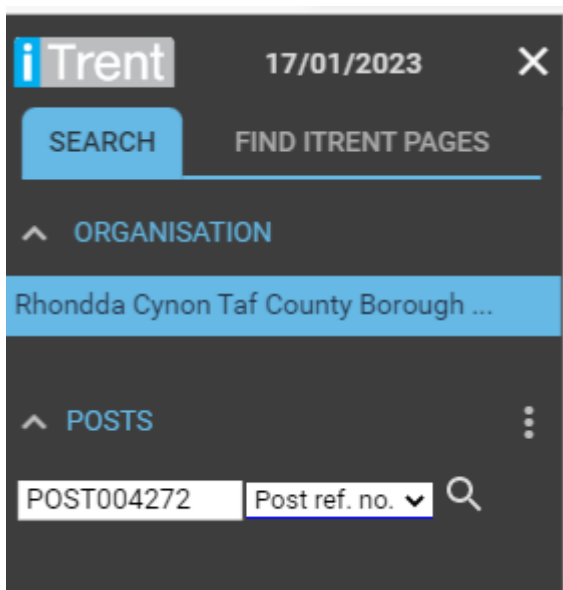
Click OK to the effective date pop up

The hours and basis page will now appear in the main window to show you post hours information

Assistant Cook

Post hours and basis (as of 17/01/2023) Assistant Cook ∨ MENU

Post hours ●	0.00
FTE hours	37.00
Budgeted hours	18.75
Allocated FTE	0.51
FTE variance	0.00
Allocated hours	18.75
Unallocated hours	0.00
Pending authorisation hours	0.00
Headcount	1
Annual weeks worked	52.143
FTE weeks	52.143
FTE value (rounded to 5 DP)	
Employment is term-time only	☐
Category	∨
Basis	∨
Type	∨

## Part 2: Identifying Positions Available – Vacant Posts (Chairs)

Blue chairs sit under a post title (table) – these are the filled chairs

Green chairs show a vacant position (but must also corresponds with enough unfilled hours against that post to be able to fill).

You can locate a Position Reference Number by following the Org Explorer as above to find the area required under the hierarchy.

Then Click the + sign before the job title

- 🏗 Catering Abercynon Community Primary
  - + 🪑 Assistant Cook
  - + 🪑 Breakfast Club General Kitchen Assistant
  - + 🪑 Cook
  - + 🪑 General Kitchen Assistant
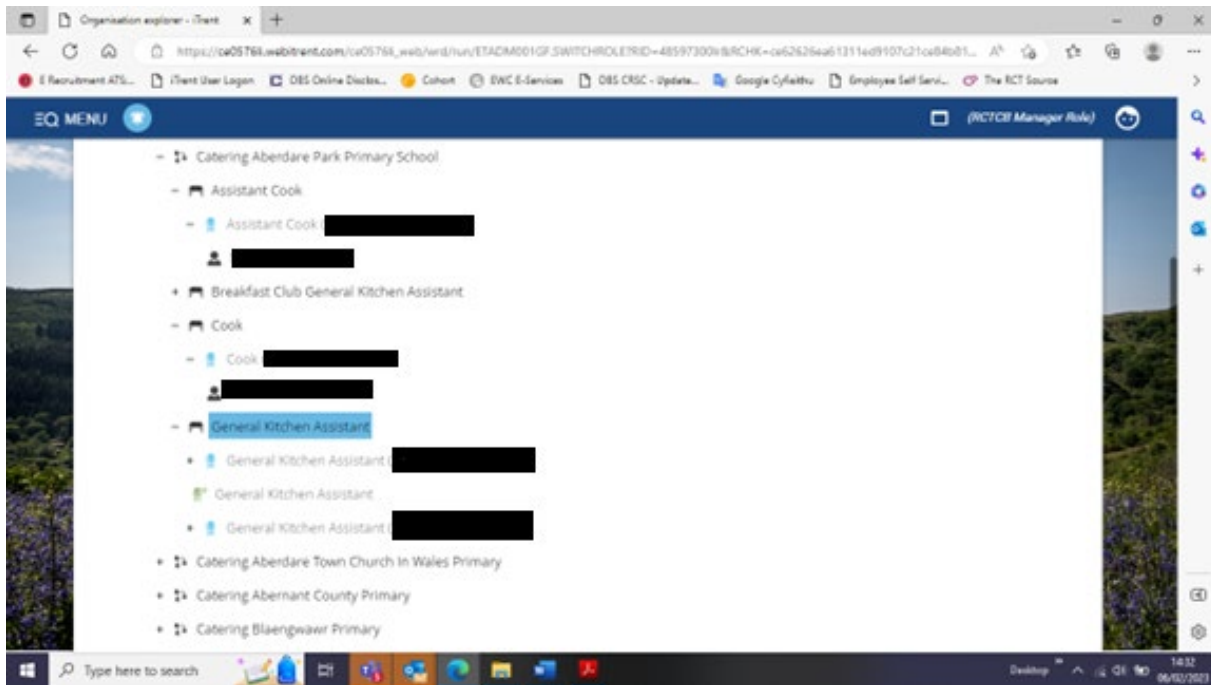
Click on the green chair which brings up position details admin and shows the Position Reference towards the bottom (long number starting POS**********).

If there are no green chairs you may need to request one. This can be done outside change control by HR if it is a casual post or if there are hours available (unallocated) against the post. (If there are no, or not enough, unallocated hours, this will need to go through change control)
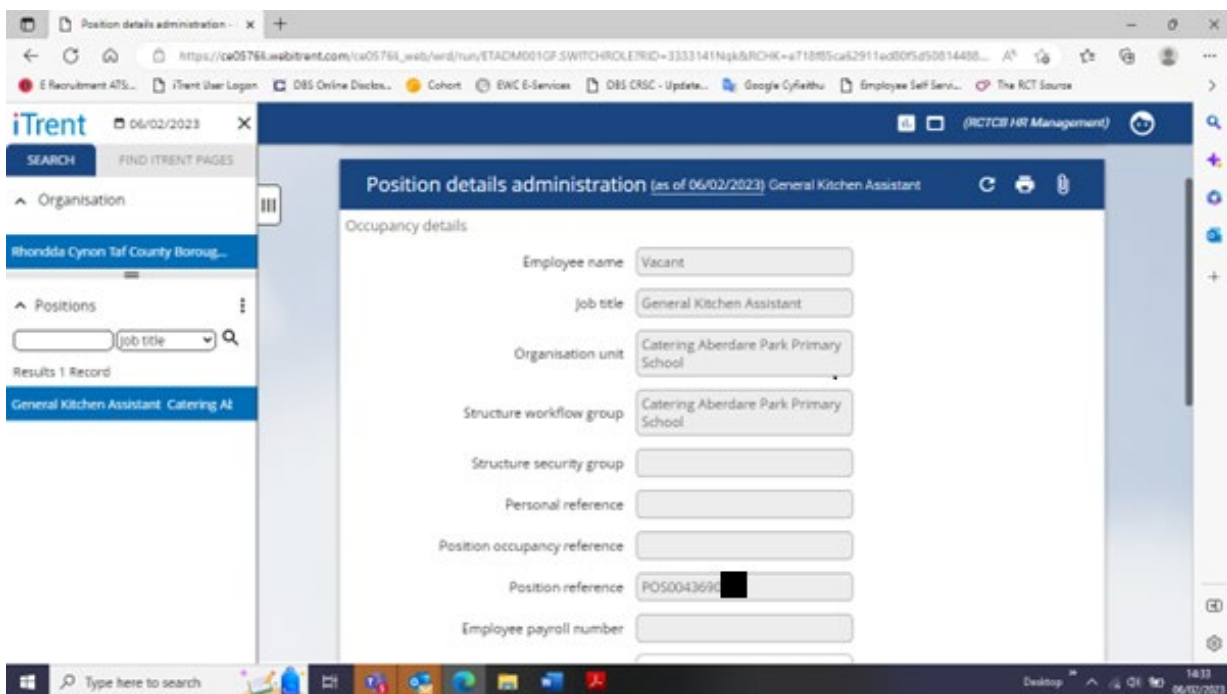
Click back onto Org Explorer and it will take you back to the service area that you were looking at.

Remember that the date is VERY important in iTrent. When looking at changes you should look at the effective date on which you wish to implement changes from as you may have requested a change which HR have already actioned. If you look at today's date but there has been a change from next week then the information could be incorrect as the hours or chair may not be available from that date but they look ok from the day you are looking at it.