

4 March 2024

Dear

**ATISN 20169**

Thank you for your request which was received on 5 February 2024. You asked for the following information:

1. What is the total headcount of the recruitment team?
2. Can you provide job titles and salaries?
3. Do you have an e-recruitment system?
4. If yes to question 3, what system do you use?
5. Is your process entirely managed via your e-recruitment / ATS system?
6. How many vacancies do you advertise on an annual basis?
7. Do you advertise internally first? What is the split between internal and externally advertised vacancies?

There are currently 17.7 full time equivalent employees working within the Recruitment Team based in the Welsh Government's Corporate Shared Service Centre. The Recruitment Team is responsible for transactional elements of the recruitment process including publishing adverts, both internally and externally, issuing sift and interview outcomes, issuing employment offers and contracts of employment and onboarding. This team consists of:

1 x Operations Manager (Higher Executive Officer grade)  
3 x Team Leaders (Executive Officer grade)  
14 x Team Supports (Team Support grade)

The salary scales for these grades are detailed below.

There are also 21.3 full time equivalent employees working within our expert Resourcing and Deployment Hub. Responsibilities include providing expert advice on external recruitment and outreach strategies, compliance and governance, continuous improvement, resourcing strategy, policy and guidance, strategic resourcing projects linked to workforce planning and the matching of displaced colleagues to vacant and affordable roles. The team consists of:

1x Head of Resourcing and Deployment Hub (Grade 7)  
2x Senior Resourcing & Deployment managers (Senior Executive Officer grade)  
2x Senior Resourcing Manager for Senior Civil Service recruitment (Senior Executive Officer grade)  
3x Resourcing Manager (Higher Executive Officer)  
2x Resourcing and Deployment Manager (Higher Executive Officer)  
2x Senior Civil Service Resourcing Officer (Executive Officer)  
2x Resourcing and Deployment Officer (Executive Officer)  
2x Senior Civil Service Team Support (Team Support grade)  
1x Resourcing and Deployment Team Support  
2x Apprentice

The Welsh Government uses an applicant tracking system which is provided by Oleeo. All recruitment is managed through this system apart from some specialist temporary promotion adverts which are administered off-line.

During the 2022/23 financial year, the Welsh Government advertised 411 posts externally (this figure includes an Apprenticeship scheme). From 1 April 2023 to 4 March 2024, 306 posts have been advertised externally. The majority of roles are advertised internally on a lateral/level transfer basis first and then on promotion. If roles are not filled internally, they may be advertised externally. Occasionally, specialist roles will go directly to external advert if the skills and experience required isn't readily available from within the Welsh Government. Around 16% of all posts advertised are recruited externally.

**Pay scales:**

<b>Team Support</b>	<b>2023 - 2024</b>
Point 1	£23,258
Point 2	£25,074
Point 3	£26,901
<b>EO</b>	
Point 1	£28,245
Point 2	£29,285
Point 3	£32,141
<b>HEO</b>	
Point 1	£34,083
Point 2	£36,246
Point 3	£38,420
Point 4	£41,675
<b>SEO</b>	
Point 1	£43,785
Point 2	£45,843
Point 3	£48,269
Point 4	£51,839
<b>Grade 7</b>	
Point 1	£56,112
Point 2	£59,273
Point 3	£62,454
Point 4	£67,095

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit

Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
or e-mail: [Freedom.ofinformation@gov.wales](mailto:Freedom.ofinformation@gov.wales)

Please remember to quote the ATISN reference number above.  
You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire, SK9 5AF

Telephone: 0303 123 1113  
Website: [www.ico.org.uk](http://www.ico.org.uk)

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely