



## Care Inspectorate Wales (CIW) Inspector vacancies – Recruitment Guidance

This document is supplementary to the *Welsh Government External Candidate Recruitment Guidance*, the *CIW Recruitment Candidate Pack* and the *Civil Service Competency Framework*. The aim of this document is to provide information on aspects of the recruitment process, which differ when applying for the role of Inspector.

### The Recruitment Process

As part of the recruitment process, you will be asked to provide the following:

- A completed on-line **application form and**
- **An up-to-date CV** setting out your career history with key responsibilities and achievements **and**
- **Evidence against the 4 competency behaviours and 3 job specific criteria** as set out in the job description. A maximum of 300 words to be provided against each of the areas. To be uploaded as one document.

*For posts which require **Welsh language skills** the sift and interview process will be conducted through your preferred language.*

*Candidates are required to present evidence for at least two questions from the competency or job specific criteria in the alternate language. For example, if the application is being submitted in English, at least two of the examples should be written in Welsh. If the application is being submitted in Welsh, at least two of the examples should be written in English.*

Applications for the role of Inspector are assessed against the competencies and job specific criteria listed in the vacancy advert. During the recruitment process, candidates are required to provide evidence, in the form of real life examples, to demonstrate how they meet these.

## Competencies

Competencies are the skills, knowledge and behaviours that lead to successful performance. The Civil Service Competency framework outlines 10 competencies (under 3 key areas or 'clusters') which are deemed to be key for successful performance within the Civil Service. For each competency there is a description of what it means in practice and some examples of effective and ineffective behaviours at all levels.

The four key competency behaviours identified as essential for the Inspector role are listed in the vacancy advert and during the recruitment process you will be required to evidence, in the form of real examples, how you demonstrate these. The competency evidence is used to benchmark how you have behaved in the past, as this is likely to be a good indication of how you will perform in the future.

## Job specific criteria

Job specific criteria are criteria identified by the recruiting line manager as crucial to the particular role that they are recruiting to. Candidates are required to meet three job specific criteria to progress in the recruitment process.

## Applying for the role

The selection process for the role of Inspector consists of the following two stages:

**Stage 1** – Shortlisting based on written responses to the 4 competency areas and 3 job specific criteria. If the volume of applications is high, the panel may only shortlist based on your responses to the 3 job specific criteria. Please note, you **still need to** provide a written response in relation to the 4 competencies to successfully pass the shortlisting stage.

Your responses to the written questions are the most important part of your application. In your responses, you must provide real life examples from your previous practice. The panel will be looking for how well the evidence you have provided demonstrates that you meet the requirements for the role. The STAR model, detailed at *Annex A of the External Candidate Recruitment Guidance* may help you to present your evidence.

Candidates who have sufficiently evidenced that they meet all requirements of the role will be invited to interview.

**Stage 2** – Panel interview on both the competencies and job specific criteria, including a presentation or assessment on the day.

The purpose of the interview is to:

- Test your suitability for the requirements of the role
- Give all candidates an opportunity to express their views and present their evidence
- Score candidates based on the requirements identified for the role
- Recommend which candidate should be offered the position and produce an order of merit based on scores achieved and geographical location.
- Help you to decide if the role is right for you.

At interview, the Panel will be trying to find out how you meet both the competency behaviours and the job specific criteria identified for the role. You need to be prepared to give answers demonstrating how you meet them. The interview will be an opportunity for the recruitment panel to confirm, probe or further explore the evidence given in your application.

### **The Panel**

At interview, the recruitment panel will comprise of three members of Welsh Government staff: the Chair, whose responsibilities include ensuring that the process complies with open and fair competition guidance (this will be a Welsh Government HR representative); and two other panel members (both will be CIW staff).

The panel will hope to see you at your best at the interview and will do all they can to give you the opportunity to show that you can meet the criteria. They will not be trying to trick you. When they see you they will already have seen the qualities you have from your application form. The panel will want to complete the picture of what you can do by learning more about you in a face-to-face (virtual) situation.

### **The interview**

The Inspector interview process is split into 2 parts:

#### **1. Presentation or Assessment preparation**

- At least 5 working days prior to interview, you will be emailed details of a presentation topic or an assessment.

## **2. Interview (virtual via Microsoft Teams)**

1. The Chair will introduce the other panel members, explain the format of the interview and outline the timing of the interview (which will be the same for all candidates). You will be given the opportunity to ask any questions about the format of the interview.
2. You will also be asked if there may be any extenuating circumstances which may affect your performance at interview i.e. a recent bereavement, car accident etc. This is to ensure that there is nothing which may inhibit your performance. In the event that something has occurred, you will be provided with the opportunity to reschedule your interview. However, if you do choose to go ahead with the interview, you will not be able to reschedule for another time if afterwards you feel you did not perform at your best.
3. The interviewing panel will ensure that reasonable adjustments are taken into account for any disabled candidate who has identified specific requirements on their application form, in relation to any aspect of the interview process. It is important therefore that any specific requirements you may have are identified as soon as possible – there is a section in the application form to note these.
4. Following the introductions, you will deliver your presentation to the panel which will be marked against one of the job specific criteria. The presentation will be timed and you will be asked to stop if you go over the specified time limit.  
  
Then, each member of the panel will take it in turns to ask questions.
5. The questions at interview will be designed to allow you to provide evidence of the required behaviours and job specific criteria, as set out in the vacancy advert, through the use of relevant examples from your experience. Please remember, that though the panel will be looking for evidence of the behaviour/job specific criteria, you will also need to ensure that you answer the question that they have asked you. It is important therefore to remember to listen to the question, and then select the most appropriate example that will enable you to both evidence the behaviour/job specific criteria, and answer the question fully.
6. At the end of the interview, the Chair will give you the chance to ask any questions you may have about the post.

### **Selection Process**

Successful candidates will be matched to a role as stated in the job advert based on their skills, experience and geographical location. Candidates will be appointed by

merit order unless their skills and geographical location do not match the vacancies available. In this instance, the next highest scoring candidate matching the vacancy requirements, will be appointed.

A reserve list will be held which will allow candidates on the reserve list to be appointed into an Inspector role within 12 months of the initial offer should a suitable post matching their skills and location, become available. Again, candidates on the reserve list will be offered positions based on merit order unless their skills and geographical location do not match the vacancy available. In this instance, the next highest scoring candidate matching the vacancy requirements, will be appointed.