Role Profile Guidance

We want you to succeed with your application to work for the Combined Authority. This guidance has therefore been put together to provide you with some tips on how to use the role profile to show the recruiting manager why you are the best candidate for the vacant position. We have also included information on what you can expect from our selection process.

Regardless of the role you're applying for, preparation is key. Use our website to find out as much as you can about what we do. All applications are made via the online recruitment portal, unless stated otherwise.

Completing your application at a later date

If you commence your application and are unable to complete it straight away, under the 'More' menu there is an option to 'Complete Later'. Once this option is selected a link will be generated to the email address provided at Step 1. **Please be aware this link will expire after 7 days**. If you believe it will take you longer than 7 days to complete your application, ensure that you **access your application form within 6 days** of the link being sent and follow the steps above to 'Complete Later'. This will generate a new link which will expire after a further 7 days. **If you do not submit your application or generate a new link before the link expires, your application will be lost and a new application will need to be started to enable you to apply for the role.**

The Application

The Application form is made up of 9 steps. The following guidance will explain what should be added at each step. You cannot move on to the next step until the mandatory fields (identified by an asterix) within each step are completed. Whilst not all elements of the application form are mandatory, we advise putting as much information into it as necessary. If spell check is required during completion of your application, please right click on the words that are underlined and choose the correct word from the options provided.

Step 1 Details:

This section is where you will input your personal details. The Combined Authority is a Disability Confident Employer. If you have a disability and wish to be considered under this scheme, please ensure that you add your disability status within this section.

If you prefer not to disclose your protected characteristics, please select 'prefer not to say' from the drop down menu.

When you have completed this section click 'Next' to move on to Step 2.

Step 2 Screening:

This section is where you will confirm that the information you are submitting is accurate. This step also includes information relating to criminal convictions, as well as information regarding associations within the Combined Authority and Local Authority.

When you have completed this section click 'Next' to move on to Step 3.

Step 3 Selection Criteria (Supporting Statement):

This section is where you will demonstrate how you meet the criteria within the Role Profile (please see 'The Role Profile').

When you have completed this section click 'Next' to move on to Step 4.

Step 4 Previous Jobs (optional section):

This section is where you will enter your employment history. Click on '+Add' to enter this information. Continue this for each individual employment role you wish to enter. Please add dates, or closest approximate dates if exact are unknown. Please add end dates where you are no longer in that role. For your current role the end date can be left blank.

When you have completed this section click 'Next' to move on to Step 5.

Step 5 Qualifications (optional section):

This section is where you will enter any qualifications you have obtained. Click on '+Add' to enter this information. Continue this for each qualification you wish to enter. The system requires dates that qualifications were gained. If you are unable to recall the exact dates, please put an estimated date in this field. Please add end dates to this section too, again add estimated dates if the exact date is unknown.

When you have completed this section click 'Next' to move on to Step 6.

Step 6 Volunteering (optional section):

If you have volunteering experience, please enter this here. This section may be relevant for applicants who have just left education and do not yet have any employment history but have volunteering experience. Click on '+Add' to enter this information. Continue this for each volunteering experience you wish to enter.

When you have completed this section click 'Next' to move on to Step 7.

Step 7 Memberships (optional section):

This section is where you can add details of any professional memberships you hold that are relevant to the role you are applying for. Click on '+Add' to enter this information. Continue this for each membership you wish to enter.

When you have completed this section click 'Next' to move on to Step 8.

Step 8 Referees (optional section):

This section is where you can add details of your referees. **Please note, we will not contact referees unless you are the successful candidate and have been offered the role after interview. Only once you have verbally accepted the role and consented for us to contact your referees, will they be approached**. Referee details should include your current or most recent employer and must cover the last three years of work history. We recommend using a generic business email address rather than a named individual for this. Click on '+Add' to enter this information. Continue this for each referee you wish to enter.

When you have completed this section click 'Next' to move on to Step 9.

Step 9 Application Attachments and Finish:

Please do not upload any attachments to your application. Any documents uploaded here will **not** be shared with the recruiting manager and will be discarded before shortlisting commences. This is so we can ensure that we remove any unconscious bias from the application stage and that candidates are shortlisted based on the information which is relevant to their potential performance in the role.

Before you click on 'Finish' to complete your application we advise that you review each step and the information you have provided, as your application will be submitted to the manager as soon

as you click 'Finish'. Once you are confident that the information you have provided demonstrates your suitability for the role, click on 'Finish'. This will generate an email (from noreply@westyorks-ca.gov.uk) to the email address provided at Step 1. Once you approve this email, your application will be submitted. **Your application will not be submitted until the link in this email is clicked**. **Please check your junk/spam folder for this email**. If after a short while the email does not come through, please contact recruitment@westyorks-ca.gov.uk who can check if your application has been received.

The Role Profile

The role profile details the key aspects of the job and provides the attributes that the post holder requires to successfully perform. The role profile that we use at the Combined Authority does not refer to essential and desirable criteria. Whilst all the skills detailed on the role profile are an essential part of the role, we recognise that not all applicants will have these skills initially. The skills listed under 'About You' within the Advertisement document are the essential requirements to be shortlisted for the role (unless specified otherwise). If the application rate for the role you are applying for is especially high, the manager will draw further skills from the role profile to be considered as desirable criteria to be shortlisted against. We therefore request applicants put as much detail as possible into their application form about the skills they currently possess, as well as any transferrable skills that may support their application.

During the shortlisting process, the recruiting manager will assess the applications based on:
- previous experience;
- how the applicant's current experience aligns with the criteria of the role profile;
- any qualifications (or equivalent) that are required

Whilst a role profile may mention a specific qualification level, it may also state that an **equivalent level** of knowledge or experience would instead be sufficient. In this situation the postholder would not necessarily require the qualification but would instead require an equivalent qualification or demonstrable experience of working at the required level, as we understand some employees will have built up the required skills and knowledge through working rather than via a qualification. **PLEASE NOTE:** This **does not** apply to specialist roles that require a qualification to carry out the duties, such as a Lawyer or an Accountant for example.

Please be clear in your application how you meet the requirements of the role, whether this is via qualification or experience.

Matching your application form to the role profile

The role profile is made up of different sections and these are outlined below:

Organisational Context - provides information on the vision of the organisation as well as the local structure of the vacant post.

Job Overview - summarises the tasks of the job.

Critical Success Factors - details the tasks, outputs or end results that the postholder is responsible for delivering
The Critical Success Factors section is broken down into:
- **People Contacts** (for non-line manager roles) / **People Management** (for line manager roles)
- **Technical Duties**
- **Financial** (for certain levels of role only)
- **Impact & Influence**

Read all the Critical Success Factors sections and consider where your skills, knowledge and experience lie within these areas. Think of examples that you can draw on to add to your application form that relate tothe detail in this section.

Tasks that are identified with © are core elements. Core elements are parts of the role that are relevant to that particular level and type of role. Tasks that are identified by a black bullet point are the elements of the role that are defined as specific to the role you are applying for. For example, a Finance Manager and a HR Manager may have the same core elements due to them being the same seniority level and type of role. The specifics in these roles however are different and these are identified by the bullet points. There may be core elements and specific elements that you have experience within, and some elements that you don't. **Focus on the skills you do have that would enable you to deliver the Critical Success Factors** and cover these in your application.

The Person

May also be known as 'Person Specification' and identifies the knowledge, skills and experience required tocarry out the role.

This section is broken down into the following sections that match the fields for completion on the application form:

- **Knowledge**
- **People**
- **Technical**
- **Financial** (only certain role profiles have this section)
- **Impact & Influence**
- **Other** (not all role profiles have this section. This usually refers to things that are not part of the job tasks, but are needed in order to be successful in the role, e.g. ability to travel; ability to work non-standard hours)

Completing your application form

Now that you have read the role profile you should be able to start to complete your application form. Usingthe information in the sections within 'The Person' to guide you and referring to the examples that you have thought of whilst reading the Critical Success Factors, you need to provide these examples to evidence that you meet the listed 'Person' criteria. Ensure that you demonstrate within the Supporting Statement how you meet the requirements of the role. Remember, the skills listed under 'About You' within the job advert are the essential requirements to be shortlisted for the role (unless specified otherwise) and so you should ensure that you add to your application form how you meet these criteria as a minimum.

An example of how to match your skills and experience within the application form is:

In the **People** section under **'The Person'** , there may be the requirement to have:

© Experience of effectively contributing to team objectives.

You can add to your supporting statement, an example of how you have worked with your team to contribute to team objectives in the past.

In the **Knowledge** section under **'The Person'** , there may be the requirement to have:

© Educated to degree level or equivalent relevant education or experience.

You can add to your supporting statement, what qualification you have and / or what equivalent relevant education / experience you have.

In the **Technical** section under **'The Person'** , there may be the requirement to have:

• Excellent report writing and analytical presentation skills

You can add to your supporting statement, an example of how you have written reports and presented these in an analytical way in the past.

Using your examples to cover more than one point

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be underlined trained and this will be taken into account during the recruitment process.

Knowledge:
- © Educated to GCSE or equivalent in English and Maths
- © Practical experience of successfully performing in a similar role.
- © Experience of providing a proactive reception service.

- Experience of using MS office packages.
- Experience of undertaking general administrative duties in an office environment.
- Experience of organising meetings.

People:
- © Experience of effectively contributing to team objectives.
- © Experience of successfully identifying appropriate communication channels to deliver information.

In the image above, the Knowledge section is separated into three core elements (identified with a ©) and three role elements (identified by a black bullet). Rather than provide six separate examples to cover this, you could use one example that relates to more than one of the elements, e.g. if you have used MS Office packages to organise meetings and provide a proactive reception service whilst working in an office environment, this is one example that covers five of the six elements. You would then just need to refer to the qualification element.

OUR VALUES

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here. Further information on this can be found on our website: https://www.westyorks-ca.gov.uk/a-career-with-us/our-values-and-behaviours/

Information regarding Inclusivity at West Yorkshire Combined Authority and Equity, Diversity and Inclusion can be located on our website.