

Freedom of Information Request	FOI 21-188	19 th May 2021
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I refer to a recently advertised vacancy, ref 040-AC088-0221, Admin Controller. I request the following information under the Freedom of Information Act:

1. How many applications were received for this vacancy

There were 39 applications in total.

2. What criteria was used to select candidates for interview – The essential and desirable criteria from the

The job description/person specification (JDPS) was used to select the candidates.

3. How many candidates were interviewed

Seven (7) candidates were invited for interview

Three (3) candidates withdrew

Four (4) candidates were interviewed

4. What criteria was used to evaluate candidates at interview – Please see below criteria which is measured at the interview (scoring between 1 – 5)

It was important for the interviewee to demonstrate and evidence competencies, knowledge and experience for the following:

- to understand the roles of staff and key personnel with whom the post holder will work on a daily basis
- to deal and manage conflict or challenging staff
- to manage a team of people, ensuring that the department is safely and appropriately resourced
- to identify, lead and manage change and improvements in the work environment

5. A summary of candidates grouped by age and gender at the stages: completed application and selected for interview

The information you have requested is exempt under section 40(2) of the Freedom of Information Act. Section 40(2) exempts personal information from disclosure if that information relates to someone other than the applicant, and if disclosure of the information would, among other things, contravene one of the data protection principles in schedule 1 of the Data Protection Act.

6. Details of the essential criteria listed on the job specification

Please find attached the person specification.

7. If known, the number of candidates selected to interview with close relations working in the NHS

Less than 5.

8. A copy of the health boards policies for fair selection

Please see the attached recruitment and selection policy.