**Date issued:** 27th of February 2025

**Freedom of Information Request** 29/24

We are writing in response to your Freedom of Information request. Your request has been considered in accordance with the requirements of the Freedom of Information Act and our Data and Information Management Policy.

**YOU ASKED US…**

**I’d be grateful if the below questions could be answered. The questions concern the size and roles within your central recruitment team.**

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?**

**RESPONSE**

Question 1

Ten at present. The wider HR team is currently going through a restructure exercise and so this may change.

Question 2

Non-Rail – Recruitment Advisor: salary band 4 £28,400 to £42,600. Resource and Skills Partner: salary band 3 £37,200 to £55,800

Rail – Recruitment and Talent Advisor: salary band MS1 - £25,440 - £37,443

Question 3

Yes

Question 4

MHR iTrent

Question 5

The majority of roles are managed via MHR iTrent, however we do occasionally recruit via different channels for niche/executive roles.

Question 6

308 vacancies have been advertised on Rail side via iTrent since April 2023. 205 have been advertised on non-Rail side. There could be more than one hire made on a vacancy, however there’s no simple way for us to retrieve this information.

Question 7

This is assessed on a case by case basis. As above question, we would need a specific timeframe to provide a split of internal and external vacancies.

All roles are advertised internally  and this is sometimes in conjunction with external too. There are  some roles that do not get advertised externally

Yours sincerely,

**Transport for Wales**

**Appeal Rights**

If you are unhappy with the way your request has been handled and wish to make a complaint or request a review of our decision, please write to the Head of Freedom of Information at either Transport for Wales, 3 Llys Cadwyn, Pontypridd, CF37 4TH or freedomofinformation@tfw.wales. Your request must be submitted within 40 working days of receipt of this letter. If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision.

The Information Commissioner (ICO) can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or you can contact the ICO through the 'Make a Complaint' section of their website on this link: <https://ico.org.uk/make-a-complaint/>

The relevant section to select will be "Official or Public Information".