

**APPENDIX II: WELSH ESSENTIAL & DESIRABLE POSTS 2016-17**
*Green highlighted text indicate re-advertised posts*

SERVICE AREA	POST NUMBER	POST DESIGNATION	NO OF ADDITIONAL POSTS	GRADE	STATUS	WELSH LANGUAGE	INTERNAL / EXTERNAL
Social Services	CH50003714	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	INTERNAL
Social Services	CH50003789	Service Manager	0	Grade 10	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50010052	Senior Customer Support Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50120463	Benefit Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50149482	New Claims Assistant	0	Grade 3	Temporary	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50215388	Customer Service Representative (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50224439	Advice Officer (Digital Inclusion)	0	Grade 4	Temporary	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50235847	Control Centre Operator (ARC/CCTV)	0	Grade 4	Permanent	Desirable	EXTERNAL
Education & Lifelong Learning	ED50010499	Business Support Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Social Services	CH50003714	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Social Services	CH50005350	Training & Development Officer (Welsh Essential)	0	Grade 8	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50010052	Senior Customer Support Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50215388	Customer Service Representative (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Education & Lifelong Learning	ED50221876	Flying Start Advisory Teacher	1	MPS	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50230965	Flying Start Inclusion Co-ordinator	0	MPS + SEN 1 or 2	Permanent	Desirable	INTERNAL
Economic Development	ET50229543	Assistant Caravan Warden	0	Grade 4	Permanent	Desirable	INTERNAL
Social Services	HS50238877	Carers Assessment Worker	1	Grade 5	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50005283	Senior Customer Support Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50207293	Administrative Assistant (Welsh Essential)	0	Grade 3	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50235780	Hub Officer	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237439	Licensing Officer (Rent Smart Wales) (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50241096	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50242247	Regeneration Officer	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242248	Regeneration Officer	0	Grade 7	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Economic Development	ET50222668	Architectural Technician	1	Grade 7	Permanent	Desirable	EXTERNAL
HR People Services	HR50186785	Service Delivery Adviser - Recruitment (Welsh Essential)	0	Grade 4	Temporary	Essential	INTERNAL
Social Services	HS50004101	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Social Services	HS50004302	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	SC50008234	Centre Assistant (Female Only)	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	ST50009883	Building Control Surveyor	0	Grade 7	Permanent	Desirable	EXTERNAL
Social Services	CH50003475	Administrative Assistant	0	Grade 4	Permanent	Desirable	EXTERNAL
Social Services	CH50003724	Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50006204	Benefit Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50006963	Customer Service Representative	6	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50207293	Administrative Assistant (Welsh Essential)	0	Grade 3	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50229531	Housing Trainee (Welsh Essential)	1	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50235120	Advice Officer (Landlord Services)	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237439	Licensing Officer (Welsh Essential)	2	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50242682	Admin Assistant (Welsh Essential)	0	Grade 2	Permanent	Essential	INTERNAL
Communities, Housing & Customer Services	CS50242928	Project Manager	0	Grade 8	Temporary	Desirable	INTERNAL
Education & Lifelong Learning	ED50010499	Business Support Officer	0	Grade 4	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50118606	Senior Business Support Officer	0	Grade 5	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50242709	Senior SOP & Appeals Officer	0	Grade 7	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50242812	Senior SOP Governance & Compliance Officer	0	Grade 7	Permanent	Desirable	INTERNAL

Economic Development	ET50235755	Senior Visitor Experience Officer	0	Grade 5	Permanent	Desirable	INTERNAL
HR People Services	HR50186785	Service Delivery Adviser - Recruitment (Welsh Essential)	0	Grade 4	Temporary	Essential	EXTERNAL
City Operations	SC50008068	Centre Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
City Operations	SC50242232	Assistant Manager	2	Grade 7	Permanent	Desirable	INTERNAL
City Operations	SC50242241	Centre Assistant	2	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003463	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003474	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50242523	Locality Warden	0	Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50243161	Hostels & Support Services Manager	0	Grade 8	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243162	Hostels & Support Services Housing Officer	1	Grade 5	Permanent	Desirable	INTERNAL
Education & Lifelong Learning	ED50118606	Senior Business Support Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Governance & Legal Services	LS50166759	Records Assistant	0	Grade 3	Temporary	Desirable	INTERNAL
Resources	RS50202675	Marketing Communications Coordinator	0	Grade 5	Temporary	Desirable	INTERNAL
City Operations	SC50155240	Centre Assistant	19	Grade 3	Permanent	Desirable	EXTERNAL
Children's Social Services	CH50005365	Training and Development Officer		Grade 8	Permanent	Desirable	INTERNAL
Children's Social Services	CH50023263	Higher Clerical Assistant/Word Processor Operator	0	Grade 3	Temporary	Essential	INTERNAL
Communities, Housing & Customer Services	CS50024023	Customer Service Representative (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50229911	Hub Officer (Library)	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50236334	Community Support Coordinator	0	Grade 7	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50237422	Licensing Officer (Rent Smart Wales)		Grade 4	Permanent	Desirable	EXTERNAL
Communities, Housing & Customer Services	CS50237425	Licensing Officer (Rent Smart Wales) (Welsh Essential)		Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50243266	Senior Hub Officer	0	Grade 5	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243271	Admin Assistant	0	Grade 2	Permanent	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243465	Trainer Auditor Rent Smart Wales (Welsh Speaker)	1	Grade 6	Permanent	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	INTERNAL
Communities, Housing & Customer Services	CS50243822	Housing Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing & Customer Services	CS50243823	Housing Trainee	1	Grade 3	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50221311	Senior Teaching Assistant	0	Grade 6	Temporary	Desirable	INTERNAL
Economic Development	ET50238157	Architectural Assistant Internship	0	Grade 4	Temporary	Desirable	EXTERNAL
Governance & Legal Services	LS50166772	Archivist	0	Grade 6	Temporary	Desirable	EXTERNAL
City Operations	SC50008128	Receptionist	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50223036	Relief Residential Childcare Officer	0	Grade 5	Permanent	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer (Welsh Essential)	0	Grade 4	Temporary	Essential	INTERNAL
Communities, Housing and Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	EXTERNAL
Adult Social Services	HS50243927	WILG Audit Officer	0	Grade 5	Temporary	Desirable	INTERNAL
City Operations	SC50008077	Senior Receptionist (Welsh Essential)	0	Grade 5	Permanent	Desirable	INTERNAL
City Operations	SC50008219	Centre Assistant (Female Only)	1	Grade 3	Permanent	Desirable	EXTERNAL
City Operations	SC50167696	Centre Assistant	0	Grade 4	Temporary	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer (Welsh Essential)	0	Grade 4	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50004074	Contact Officer	0	Grade 4	Temporary	Desirable	EXTERNAL
Communities, Housing and Customer Services	CS50242681	Hub Officer (Library)	0	Grade 4	Permanent	Desirable	INTERNAL
Communities, Housing and Customer Services	CS50242683	Administrative Assistant (Welsh Essential)	0	Grade 2	Permanent	Essential	INTERNAL
Communities, Housing and Customer Services	CS50243822	Housing Trainee (Welsh Essential)	0	Grade 3	Temporary	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50234301	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	INTERNAL
Communities, Housing and Customer Services	CS50234301	Hub Officer (Welsh Essential)	0	Grade 4	Permanent	Essential	EXTERNAL
Communities, Housing and Customer Services	CS50243605	DEWIS System Administrator & Co-ordinator	0	Grade 6	Temporary	Desirable	EXTERNAL
Education & Lifelong Learning	ED50049475	Teacher	0	MPS	Temporary	Essential	INTERNAL
Adult Social Services	HS50004101	Higher Clerical Assistant	0	Grade 3	Temporary	Desirable	INTERNAL
Adult Social Services	HS50004231	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Adult Social Services	HS50238879	Carers Assessment Worker	3	Grade 5	Permanent	Desirable	INTERNAL
Adult Social Services	HS50243927	WILG Audit Officer	0	Grade 5	Temporary	Desirable	EXTERNAL
Children's Social Services	CH50003463	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	INTERNAL
Children's Social Services	CH50003466	Higher Clerical Assistant	0	Grade 3	Temporary	Desirable	INTERNAL

Children's Social Services	<a href="#">CH50003504</a>	Administrative Assistant	0	Grade 4	Permanent	Desirable	<b>INTERNAL</b>
<a href="#">Children's Social Services</a>	<a href="#">CH50023249</a>	<a href="#">Higher Clerical Assistant</a>	0	<a href="#">Grade 3</a>	<a href="#">Permanent</a>	<a href="#">Desirable</a>	<a href="#">EXTERNAL</a>
Children's Social Services	<a href="#">CH50229464</a>	Higher Clerical Assistant	0	Grade 3	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50006016</a>	Hostel Night Services Officer	0	Grade 5	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50223716</a>	Assistant Hub Manager	3	Grade 6	Permanent	Desirable	<b>INTERNAL</b>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50234301</a>	<a href="#">Hub Officer (Welsh Essential)</a>	0	<a href="#">Grade 4</a>	<a href="#">Permanent</a>	<a href="#">Essential</a>	<a href="#">EXTERNAL</a>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50242683</a>	<a href="#">Administrative Assistant (Welsh Essential)</a>	0	<a href="#">Grade 2</a>	<a href="#">Permanent</a>	<a href="#">Essential</a>	<a href="#">EXTERNAL</a>
Communities, Housing and Customer Services	<a href="#">CS50243553</a>	24/7 Services Coach	0	Grade 6	Permanent	Desirable	<b>INTERNAL</b>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50243822</a>	<a href="#">Housing Trainee (Welsh Essential)</a>	0	<a href="#">Grade 3</a>	<a href="#">Temporary</a>	<a href="#">Essential</a>	<a href="#">EXTERNAL</a>
Communities, Housing and Customer Services	<a href="#">CS50244937</a>	District Hub Manager	0	Grade 8	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50245440</a>	Housing Solutions Co-ordinator	0	Grade 7	Permanent	Desirable	<b>INTERNAL</b>
Education & Lifelong Learning	<a href="#">ED50050338</a>	Cook in Charge - Primary School	0	Grade 4	Temporary	Desirable	<b>INTERNAL</b>
Education & Lifelong Learning	<a href="#">ED50244780</a>	Teacher (Welsh Essential)	0	MPS + 1/2 SEN	Permanent	Essential	<b>EXTERNAL</b>
Adult Social Services	<a href="#">HS50244535</a>	Social Work Assistant	5	Grade 5	Temporary	Desirable	<b>INTERNAL</b>
Education & Lifelong Learning	<a href="#">ED50010278</a>	Educational Psychologist (Welsh Essential)	0	EDPSY	Temporary	Essential	<b>EXTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50133727</a>	New Claims Assistant	0	Grade 3	Temporary	Desirable	<b>INTERNAL</b>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50242681</a>	<a href="#">Hub Officer (Library)</a>	0	<a href="#">Grade 4</a>	<a href="#">Permanent</a>	<a href="#">Desirable</a>	<a href="#">EXTERNAL</a>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50245441</a>	<a href="#">Assistant Hub Manager</a>	0	<a href="#">Grade 6</a>	<a href="#">Permanent</a>	<a href="#">Desirable</a>	<a href="#">EXTERNAL</a>
<a href="#">Education &amp; Lifelong Learning</a>	<a href="#">ED50217324</a>	<a href="#">Business Support Assistant</a>	0	<a href="#">Grade 3</a>	<a href="#">Temporary</a>	<a href="#">Desirable</a>	<a href="#">EXTERNAL</a>
Governance & Legal Services	<a href="#">LS50246101</a>	Welsh Translator	1	Grade 6	Permanent	Essential	<b>EXTERNAL</b>
City Operations	<a href="#">SC50008687</a>	Registrar (Welsh Essential)	0	Grade 6	Permanent	Essential	<b>EXTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50024031</a>	Customer Service Representative (Welsh Essential)	2	Grade 4	Permanent	Essential	<b>EXTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50186179</a>	Hub Officer	0	Grade 4	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50202670</a>	Online Designer	0	Grade 6	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50228889</a>	Trainee Advice Officer	0	Grade 3	Temporary	Desirable	<b>EXTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50229533</a>	Housing Trainee	0	Grade 3	Temporary	Desirable	<b>EXTERNAL</b>
<a href="#">Communities, Housing and Customer Services</a>	<a href="#">CS50235089</a>	<a href="#">Hub Officer (Housing Solutions)</a>	1	<a href="#">Grade 4</a>	<a href="#">Permanent</a>	<a href="#">Desirable</a>	<a href="#">EXTERNAL</a>
Communities, Housing and Customer Services	<a href="#">CS50235091</a>	Hub Officer (Housing Solutions)	1	Grade 4	Permanent	Desirable	<b>INTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50243474</a>	Enforcement Officer Rent Smart Wales (Welsh Essential)	1	Grade 6	Permanent	Essential	<b>EXTERNAL</b>
Communities, Housing and Customer Services	<a href="#">CS50246381</a>	Senior Outreach Officer	0	Grade 7	Permanent	Desirable	<b>INTERNAL</b>
Education & Lifelong Learning	<a href="#">ED50186317</a>	Teacher (Welsh Essential)	0	MPS + 2 SEN	Permanent	Essential	<b>EXTERNAL</b>
Economic Development	<a href="#">ET50219575</a>	Front of House Supervisor	0	Grade 5	Permanent	Essential	<b>EXTERNAL</b>
HR People Services	<a href="#">HR50217826</a>	Senior Service Delivery Adviser - Manage (Welsh Essential)	0	Grade 7	Temporary	Essential	<b>EXTERNAL</b>
Governance & Legal Services	<a href="#">LS50246460</a>	Member Services Support Officer	2	Grade 4	Permanent	Desirable	<b>INTERNAL</b>