



## **STAFF RECRUITMENT AND SELECTION POLICY**

### **1. Policy Statement**

- 1.1 BHASVIC recognises its staff as being fundamental to its success. A strategic and professional approach to recruitment processes help enable the College to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support the College's values.
- 1.2 The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.
- 1.3 Recruitment should be treated as a key public relations exercise as the way it is managed affects the College's image, and consequently its ability to attract and appoint high calibre staff.
- 1.4 This policy has been produced to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully the College's core business.
- 1.5 Guidelines for managers at the College are also provided. They have been designed to ensure that the College complies with all relevant legislation and any significant variations in practice must be discussed with the Personnel Manager.
- 1.6 Professional advice and support is available at all stages of the recruitment process from the Personnel Department.

### **2. Scope**

- 2.1 This policy applies to the recruitment and selection of all staff to the College regardless of the status of the post i.e. part time or full time; fixed term or permanent.
- 2.2 All BHASVIC employees who are involved at any stage in the recruitment and selection of staff must be made aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

### **3. Aims**

- To ensure that the recruitment processes are fit for purpose.
- To appoint the best person for each position.
- To ensure equality of opportunity for all applicants.
- To ensure compliance with the College's Equality and Diversity Policy, Race Equality Policy and relevant employment legislation.
- To promote the College's values
- To meet the College's operational requirements and strategic aims.

## **4. Principles**

### **4.1 General Principles**

- 4.1.1 The Principal is responsible for the recruitment and appointment of all staff, except for Senior Post Holders. The Principal may delegate these responsibilities or parts of them. The Corporation is responsible for the recruitment and appointment of Senior Post Holders.
- 4.1.2 Responsibilities for the appointment of staff are set out in the document 'Procedures for the appointment of Staff'.
- 4.1.3 All employees and governors involved in the recruitment process, and in particular the senior (lead) manager leading the appointment, must have received appropriate training. Staff involved in the recruitment process must be aware of their responsibilities under the relevant legislation. The College aims to secure equality of opportunity in all its activities, and in this respect would expect all staff to adhere to this positively.
- 4.1.4 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application. In this event it would normally be necessary for the member of staff to avoid any involvement in the selection process.
- 4.1.5 Documents relating to applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act. Applicants will have the right to access to any documentation held on them in accordance with the Data Protection Act.

### **4.2 Preparation Stage**

- 4.2.1 The Lead Manager (eg Senior Post Holder, Support Staff Manager, Division Manager) should not commence with the recruitment and selection process until they have agreed with Senior Management Team the need to fill the vacancy and completed the 'proposal for staff recruitment' form.
- 4.2.2 If a need has been identified for positive action, this will have been agreed by the Senior Management Team in accordance with section 6 of the College's Equality and Diversity Policy and section 7 of the College's Race Equality Policy.

### **4.3 Obtaining Candidates**

- 4.3.1 All vacant positions will normally be advertised both internally and externally. However, where the College has a duty to seek suitable alternative employment for an existing member of staff, the vacancy will not normally be advertised. In all other circumstances all permanent, substantive vacant posts will be advertised internally and externally. This may not include posts of responsibility additional to the main or substantive post, which may be advertised internally only. In addition, any short term vacancy of up to four week's duration (for example, to assist at enrolment, to process questionnaire data or examination results) will be advertised internally only. Any proposal to make an exception to these general rules will be discussed by the Principal with the Chair of the Corporation and then the Staff Union Representatives. This is likely to include the following circumstances:
- Where a vacancy may provide suitable alternative employment for an existing member of staff whose post has been identified for, or would otherwise become, redundant.
  - Where the vacancy is to cover for short term staff absence or to manage a vacancy during the recruitment process, normally up to a maximum of three months duration.
  - Where a vacancy can be filled by a current member of staff on a fixed term contract in accordance with the Policy and Procedures for Changing Staff Contracts.

- 4.3.2 Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local and national publications and web sites and should adhere to the [College's visual identity manual](#). Internal advertisements should normally be published at least 10 working days before the closing date and external advertisements should normally be published at least 14 working days before the closing date.
- 4.3.3 Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role. To this end, relevant background information may be helpful and should be included in the job details for the post.

#### **4.4 Selection Process**

- 4.4.1 The selection process should be:
- Transparent
  - Timely and cost effective
  - Equitable
  - Free from conflict of interest
- 4.4.2 All recruitment will be based on agreed job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification. All decisions must be recorded.
- 4.4.3 Short listing must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should be conducted by at least two people and all interviews for one post must be conducted by the same people. In composing interview panels, the College will make every effort to comply with its commitment to the Equality and Diversity Policy.
- 4.4.5 Interview questions must relate to the job requirements as exemplified in the person specification and to the candidate's suitability for the position. The person specification should be used as the basis for determining the interview questions.
- 4.4.6 The choice of appointee will be determined by the interview panel based upon the above procedures.

#### **4.5 The Employment Contract**

- 4.5.1 At the end of the recruitment process, all records must be handed to the Personnel Department, who will retain them for six months in case of requests for feedback or the possibility of litigation.
- 4.5.2 Offers of employment are conditional upon receipt of satisfactory references, medical assessment, CRB disclosure, original qualification certificates and any other appropriate checks. In accordance with employment legislation, appointments will only be offered on a fixed term basis where objective grounds exist for not making the appointment permanent. See the policy and procedure for changing staff contracts for guidelines on the use of fixed term contracts.

## 5. Monitoring and Review of Policy

- 5.1 In order to monitor compliance with and the effectiveness of the College's Recruitment and Selection, Equality and Diversity and Race Equality Policies, a member of the Personnel Department may be invited to be present at any stage of the recruitment process.
- 5.2 Reports on trends and statistics relating to recruitment and appointments will be provided to the Senior Management Team, Governors and the Human Resource Committee on an annual basis.

### Related Documents

- Equality & Diversity Policy
- Race Equality Policy
- [I](#)nduction Procedures
- Data Protection Policy
- Probation Policy & Procedures
- Recruitment Guidelines for Managers
- Pay Policy
- Policy and Procedures for Changing Staff Contracts
- Guidelines for the use of fixed term contracts

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## PROCEDURES FOR THE APPOINTMENT OF STAFF

### 1. Appointment of the Principal

- 1.1 The Corporation is responsible for the appointment of the Principal and will act in accordance with the procedures set out in this document and the Instrument and Articles of Government. Guidance will be provided by the College's Personnel Department.
- 1.2 A selection panel will be appointed by a full meeting of the Corporation and should include at least 5 members of the Corporation. The Corporation will ensure that the panel includes relevant educational expertise from outside the College, in consultation with the Clerk to the Corporation and members of the Senior Management Team. It would also be good practice to involve other relevant members of College staff in the recruitment and selection process.
- 1.3 The selection panel will consult the Clerk to the Corporation and members of the Senior Management Team before drawing up an advertisement and job description. Authority to short list applicants is delegated to the selection panel.

### 2. Appointment of other Senior Post Holders

- 2.1 The Corporation is responsible for the appointment of other senior post holders and will act in accordance with the procedures set out in this document and the Instrument and Articles of Government. Guidance will be provided by the College's Personnel Department.
- 2.2 A selection panel will be appointed by a full meeting of the Corporation, and should include at least 4 members, including the Principal. The panel will be responsible for recommending an appointment to the Corporation. It would also be good practice to involve other relevant members of College staff in the recruitment and selection process.
- 2.3 The selection panel will consult the Clerk to the Corporation and members of the Senior Management Team before drawing up an advertisement and job description. Authority to short list applicants is delegated to the selection panel.

### 3. Appointment of the Clerk to the Corporation

- 3.1 The Corporation will be responsible for the appointment of the Clerk to the Corporation in accordance with the Instrument and Articles of Government. Guidance will be provided by the College's Personnel Department.

### 4. Appointment of staff (other than senior post holders)

- 4.1 The Principal is responsible for the appointment of all staff other than senior post holders.
- 4.2 As soon as it is agreed that there is an appointment to be made, the senior line manager will either take on the responsibility of leading the appointment themselves (see section on the "Lead Manager" in the Recruitment and Selection Guidelines) or will delegate this responsibility to another named manager.

### 5. Middle to senior management teaching posts

- 5.1 A selection panel will carry out the short listing and interviewing of candidates.
- 5.2 The selection panel will normally consist of 4 members, including the Principal, the Assistant Principal (Curriculum & Guidance) and normally a staff Governor.

## **6. All other teaching posts**

- 6.1 A selection panel will carry out the short listing and interviewing of candidates.
- 6.2 The selection panel will normally consist of at least three members, including the including the Principal or the Assistant Principal (Curriculum & Guidance), the Division Manager and the Head of Department.

## **7. Support staff posts (point 32 or above on support staff salary scale)**

- 7.1 A selection panel will carry out the short listing and interviewing of candidates.
- 7.2 The selection panel will normally consist of four members including the Principal, another member of the Senior Management Team, the Department Manager and normally a staff governor.

## **8. All other support staff posts**

- 8.1 A selection panel will carry out the short listing and interviewing of candidates.
- 8.2 The selection panel will normally consist of at least two members, including a member of the Senior Management Team and the Department Manager.

## **9. Fixed term and acting appointments**

- 9.1 The Principal will consult with appropriate staff when making these appointments. Cross reference should be made to the Policy and Procedures on Changing Staff Contracts where relevant.

## **10. Reporting exercise of delegated powers to the Corporation**

- 10.1 A summary of all staff appointments other than senior post holders will be reported to the Corporation once a year. This report will normally include a summary of monitoring information relating to Equality & Diversity.