NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

Staff Recruitment and Selection Policy and Procedure

North Warwickshire and South Leicestershire College

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Contents

1. Introduction 3
2. Definitions 3
3. Related Policies and Documents 3
4. Rationale 3
5. Core Principles 4
6. Equality Analysis 4
7. Data Protection Impact Assessment 4
8. Implementation 4
9. Monitoring and Review 5
10. Procedure 5
    10.1 Establishing a Vacancy 5
    10.2 Process for Authorisation - Bid Submission 5
    10.3 Advertisement 6
    10.4 Shortlisting 6
    10.5 Interview Arrangements 7
    10.6 Interview Panel 8
    10.7 Decision and Feedback 8
    10.8 References and DBS Check 9
    10.9 Criminal Convictions 9
    10.10 Documentation 9

Document History

Version Number	Amended By	Date of Revision	General Revision Description
1.0			Initial issue
1.1	EDPC	Dec 23	Addition of procedure to give policy and procedure. Language and formatting corrected.
1.2	EDPC	Jun 24	Changed font to Aptos

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1. Introduction

1.1 The College is committed to achieving equality of opportunity for all people who work and study at the College and recognises the requirements under the Equality Act 2010.

1.2 The College's ability to attract and retain the highest calibre of staff is fundamental to its success, the College is committed to achieving equality of opportunity for all people who work and study at the college and recognises the requirements under the Equality Act 2010.

1.3 The College will ensure its Equality Scheme is adhered to. The College will monitor each vacancy in accordance with its procedure. Statistical information on all stages of the recruitment exercise will be collated to inform the College of performance against the Equality Scheme.

1.4 The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The College complies with the keeping children safe in education guidance.

1.5 The College will ensure its Equality, Diversity and Inclusion policy is adhered to. The College will monitor each vacancy in accordance with its Policy. Statistical information on all stages of the recruitment exercise will be collated to inform the College of performance against the Single Equality Scheme.

1.6 This electronic version is the definitive version of the Policy.

2. Definitions

2.1 For the purposes of this Policy and Procedure, "employment" is defined as the engagement of an individual to undertake work in exchange for remuneration.

2.2 Employees might be permanent salaried, temporary salaried, fixed term hourly paid, or "casual" workers engaged for a specific, and usually short-term basis.

2.3 This Policy and Procedure excludes the recruitment and selection of senior post holders and the Clerk to the Corporation who are subject to a separate and distinct process.

3. Related Policies and Documents

3.1 Other policies and procedures are separate from but may be related to this Policy. These include:

i. Induction Policy and procedure.

ii. Probation Policy and procedure.

iii. Equality Scheme.

iv. DBS and Safer Recruitment Policy.

3.2 Other policies and documents may be identified from time to time as circumstances change and may be added to this list.

4. Rationale

4.1 The College aims to recruit staff of the highest calibre to all of its positions, irrespective of role or status. This Policy and Procedure are designed to support this objective, ensuring proper compliance with relevant employment and other legislation, and with standards of good practice.

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4.2 The College shall convene selection procedures which are appropriate to the role, taking account of: seniority and potential impact on the College. All stages of the selection process shall be transparent, and monitoring of recruitment and selection activity shall be undertaken by Human Resources. The College shall guarantee that it is able to respond to any scrutiny of its practice.

5. Core Principles

5.1 All Job applicants will be treated fairly and transparently.

5.2 All roles will be advertised as a minimum internally within the College

6. Equality Analysis

6.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;

ii. advance equality of opportunity between people of different groups;

iii. foster good relations between people from different groups.

6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

6.3 Where necessary a full equality impact assessment will be undertaken.

7. Data Protection Impact Assessment

7.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action

7.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

8. Implementation

8.1 Managers of the respective areas shall agree a format for the selection procedure with the Human Resources Department, appropriate to the post. Whilst each process is to be designed individually it shall conform to one of a number of templates, examples of which follow:

i. Senior Management Team members - usually a one or two day process consisting of a number of panels, assessments and activities that will involve managers, staff and learners. Final panel to typically include at least one executive team member and a HR representative.

ii. Lecturer - convened throughout one day and including appropriate skills exercise / micro teach. Final panel to typically include LSM.

iii. Support staff - panel to include line manager. Assessments to be constructed which reflect

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expectations of the post.

8.2 Panels will have at least one member of the panel who has completed a safer recruitment training

8.3 As part of the selection process candidates will be asked to provide certain information including proof of right to work and details of mandatory professional qualifications for the role.

9. Monitoring and Review

9.1 This Policy and Procedure will be reviewed every three years, or as otherwise directed by the Principal, College policy or legislative changes.

10. Procedure

10.1 Establishing a Vacancy

When a vacancy arises the line manager must review the area's staffing needs in conjunction with the relevant HR staff member and in doing so give consideration to:

- Is the post still required?
- Whether any other arrangements or work re-organisation could be considered?
- The nature of the replacement (e.g. full-time, part-time, permanent, temporary or apprenticeship)
- Does the Job Description and Person Specification need to be amended.

Consideration should be given to exactly why the job exists and what the job entails. This will involve analysing the current job and will involve:

- Identifying the purpose of the job within the related area or department;
- Identifying the key duties and level of responsibility;
- Discussing the role with the current job holder or line manager;
- Examining the related area or department to identify possible minor internal adjustments;
- Identifying if an apprentice role or role linked directly to the 'standards' is appropriate.

10.2 Process for Authorisation - Bid Submission

Following on from establishing that a vacancy exists, the line manager must seek authorisation via the online recruitment authorisation system, by submitting a bid and attaching the appropriate Job Description and Person Specification which will detail the duties, responsibilities and terms and conditions appropriate to the post.

The recruiting manager completes submits a bid on the on-line system identifying:

- Job title
- Location
- Salary
- Hours
- Type and duration of contract
- Rationale of why post is required

The bid moves through an on-line authorisation process, which includes authorisation by:

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Bid – Authorisation

- HRBP
- Financial Director
- Executive Director People and Culture
- Deputy Principal (if applicable)
- Executive Sign Off (COO and DCEO)

Human Resources will communicate the outcome of the bid to the requesting manager and if applicable the vacancy will then be advertised by Human Resources. If a bid is rejected, the recruiting manager may seek feedback from the original approver and the bid may be resubmitted.

10.3 Advertisement

Once approved Human Resources will contact the recruiting manager to arrange for the vacancy to be advertised. The recruiting manager will need to have:

- Drafted the advert
- Provided an appropriate job description and person specification
- Confirm whether the vacancy is to be advertised internally or externally
- Confirm the length of time to be advertised
- Confirmed the Interview Date
- Confirmed the Selection Panel (both interview and shortlisting)

In exceptional circumstances for example re-organisation and redeployment resulting from a re-structure, candidates for a position may be identified from a pool of impacted employees in the first instance.

Consideration should be given to undertaking appropriate positive action if one gender or race has been under-represented in a given post/level.

The Human Resources Department will liaise with the line manager about the detail of the advertisement, the timing and the advice as to the appropriate media to be used. The advertising budget is managed by the HR team who will aim to utilise it most effectively.

Deadlines for applications will generally be 2 weeks from advertisement and late applications may not be considered. Incomplete applications or applications submitted other than in the college's application format (e.g. a CV) may not be considered.

The College may decided to advertise roles internally only where it believes there are sufficient candidates who could fill the role.

In cases where posts have been advertised and no appointment has been made, Human Resources will review the advert and applications received prior to the post being re-advertised and any recommendations will be discussed with the line manager

10.4 Shortlisting

Shortlisting is an integral part of the selection process and a shortlisting panel should be identified to the HR team. The shortlisting will take place electronically on the online recruitment system.

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All shortlisting must be carried out by at least two people, at least one of which must have attended the safer recruitment training. If none of the panel have been trained, a member of the human resources team must be involved.

The Person Specification will be the tool used in the shortlisting process and candidates failing to meet the essential criteria should not be considered further. It is important that assessments are undertaken based upon information provided as a part of the application process if there is no evidence against part of the person specification this criteria should be scored as "failed to meet criteria". Candidates who meet the criteria should be invited for interview.

As the College is a Disability Confident Committed accredited employer candidates with a disability who meet the essential criteria in the person specification are guaranteed an interview. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability

It may be appropriate to hold a preliminary assessment centre or engage the shortlisting panel in a ranking exercise should there be a high number of applicants that meet the criteria.

Having completed the shortlisting process, successful candidates can now be progressed to interview stage.

10.5 Interview Arrangements

Prior to inviting candidates, the selection schedule for the event shall be agreed. The invitation shall be processed on the online recruitment system and candidate will be sent the interview notification via the system to include:

- The Interview Type (i.e. structured Interview, Presentation, Practical Demonstration, Ability Tests)
- Interviewer(s)
- Venue (where the interview will take place)
- Duration (how long the interview will last)
- Date/Time

When arranging the venue and facilities, managers should give consideration to the needs of the candidates, especially those that may have special requirements.

The schedule shall be appropriate to the role, sufficient to assess a candidates capability but not so intensive as to be disproportionately stressful for candidates or staff. Candidates shall be given reasonable notice of interview. This gives candidates reasonable opportunity to prepare themselves and any materials. Wherever possible candidates' availability will be considered when scheduling interviews however dates cannot be guaranteed.

Candidates are requested to confirm their attendance at the selection event. If they have not done so by the day before the event it is recommended that the recruiting manager contacts the candidate to confirm their attendance.

Travel expenses for candidates are not paid except in exceptional circumstances that must be approved by a member of the HR management team.

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The College does not employ a single methodology when appointing to its broad variety of vacant posts. However, irrespective of the nature of the post, one of its basic principles is that the process is a "two-way street", one in which candidates might themselves have a decision to make if invited to participate in the final stage or offered the post. It is important therefore that the selection process provides opportunities for candidates to raise questions and to gather information about the college as a potential employer.

All selection procedures shall include a formal panel interview but most will also include one or more other forms of assessment. These might take the form of practical skills test; group exercise; micro teach; presentation; personality profile analysis etc. and an assessment which is appropriate to the role interviewed will be selected. A lecturer will usually be required to present a lesson and/or devise a lesson plan; an administrator to demonstrate IT skills and accuracy; an electrician to diagnose a fault etc. It is advisable that this is in a live setting (such as a classroom) where possible and appropriate is inclusive of student involvement. The purpose of undertaking exercises additional to the panel interview is to increase the likelihood of making the most suitable appointment by making available to the panel information on a candidate's observed competencies.

Staff engaged in the assessment process must respect the confidentiality of all information gathered as a part of the selection process, both during and subsequent to the selection event.

During extended selection procedures it may be appropriate to reduce the number of candidates remaining under consideration, using information obtained from the type of assessments described above.

10.6 Interview Panel

The formal interview panel must contain a least one member who has completed Safer Recruitment Training. Efforts will be made to ensure that panel is diverse.

Interviews will be conducted in a suitable environment, free from intrusion and sufficient time will be allowed to enable the candidate reasonable opportunity to demonstrate her/his suitability for the post. Interview topics agreed prior to the interview shall reflect the Person Specification and Job Description and every reasonable effort to ensure that all candidates shall be treated equally. In particular gender, ethnicity, disability and age shall not be factors in determining the suitability of candidates.

All selection decisions should be supported by documented evidence and should be returned to Human Resources at the end of the selection process.

10.7 Decision and Feedback

The College will aim to make a decision on the day of the selection procedure, however this may not always be possible. The interview panel lead or their nominated deputy is responsible for notifying all unsuccessful candidates that they have not been selected, along with a brief reason for this.

All candidates will be offered feedback on their performance during the process and generally they will be able to have a discussion with the appropriate panel member. Any complaints should be dealt with promptly by the nominated person in accordance with the College's complaints procedure.

The recruiting manager will make a verbal offer of employment to the successful candidate. If the proposed offer requires additional authorisation, e.g. a higher starting salary the recruitment manager must gain authorisation before making the offer.

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All offers of employment will be provisional in the first instance. This means that the offer will be subject to receipt of satisfactory references; evidence of relevant qualifications; an enhanced DBS check; medical report, evidence of an applicant's eligibility to work in the UK and a satisfactory prohibition check.

Assuming the successful candidate accepts an offer verbally, the line manager will progress the offer of employment on the online recruitment system and inform the HR department and who then confirm the provisional offer in writing to the successful candidate. The recruiting manager is responsible for informing the unsuccessful candidates and ensuring they are declined via the recruitment system.

Where possible the HR Department will generate a formal employment contract and letter of appointment within 24 hours of the decision being progressed on the recruitment system and will forward to the candidate a pack of documents relating to pension, bank details etc. The Candidate is required to confirm their acceptance within 14 calendar days of an offer being produced, failure to do so could result in the offer from the College being withdrawn.

The offer will be subject to the appropriate documentation, in line with the Keeping Children Safe in Education Statutory Guidance. A start date will be confirmed once the appropriate documentation is received and satisfactorily meets the requirements of North Warwickshire and South Leicestershire College.

10.8 References and DBS Check

Candidates will be required to name a minimum of two referees at the time of application, one of whom should be the current or most recent employer. Employment cannot commence before these references have been returned and they must reflect the most recent employment history. References will be obtained for a minimum 2 year period, with any gaps in employment explained and, if applicable, a reference from the last education employment if outside of the 2 year period.

All recruits will be required to apply for an enhanced DBS disclosure. Any offer of appointment is subject to receipt of a satisfactory DBS disclosure, references and completion of pre-employment mandatory training.

10.9 Criminal Convictions

Should any prospective employee declare a criminal conviction or one is shown on their DBS then the College DBS and Safer Recruitment Policy and Procedure must be followed.

10.10 Documentation

At all stages of the recruitment and selection process, employees engaged in the selection process will make notes on each applicant / candidate.

All relevant documentation will be collated at the end of the process and retained by the Human Recourses department for a minimum of twelve months. Selection documents will be placed on the personal file of the successful candidate.

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