

Recruitment Policy

St Mary's University takes seriously its legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process. The University recognises that equality of opportunity is an integral part of recruitment and selection.

It is the policy of the University to recruit the most suitable person for each vacancy, regardless of sex, race, religion or belief, (unless there is a genuine occupational requirement e.g. Chaplain or Principal) marital or civil partnership status, age, pregnancy or maternity, sexual orientation or gender reassignment. *St Mary's will seek to appoint staff who will support the mission of the University and this will normally be one aspect of the selection criteria.*

Wherever possible, existing staff members will be encouraged to apply for promotion opportunities when a suitable vacancy arises.

Recruitment Procedure

The Procedure sets out the the stages of the recruitment and selection process that are normally adhered to. However, the University recognises that in times of changing labour markets there are occasions when the Procedure may need to be adapted to successfully recruit and select staff. In these instances, the reasons for modifying the Procedure will be set out in writing and the variation to the Procedure authorised by the Principal or the Deputy Principal or a Vice-Principal in his absence.

A decision to shortlist, interview or offer employment will be taken without regard to the applicant's sex, race, religion or belief, (unless there is a genuine occupational requirement e.g. Chaplain or Principal) marital or civil partnership status, age, pregnancy or maternity, sexual orientation or gender reassignment.

All staff concerned with recruitment must ensure that they comply fully with the University's Equality & Diversity Statement and Code of Practice at every stage of the recruitment process.

Vacancy authorisation / advertising

1. Vacancies will only be advertised after a vacancy authorisation form (RAV) is completed by the Head of School/Service (with job description, person specification and advertisement attached), forwarded to and authorised by Senior Staff.
2. Once the RAV is approved the link HR Advisor will inform the Head of School/Service and will liaise with him/her on placement of an advertisement in an appropriate medium.
3. Copies of all advertisements will be placed on internal notice boards, the University Intranet and the Internet.
4. All advertisements should contain the closing date for applications and the interview date.

Shortlisting / interview

5. The shortlisting process will normally be undertaken by at least two people.
6. Where the cost of recruitment incurs excessive additional costs to the University, St Mary's reserves the right to exclude a prospective candidate on these grounds.
7. External applicants who are invited to an interview will normally be sent a map showing the location of the University, an outline of the interview and details of where and to whom to report.
8. In accordance with the University Equality & Diversity statement and Code of Practice, reasonable attempts will be made to accommodate the particular needs of any person invited to interview who has notified the University that he or she has a disability (within the meaning of the Equality Act 2010).
9. Where appropriate, skills tests or presentations will form part of the recruitment process.
10. It is normally expected that a maximum of four candidates will be shortlisted and invited to interview.
11. References will be taken up, by the HR department, after shortlisting and prior to the interview, unless an applicant has specifically requested otherwise.
12. Applicants who are not shortlisted will be informed as soon as possible.
13. The interview must be conducted by a Panel which normally would not exceed four members. The Panel should normally always consist of a Chair, who has had appropriate Chair training, and a representative from the HR department. All interviews for the same post must consist of the same panel members. The panel will normally comprise a gender mix of both male and female representatives and where possible normally comprise of diversity in terms of, age, race and disability.
14. The legal objectives, mission and values from the corporate plan will be included in the Panel's interview pack.
15. All candidates will be asked a standard format of questions, which has been decided prior to the interview, further questions that seek to clarify answers given by the candidate may be asked. All questions must be related to the job requirements and the candidate's suitability to undertake the role.
16. All members of the panel must complete and sign the interviewing forms and the Chair should sign the appointment recommendation form.

Appointment / probation

17. When a suitable candidate has been recommended, a job offer will then be made (subject to the receipt of satisfactory references, completed health questionnaire, proof of qualifications and sight of relevant documentation confirming the individual's right to work in the UK). If the candidate is being offered a salary any different from that specified on the job description (exceptional circumstances only) or if there is a recruitment agency fee incurred, the Principal will be asked to sign a Salary Appointment form prior to an offer being made. Appointments will not be confirmed, nor starting dates agreed, until satisfactory references and health clearance have been received.
18. The successful applicant will be sent a letter confirming the offer of employment which will be accompanied by a contract of employment relating to that position.
19. In the case of internal promotions or transfers, the staff member will be sent a letter confirming the variation to his/her contract e.g. salary, job title change of hours, etc.
20. Once the starting date has been agreed, the Head of School/Service will be informed in order that he/she can arrange a local induction programme and to notify appropriate departments.
21. Middle/senior management and academic appointments will be announced in the UC Newsletter subject to the appointees consent.
22. All appointments will be subject to successful completion of the probationary period. The progress of new members of staff will be monitored closely by their line manager during this period and meetings will be arranged during probation in accordance with the normal practice of the University.
23. The University aims to support new staff members in their probationary period. However, staff members are required to participate fully in induction programmes and in other learning and development opportunities that are held during their probationary period and fulfil the requirements of the role.
24. Further meetings will normally be held if probation is extended or concerns regarding performance expressed.
25. At the end of the probationary period, or at the end of the extension of probation period, a recommendation will be presented to and agreed by the Principal as to whether the employment should be:
 1. confirmed; or,
 2. not confirmed.

Criminal Records Disclosure / Policy on recruitment of Ex-Offenders

The purpose of undertaking a criminal records check is to identify candidates who may be unsuitable to work with children or other vulnerable members of society. In accordance with the requirements of the Criminal Records Bureau, only staff members who work with children or other vulnerable adults will be required to undertake a criminal records disclosure.

1 Requirement for Disclosure

All staff employed in a position of trust that involves working with children or vulnerable adults who are or have been resident in the UK are required to undertake either a Standard or an Enhanced Disclosure with the Criminal Records Bureau. This is to ensure that they have not been barred from or have criminal records that make them unsuitable for working with children or vulnerable adults. This check is called a Disclosure and there are three levels of disclosure - Basic, Standard and Enhanced. Standard Disclosures are primarily for positions that involve working with children or vulnerable adults. Enhanced Disclosures are primarily for positions that involve regularly caring for, training, supervising or being in sole charge of children or vulnerable adults.

The job description/person specification will normally indicate whether a Disclosure will be requested in the event of an applicant being offered a position.

If successful at interview a disclosure application form will be sent with the offer of employment. All offers of employment are subject to the receipt of satisfactory references.

Please note that on guidance from the Criminal Records Bureau, St Mary's cannot accept checks undertaken for another organisation/institution.

2 Use of the disclosure information

The information received by the University from any Disclosure will be confidential. The University abides by the Criminal Records Bureau Code of Practice which is available at http://www.crb.org.uk/PDF/code_of_practice.pdf or on request from the Human Resources Department.

3 Policy on the offer of employment to ex-offenders

St Mary's University uses the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions which involve access to young people or vulnerable adults. St Mary's comply fully with the CRB Code of Practice and undertake to treat all applicants fairly and not to discriminate against an applicant on the basis of a conviction or other information revealed. St Mary's University is committed to the fair treatment of its staff regardless of race, gender, religion, sexual orientation, age, physical/mental disability or offending background. St Mary's select candidates for interview based on skills, qualifications and experience.

St Mary's encourage all applicants applying for positions eligible for Disclosure to provide details of his/her criminal record at an early stage in the application process. This information should be declared on your application form. If you have declared a relevant conviction St Mary's request that information concerning the conviction is sent under separate, confidential cover, to the Human Resources Manager - Operations: this information will only be seen by those who need to see it as part of the recruitment process.

The Human Resources representative on the Panel will have been suitably trained to identify and assess the relevance and circumstances of offences and in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar an applicant from working at St Mary's University.

If an applicant declares a conviction this will be explored by the Human Resources Representative outside of the interview process. Consideration will be given as to whether the conviction or other matter revealed is relevant to dealing with children or vulnerable adults; the seriousness of any offence or other matter revealed; the length of time since the offence or other matter occurred; whether the applicant has a pattern of offending behaviour or other relevant matters; whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered.

Failure to reveal information about previous convictions could lead to the withdrawal of an offer of employment. St Mary's undertake to discuss any matter revealed in a Disclosure with the applicant.

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