

## Staff Recruitment Policy

### 1. Introduction

- 1.1 The principles underpinning St Mary's University's Staff Recruitment Policy are to ensure a fair and equitable, merit-based recruitment and selection process.
- 1.2 The University takes seriously its legal responsibility to ensure that no unlawful discrimination occurs during the recruitment and selection process.
- 1.3 The University recognises that equality of opportunity is an integral part of recruitment and selection.
- 1.4 In accordance with the Equality Act 2010, it is the policy of the University to recruit and select the most suitable person for each vacancy, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (unless there is a genuine occupational requirement e.g. Chaplain or Vice-Chancellor), sex, and sexual orientation.
- 1.5 Existing staff members are encouraged to apply for promotion opportunities when a suitable vacancy arises.
- 1.6 One of the key aims of the policy is to enable the University to provide a working environment in which all employees feel that:
- 1.7 the principle of merit-based recruitment and selection is maintained in order to appoint the best candidate for a position;
- 1.8 they have equality of opportunity;
- 1.9 members of minority groups are encouraged to consider employment with the University;
- 1.10 selection procedures are fair, efficient and effective; and
- 1.11 Applicant confidentiality is maintained in accordance with the Data Protection Act 1998.

### 2. Personnel Responsible for this Policy

- 2.1 All staff have a responsibility to ensure a fair application of this policy.
- 2.2 Where necessary, managers should seek assistance from their HR Partner regarding the use of this policy. Employees should contact their HR Partner and/or trade union representative if they require assistance.

### 3. Advertising

- 3.1 All new or replacement vacancies require senior management approval prior to advertising.
- 3.2 The University recognises that in times of changing labour markets there are occasions when the recruitment 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 by the Dean of Faculty/ Head of Service and Senior Leadership Team member. The variation to the procedure will require authorisation by the Senior Director of People and/or the Vice Chancellor.
- 3.3 Vacant positions will be advertised internally and externally through various media and online channels thereby ensuring that people are aware of the vacancy and are able to apply. In some cases it may be appropriate to advertise vacancies internally only. The aim is to maximise equality of opportunity and to provide staff with opportunities for career development thereby maintaining the skills and expertise of existing staff.
- 3.4 There is a practice of advertising lecturing positions as Lecturer / Senior Lecturer. Candidates can be appointed directly as Senior Lecturer if the School determines that a Senior Lecturer is required and the candidate demonstrates they have the required experience. The decision to appoint to the Lecturer or Senior Lecturer scale is dependent on the experience of the candidate at the time of their appointment.

#### **4. Shortlisting**

- 4.1 The shortlisting process will normally be undertaken by at least two people from the Interview Panel to ensure impartial selection of suitably qualified people.
- 4.2 Applicants who are not shortlisted will be informed as soon as possible.

#### **5. Interview**

- 5.1 The Interview Panel should normally always consist of a Chair, who has had appropriate Chair training. The University will provide appropriate training, development, and support to those involved in recruitment and selection activities in order to meet this principle.
- 5.2 The interview will be conducted by an Interview Panel which would not normally exceed four members.
- 5.3 For consistency all interviews for the same post will consist of the same panel members. The composition of the panel should, where possible, reflect diverse backgrounds, experience, ethnicity and gender balance within the meaning of the Equality Act 2010.
- 5.4 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).
- 5.5 All candidates will be asked a standard format of questions, which have been decided prior to the interview, further questions that seek to clarify answers given by the candidate may be asked.
- 5.6 All questions must be related to the job requirements and the candidate's suitability to undertake the role.
- 5.7 Where appropriate, skills tests, presentations or other selection methods may form part of the recruitment process in addition to the interview.

5.8 The University will seek to appoint staff who will support the mission and values of the University and this will normally be one aspect of the selection criteria.

## **6. Pre-Employment**

- 6.1 When a suitable candidate has been recommended by the Interview Panel, a conditional job offer will then be made and will be subject to the candidate receiving suitable clearance in respect of any employment checks that have been undertaken including but not limited to satisfactory references, completed health questionnaire, and proof of qualifications.
- 6.2 The University does not discriminate unfairly against applicants who may have a criminal history. Pre-employment criminal records checks will be required for certain posts, particularly those that are exempt from the Rehabilitation Offenders Act 1974 and the Rehabilitation of Offenders Act (Exceptions) Order 1975.
- 6.3 References will be taken up by the Human Resources department, normally after the applicant has been informed that they have been successful.
- 6.4 No formal offer of employment will be made without the authority of the Senior Director of People or the Vice-Chancellor (such authority may be delegated by prior agreement).
- 6.5 The University has a legal obligation to ensure that all employees have the legal right to live and work in the UK. All conditional offers will be subject to proof of eligibility to live and work in the UK prior to starting work, in accordance with the Immigration Act 2016.
- 6.6 The University fully complies with the Rehabilitation of Offenders Act 1974 and the DBS Code of Practice. It undertakes to treat all applicants fairly and not to discriminate against an applicant on the basis of a conviction or other information revealed. The policy on the recruitment of ex-offenders sets out the steps to be taken in relation to exempt and non-exempt posts.
- 6.7 Having a criminal record will not necessarily bar an applicant from working at the University. If an applicant declares a conviction this will be explored and discussed with the applicant by the Human Resources Representative outside of the interview process.
- 6.8 Failure to reveal information about previous convictions could lead to the withdrawal of an offer of employment. The University undertakes to discuss any matter revealed in a Disclosure with the applicant.
- 6.9 All appointments will be subject to successful completion of a probationary period.

## **7. Roles and Responsibilities**

- 7.0 All staff concerned with recruitment must ensure that they comply fully with employment-related legislation, and the University's Equality & Diversity Policy and Code of Practice, and recruitment guidelines at every stage of the recruitment process.
- 7.1 Any member of staff involved in the selection of staff should satisfy him or herself that he/she is appropriately trained and can comply with the requirements of this policy and the recruitment procedures.

Further details about the University's guidance and procedures on recruitment and selection can be found in the Human Resources Information for Staff pages on Staff.net. If you have any further questions in relation to this policy please contact your HR Partner.

## **Related Documents and Information**

- Request Authority to Fill a Vacancy (RAV)  
[Request Authority to Fill a Vacancy \(RAV\)](#)
- Equality and Diversity Policy Statement and Code of Practice  
[Equality and Diversity Policy Statement and Code of Practice](#)
- Disclosure and Barring Service Disclosure / Policy on Recruitment of ex-Offenders  
[Recruitment of ex-Offenders](#)
- Data Protection Policy  
[Data Protection Policy](#)
- Pre-employment Health Assessments Procedure  
[Pre-employment Health Assessments Procedure](#)
- Equality Act 2010 – Legislation.gov.uk
- Data Protection Act 1998 – Legislation.gov.uk
- Immigration Act 2016 – Legislation.gov.uk
- Rehabilitation of Offenders Act 1974 – Legislation.gov.uk

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