

SAASSBMK DOCUMENT IDENTITY			
Title:	Recruitment Policy		
Document Ref:		Version:	Third Version
Date of original publication:	August 2019	Date of this version:	June 2024
Review Scheduled:	June 2027	Obsoletes:	
Status:	Active	Comments:	

Recruitment Policy

Introduction

This policy is to ensure that the individuals responsible for recruitment and selection always hire and promote the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equality and Diversity policy. Any person involved in the selection and interview process who have a conflict of interest should declare it immediately to their manager.

Sexual Assault and Abuse Support Service Buckinghamshire and Milton Keynes (SAASSBMK) has a genuine occupational requirement to restrict recruitment to women only, in line with our organisational values, and we are exempt under Schedule 9, Part 1 of the Equality Act 2010. The exception to this will be in specific roles where the responsibility is focused on male survivors.

Authority to Recruit

All staff recruitment must be signed off by a member of the Senior Leadership Team before a recruitment process can begin, if the post already exists. All new posts must be signed off by the Board of Trustees.

It is recognised that vacancies provide an opportunity to review posts, in terms of skill mix, responsibilities or hours of work. If a new post is proposed then a business case will need to be submitted, explaining how the post meets current or planned organisational needs, how the post will be funded and whether posts will be fixed term/permanent and the rationale for this. For new posts the following documentation will need to be submitted to Trustees as part of the approval process:

- a) Job Description
- b) Salary Range (and how this has been reached)
- c) Advert
- d) Recruitment timetable
- e) Name of the person leading the recruitment

Where we use job descriptions to assist in the drafting of a job advert, we will ensure the details incorporated are concise and relevant to the job role being advertised.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included.

Advertisement

In order to employ a diverse range of candidates SAASSBMK will normally advertise vacancies both internally and externally. On some occasions it may be appropriate to restrict a post to internal applicants, for example if:

- a) Confidence that there is a good internal pool of suitable candidates
- b) Want to offer the vacancy as a development opportunity as part of a wider talent management strategy and it is felt that a suitable pool of internal candidates exists
- c) Requirement to attempt to redeploy existing staff as a result of internal restructuring
- d) Short term position where experience of SAASSBMK is needed, and induction will be limited.

If a post is advertised externally then SAASSBMK are committed to taking positive action to identify platforms that are accessible to a diverse group of candidates (e.g. racially minoritised groups, LGBT+ or disabled people).

The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points;

- the job title;
- the salary or pay scale;
- any significant qualifications for the position;
- any minimum qualifications for the position;
- any particular skills and/or experience required for the position;
- any typical features of the position (e.g., part-time, fixed term etc);
- the closing date for applications.

SAASSBMK endeavours to keep its recruitment costs low. However, if a role is known to be hard to fill or if there has already been a failed recruitment, then consideration will be given to increasing the advertising budget in order to secure the right candidate.

Shortlisting, interviewing and selection must always be carried out without regard to civil partnership or married status, sexual orientation, gender reassignment, pregnancy or maternity, race, colour, nationality or ethnic or national origins, religion or belief or age. Reasonable adjustments should also be made to the recruitment process to ensure that no applicant is placed at a substantial disadvantage because of their disability.

Applications

The application form will seek only information which is necessary for the selection process.

All applicants must complete an SAASSBMK application to be submitted by the deadline specified on the advert. A 30 minute 'grace' window will be allowed for all applications. Any application received 30 minutes after the closing time will not be accepted. Where a role has been advertised with an application form, CV's will not be accepted.

At each stage of the process, applicants will be kept informed and should expect to be told the following;

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process
- What the next stage will involve

Decisions taken to either reject or accept an application will be checked and approved by the Manager before they are communicated to the applicant.

Written offers of employment/engagement will be made subject to two satisfactory references and DBS check.

Selection Tests

There are two stages to the selection process:

- Long-listing
- Short-listing

If the number of applications submitted is small, then this process may be combined.

Long-listing will typically be done by the Hiring Manager. Short-listing will be extended to all available members of the Interview Panel. Both long-listing and short-listing will be done against a pre-set list of key competencies agreed in advance, the outcome of which should be recorded. Every effort should be made to reach a consensus on the final short-list. If this is not possible then the Hiring Manager leading the recruitment will have the final say.

All posts should be advertised with essential and desirable criteria for the post. Applicants who do not meet all essential criteria will not be shortlisted, as such due consideration must be given by the Hiring Manager on essential criteria.

It is best practice to notify candidates of the outcome to their application process. All candidates should be informed that: "if you do not hear back from us by <x> date then you should assume your application has unfortunately been unsuccessful". SAASSBMK aims to reply to all applicants letting them know the outcome of their application.

Feedback to those not shortlisted will normally not be provided, unless the applicant is an internal candidate, in which case this should be offered.

International applications must be shortlisted if they are sufficiently well qualified, even if they are unlikely to be successful for a work permit application.

When offering an interview, candidates should be made aware of their right to request reasonable adjustments. Should reasonable adjustments be offered, this must be equitable across all candidates. For example, if an autistic candidate requires the interview questions in advance, these should be shared with all candidates in the same manner.

Interview

Prior to the interview, the criteria for the position should be identified by the individuals conducting the interview. Any criteria which is not relevant should be avoided.

The interview will be conducted by usually two members of staff or a member of staff and trustee and thorough notes will be taken. All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position. Candidates may also be asked to complete additional tasks such as a presentation, written assessment, role play, or to attend a second interview.

No assumptions will be made, nor will questions about the applicant's personal circumstances be made.

SAASSBMK always aims to recruit the person who is most suited to the post. Recruitment must be solely based on the applicant's abilities, qualifications, experience, and merit as measured against the job description. Managers conducting recruitment interviews must ensure that questions asked of job applicants are in no way discriminatory or personally intrusive. The interview should focus on the needs of the post and the skills, qualifications and experience needed to perform it effectively.

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange a start date for the position.

If at any point during the recruitment process any issues arise then you should report your concerns to the manager who will review the process and then review your concerns.

Offer and Due Diligence Checks

All offers made should be conditional on the candidate passing the required due diligence checks. These conditions should be stated clearly in the offer letter. In no circumstances should a contract be issued until these checks are complete. Pre-employment checks should include:

- a) Employment references (two, at least one from a recent employer)
- b) DBS checks, if applicable (see also DBS policy)
- c) Work permit/visa checks and applications
- d) Proof of qualifications and accreditations necessary for the job

It is important to note that selected candidates can only be offered a salary within the agreed salary range and hours of work. Any exceptions proposed must go back to the CEO for approval.

Following the receipt of satisfactory pre-employment documents, an unconditional offer and contract will be issued.

References should be provided within one month of a conditional offer being made, otherwise an offer will be withdrawn.

Monitoring and Record Keeping

Each stage of the recruitment and selection process should be capable of audit and a suitable paper trail which is relevant and accurate yet not overly bureaucratic should be maintained at each stage of the process. It is important that a clear record of all decision making is retained in case any decisions are challenged and for feedback purposes. The keeping of such records should be compliant with the Data Protection Act 2018, and records should be held for 3 months after interview.