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Section 6 – Selection and Recruitment

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5.3. Human Resources Policies and Procedures

NB:

- Extract Cover Sheet Must Remain with Extract
- Extracts are Uncontrolled Documents and are only Valid at Point of Submission
- Where Possible an Extract should be Read in Conjunction with the Parent Document

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6 Selection and Recruitment

6.1 Introduction

Kibble's best resource in the provision of its services, is its staff. Good recruitment and selection practices are essential in optimising the development of staff and delivery of quality services. Kibble's selection and recruitment policy complies with employment legislation and aims to conform to best practice. The policy works within the guidelines of its equal opportunities statement and adopts the principles of fairness and consistency.

Additionally, it is recognised that the recruitment process is a high profile interface with the general public, and therefore, the Centre should strive to project a positive image and display the highest level of standards, conduct and professionalism.

6.2 Scope

The scope of the policy applies to all applicants seeking employment with the Centre. The selection process will

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6.5 Job Descriptions

Job Descriptions will be prepared in advance of any advertised post and be sent out to prospective applicants as part of the recruitment package. The job description will include the main duties and responsibilities pertaining to the post and will include the Person Specification for the role, this will list the main skills and abilities, noting which are essential and desirable. Kibble's equal opportunity statement should be detailed on each job description.

6.6 Adverts

Initial drafts of adverts should be compiled by the HR Office in consultation with the recruiting manager ensuring that they conform to in house style before publication. The advert should include the post, the salary, and a very brief description of the job. It should also include a closing date and where possible the interview date. Recruitment package will include application form, job description relevant to post, covering letter detailing how the application may be returned and the date by which applications can be assumed to be unsuccessful. The HR Office will email or send out recruitment packages within two working days. Applicants phoning outwith office hours should be redirected to telephone the next working day or to email the HR Office.

6.7 Vacancies

All job vacancies for permanent and temporary positions will be advertised internally via KibbleNet (Kibble intranet), although not all internal candidates are guaranteed an interview.

6.8 Shortlisting

It is important that shortlisting decisions are made fairly and without bias. In accordance with the Centre's Equal Opportunities statements, management will constantly work to ensure that the potential for discrimination is minimised, through the application of rigorous and fair criteria for selection.

In the shortlisting process, extensive use will be made of the job description and person specification, which will detail the criteria against which applicants will be assessed. Person Specifications will include both 'essential' and 'desirable' criteria. Should a high proportion of applicants meet the essential criteria, the selection of applicants meeting more of the desirable criteria will be the method of producing a manageable shortlist. The HR Office will discuss all criteria with senior and line management to ensure that such criteria are not themselves discriminatory or biased and will also review all shortlisting decisions,

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6.9 Interview

The interview is a vital stage of the recruitment process as this is where the final selection for the post is made. It is the responsibility of the HR Office to arrange the interviews, this may be by telephone, email or letter. Candidates will be advised of the date, time and venue of the interview and details of any tests that will be carried out. Candidates should be asked to indicate their intention to attend for interview. If candidates are not able to attend, the HR Office will try where possible to reschedule the interview, however, this is not always possible given the availability of panel members or required timescales for recruitment of staff.

6.9.1 Travel expenses

Travel expenses for the interview will be paid at the discretion of senior management and will normally only be paid at public transport rates.

6.9.2 Conducting the Interview

Interviewers must not ask questions about personal circumstances, racial origin, marital status or any of the other criteria listed within our equal opportunities policy statement.

6.9.3 Feedback to Candidates

All candidates may be contacted by phone, email or letter as soon as possible after the interview, normally by the HR office to inform them if they have/have not been successful in gaining employment. Where possible constructive feedback will be offered to all unsuccessful candidates, particularly in the case of internal candidates.

6.10 Job Offers

The successful candidate will be issued the job offer in writing by the HR Office within a reasonable timescale after the verbal offer has been made. The HR Office will agree a start date, salary and other terms and conditions in consultation with the appropriate senior manager and the candidate.

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addition, where professional membership is a requirement of the post, the Centre will also carry out checks to ensure the candidate is registered.

6.12 Rehabilitation of Offenders' Act (1974)

In line with the organisation's Equal Opportunities ethos, Kibble aims to attract applicants from the widest pool of talent available and seeks to appoint staff with a range of backgrounds and experiences.

A particular group who merit particular consideration are applicants with previous convictions. Due to the potential access all employees have to our vulnerable client group, including access to individual young people and access to confidential information regarding histories and backgrounds, Kibble considers all posts to be exempt from the Rehabilitation of Offenders Act 1974. This means that all applicants must disclose all previous and pending convictions, even if these would normally be considered 'spent' under the legislation.

This does not mean that a previous conviction would automatically bar an applicant from employment (with the exception of offences against children or other vulnerable groups). To operate in this way would run contrary to our policy of giving all applicants equality of opportunity. Kibble will therefore make all decisions based on careful consideration of all the information provided by the applicant.

Gathering information on previous convictions is an important part of this process.

In line with Government guidance, management will, in each case, consider the following;

- whether the conviction is relevant to the employment
- the length of time since the offence occurred
- whether the applicant has a pattern of convictions
- whether the applicant's circumstances have changed since the offence was committed

It is therefore important that all applicants and existing staff are clear about the need to disclose convictions, and are actively encouraged to do so, in order that any convictions can be fully discussed during the

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6.14.2 Scheme Record Update

A scheme record update will be carried out for all applicants who are currently members of the PVG scheme. This record will provide a detail of when the individual was last disclosed, if any vetting information shows on the record, or has been added/removed since the last disclosure. In the instance where there is new information, the Centre can request a Scheme Record Disclosure (within 30 days) to enable them to see details of any new vetting



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6.16.1 Usage

The Centre will only use the



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