

RECRUITMENT POLICY

It is the Company's policy that Managers are responsible for recruitment (in conjunction with the Recruitment Officer). A Manager who wishes to recruit someone must first obtain approval to fill the vacancy.

Where recruitment is planned to fill a vacancy created by a leaver, approval will normally be granted automatically. If, however, the Manager wishes to upgrade a post, or create a new post, justification for this must be presented.

Existing employees are encouraged to apply for vacant posts if they have the appropriate experience and skills.

We aim at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Experience and skills will be assessed at the level that is relevant to the job.

Before embarking on the process of recruitment, the Manager should ensure that there is an up-to-date job description for the post and a person specification. The job description will describe the duties, responsibilities required, while the person specification will describe the type of qualifications (if relevant), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job.

Where the job is to be advertised, the proposed advertisement must be submitted to the Company's recruitment officer for approval who will then place an advertisement in appropriate recruitment media.

We are committed to applying our equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to sex, sexual orientation, gender reassignment, marital or civil partnership status, race (including colour, nationality, ethnic or national origins) religion or belief, age, pregnancy or maternity leave.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of a disability.

Line managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview must be made and passed to the Recruitment Officer to be retained for a suitable period of time.

Offers of employment will be made subject to pre-employment checks including proof of the right to work in the UK, and where appropriate, Disclosure and Barring Service (DBS) checks and references.

We process personal data collected during the recruitment process in accordance with our data protection policy. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively.

Inappropriate access or disclosure of job applicant data will constitute a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which would be dealt with under the disciplinary procedure.

All offers of employment are subject to conditions set out in the contract of employment. We will endeavour to take up pre-employment checks such as references before an employee is due to start work but this is not always possible and some may not be completed until after date of commencement.