

Hill Rise Hall Community Association

Controlled Document

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Review Schedule Every two years

Next review due February 2025

Owner (Responsibility) Toby Robinson Chair

Document Description

This policy identifies best practice and how we ensure that Hill Rise Hall recruits fairly and within the law.

Implementation & Quality Assurance

Implementation is immediate and this Policy shall stay in force until any alterations are formally agreed.

The Policy will be reviewed every two years by the Board of Trustees, sooner if legislation, best practice or other circumstances indicate this is necessary.

Hill Rise Hall Recruitment and Selection Policy

1. Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, on the basis of their relevant merits, to support the delivery of our corporate strategy;
- In an equal and inclusive way that is consistent with employment legislation and good practice;
- Through a process that supports our values;
- Positively promoting Hill Rise Hall as an employer of choice;
- In a value-for-money way.

2. Scope

This policy applies to all internal and external candidates who are applying to work at Hill Rise Hall.

1. Recruitment Process

Hill Rise Halls' approach to each aspect of the recruitment process is outlined in sections 4.1 to 4.6 below.

4.1. Identification of a Recruitment Need

Before recruitment commences, the committee will identify the specific recruitment need and agree on advertising the role.

4.2. Job Descriptions (including Person Specifications)

A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

4.3. Advertising

All substantive vacancies should be advertised on Hill Rise Hall's website. Hill Rise Hall may choose to advertise through cost-effective external media in order to generate a diverse pool of potentially suitable candidates.

In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Executive Director of Organisation Transformation (or their nominee). In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

4.4. Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. For further information about Hill Rise Hall's equality objectives, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application.

Candidates will be notified of the decision made in respect of their application by phone or email. Depending on the volume of applications, specific feedback may not be provided at shortlisting stage.

4.5. Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as psychometric tests, case studies, presentations and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria.

All offers of employment will be made on merit following the selection process as outlined above.

6. DataProtection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

7. Complaints

Hill Rose Hall strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application, external candidates can address their complaint to the committee.

8. Queries

Any queries relating to this policy should be addressed to a member of the Committee.