**Recruitment and Selection Policy**

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A Recruitment and Selection Operational Guidance Notes – See separate document

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| Version | Date | Author | Details/ Changes |
| 1 | October 2019 | K Smith, HR Manager | New policy |
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**1. Introduction**

The Ministries Council (MC) recognises that the recruitment and selection of high quality staff is crucial to its service provision to the wider Church at a local level. This policy and procedure is designed to assist in recruiting and selecting candidates in a fair and consistent manner providing equality of opportunity throughout the process, complying with statutory regulations and observing best practice. The policy provides for equal treatment for external applicants and also existing staff applying for internal vacancies.

**2. Scope**

This policy applies to all prospective and current employees of the MC.

**3. Definition**

Recruitment and selection is the process by which vacancies are filled on a permanent or short term basis and by internal or external candidates.

**4. Purpose**

This document sets out the MC’s policy on recruitment and selection. The MC is committed to a policy of treating all its employees and job applicants equally on the basis of their ability, qualifications and fitness for work and to recruit the best person for each vacancy.

There shall be no unlawful discrimination against any person during recruitment and selection on the grounds of any protected characteristic (i.e age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; or sexual orientation).

**5. Responsibility**

5.1 Overall responsibility for policy implementation and review rests with the Depute Secretary, Ministries Council however all those involved in the recruitment process have responsibilities.

5.2 The MDS Staffing Approval Panel assesses the requirements of each post and provides authorisation to recruit.

5.3 The Human Resources (HR) Department is responsible for:

* Advising on all aspects of the policy and supporting congregations and presbyteries through the recruitment process.
* Training those staff and congregation members involved in recruitment where necessary.
* Supporting the recruiting manager in the preparation of the job description, person specification and terms and conditions for the role; determination of PVG Scheme Membership or if a Genuine Occupational Requirement under the Equality Act (2010) applies.
* The administration of the vacancy including the advertising of the vacancy; correspondence with all applicants, assisting with shortlisting/interviews where required, informing applicants of the outcome of their application, requesting and receiving references, processing PVG Scheme membership applications and issuing offer letters and contracts.

5.5 The Recruiting Manager (usually the line manager who is leading on the role) will be responsible for:

* Carrying out a review of the post to determine if an occupational requirement applies to it.
* Leading on the completion of a job description, person specification
* Deciding on whether the provision of a car allowance is applicable
* Completing an MDS Staffing Request Form for submission to the Presbytery Clerk.
* Leading on the preparation of interview questions, participation in interviews and chairing the selection panel.

6. Principles

The following principles will apply whenever recruitment or selection for vacancies takes place:

* Individuals will be shortlisted and interviewed against the job requirements as laid out in the job descriptions and person specifications.
* Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the numbers of applications from different groups. This information will not be shared with the selection panel or used in the selection process or for any other use other than this purpose and will be retained by HR.
* Assessment methods and interview questions should be specifically related to job requirements and should measure the person’s actual or inherent ability to do or be trained to carry out the role.
* Assessment methods and interview questions should be reviewed regularly to ensure they remain relevant and free from bias.
* Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non‑appointment should be kept by HR for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records will then be disposed of confidentially.
* The recruitment and selection process for disabled candidates should take into account such adjustments to interview or working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a disadvantage compared with non-disabled candidates.

7. Related policies and procedures

This policy is to be read in conjunction with the Recruitment and Selection Operational Guidance and the MC’s Equal Opportunities and Data Protection policies alongside all MDS Staffing Approval Committee documents. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and the related policies or without the involvement of the HR department.

**17 Review**

This policy will be reviewed on a regular basis by HR, The Hub and Ministries Council senior managers to ensure adherence to best practice, and any related legislation. If necessary, the policy will be taken to Ministries Council as part of a consultation process.