

Recruitment

Policy 23/24

1. **Purpose**

The purpose of this Recruitment Policy is to ensure that OBPDC always engages in recruitment practice which:

* safeguards and protects the welfare of individuals involved with OBPDC programmes
* makes sure that the right people are appointed into the right roles
* puts in place a process which retains and values staff through a professional approach
* is equitable and fair in process

1. **Scope**

This Policy extends to all aspects of policy, procedure and practice related to selection and recruitment. All OBPDC staff who are involved with the advertising of posts, selection of potential employees and their recruitment should be aware of the Policy, and ensure that they follow the processes identified within it.

1. **Core Principles**

* A commitment to ensuring access to information relating to new positions within the organisation, selection and recruitment processes, and appointment into those roles are open to everyone, and provides a fair, equitable and efficient experience to all candidates regardless of appointment outcome.
* OBPDC believes that everyone has the right to apply for, and gain employment within an organisation which actively promotes equality of opportunity, and provides a culture free from discrimination, harassment and victimisation.
* Appointments will be made based on individual skills and competencies, the best person for the role will be appointed without prejudice. OBPDC will always provide an opportunity for applicants to identify any specific considerations which may need to be made in order to achieve a level playing field throughout the selection and recruitment process. OBPDC will take positive action where required to promote opportunities to all communities.
* OBPDC staff involved with the selection and recruitment process will ensure that the process is conducted in a profession, timely and responsive manner, and in compliance with all associated employment and equity legislation.
* All personal information and data acquired through the selection and recruitment process will be treated confidentially, and in accordance with Data Protection legislation.
* Maintaining the currency, application, and best practice of recruitment practices is fundamental, and OBPDC will ensure that policy and processes are consistently updated, and that new ideas and approaches are reflected.
* The key to ensuring a safe environment for physical activity, including sport, within a recreational or competitive context is to guarantee robust selection and recruitment practices. Guidance and legislation linked to safeguarding and welfare will be reflected within OBPDC processes.
* Where required, OBPDC staff will be provided with the opportunity for initial and ongoing training relevant to selection and recruitment.

# Selection and Recruitment Procedure

There are a number of key stages involved with the safe, equitable and professional selection and recruitment of staff into new roles. This Policy identifies the fundamentals processes; the detail underpinning each stage is included within the OBPDC Recruitment Processes.

* 1. **Planning**
* Justification for the new role will be formally made to Board through the Office Lead, and linked to OBPDC’s core strategic direction and fully costed.
* The recruitment of new staff will be based on the needs of OBPDC for specific skills, competencies and knowledge, and will additionally reflect OBPDC’s commitment to the representation of a diverse workforce in order to best provide sport to all those who wish to be involved.
  1. **Job Description and Personal Specifications**
* Each Job Description will be accompanied by a Personal Specification for the role which will include explicit reference to the essential and desirable skills, qualifications, knowledge and experience linked to the post.
  1. **Advertising**
* OBPDC will take positive action to advertise new positions within press, media or other recruitment sources which are targeted at communities identified as sharing a (or a number of) protected characteristics.
* All roles will be advertised including an equity statement.
* Where relevant and appropriate, OBPDC staff subject to redeployment will given access to vacancies prior to them being advertised more widely.
* OBPDC will comply with all the Rehabilitation of Offenders legislation.
* Any staff occupying temporary roles within OBPDC which are then subsequently advertised as permanent positions will need to apply for the position when it is advertised.
* In certain situations, OBPDC may use a Recruitment Agency to manage the selection and recruitment process for vacancies. OBPDC will ensure that any Recruitment Agency used demonstrates best equitable practice.

1. **Processing of applications**
   1. **Short listing**

* All applicants will be notified within 48 hours, in the format by which they submitted their application of its receipt
* A short list will be complied after the application deadline, and will involve members of OBPDC staff (or other individuals associated with OBPDC with the relevant skills, knowledge and experience to undertake this)
* Identification of the short list will be made by measuring the information provided within the application against the criteria identified within the role and personal specification.
* The short list will be complied no more than 10 days after the application deadline
  1. **Selection for interview**
* Short listed applicants will be given at least 5 working days’ notice of the interview date
* All applicants who are invited for interview will be notified in writing, and via email (if email addresses are available), with information about the date, time and venue for the interview, as well as details of any specific tasks they may be required to prepare for, or presentations which may need to be made as part of the interview process.
* OBPDC may provide alternative interview dates under extenuating circumstances
* If candidates have identified that they have any specific learning or delivery requirements then OBPDC will contact the individual to identify what (if any) specific equipment or resources are needed, and if extended time is required in order to complete the interview process.
* All modifications to the interview process will be made at the discretion of OBPDC, in line with the OBPDC Equity Policy, equal opportunities, and in conjunction with the applicant.

1. **Selection processes**
   1. **Interview Process**

* The interview process will vary depending on the nature of the role the individual is applying for, but it may include:
  + A discussion including questions posed by a panel of individuals representing OBPDC
  + A presentation given by the candidate to the panel
  + A task or series of tasks, relevant to the job role posed by the panel, and completed within a specific time frame. This may incorporate technical, technological or practical-based activity
  + A group activity, either with other applicants for the same role, or with individuals identified to carry out the activity on behalf of OBPDC
* The discussion-based interview will last no longer that 30 minutes, but the whole interview process per candidate may last longer than that (depending on the role and the activities/additional interview requirements identified for that role). All candidates will be notified of the approximate duration and schedule of the interview process in their initial interview invitation letter.
* Candidates will be contacted and offered the job, or with feedback outlining why they had been unsuccessful, within 48 hours of the end of the interview process. If there are multiple interview process dates, the applicants will be aware of the range of dates, and will be notified 48 hours after the final interview process date.
  1. **Contacting Referees**
* References will be sought as soon as OBPDC has received written confirmation from the successful applicant that they are accepting the post.
* OBPDC will require a **minimum** of *two* references, one **MUST** be from the most recent employer
* References will always be taken up by OBPDC, and no job offer is finally confirmed until the references are received and the accuracy of the information given by the successful candidate through the interview process can be confirmed.
* All references are confidential; however a candidate may request to see the reference provided by their referee. OBPDC will always make this information available to them.
* If the role includes regulated activity for which a DBS check is required, the applicant will be informed that OBPDC reserves the right to retract their offer of employment if there is inappropriate levels of risk identified through their Welfare processes, or if OBPDC are legally prevented from using the individual within regulated activity because they are on the Adults or Children’s barred list.
  1. **Making the appointment**
* On receipt of appropriate references and on confirmation from the individual who has been offered the role within OBPDC, the successful applicant will be offered a start date/a start date will be agreed, and sent a contract for signing.
* Depending on whether the new staff member is engaging in regulated activity, a DBS check will be sought accordingly. If a new employee is involved with regulated activity either with children or with adults they will be supervised accordingly until the DBS check has been returned and shared with OBPDC by the new employee. OBPDC will follow their Welfare Policy and procedures.

1. **Induction**
   1. **Induction programming**

* OBPDC provides a comprehensive induction programme which will be managed by the new staff member’s line manager. This will include:
  + Orientation to the building in which the new staff member will be housed
  + Fire and emergency exit information relevant to the building, and access requirements of the new employee
  + Orientation to the OBPDC Staff Handbook
  + Orientation to the OBPDC Health and Safety Policy
  + General Equality training (provided through external contacts)
  + Job specific information and orientation
  + Work programming and the development of a personal work programme
  + Safeguarding and Welfare training and orientation to the OBPDC safeguarding Policy
  + Orientation to the OBPDC Equity Policy
  1. **Probation**
* OBPDC applies a **six month** probationary period to all new appointments. Progress and performance against the essential characteristics of the role (as identified in the personal specifications) will determine whether the probation period is extended, or whether the probationary period is confirmed and the member of staff made permanent.

1. **Monitoring**

All recruitment processes will be monitored through the following processes:

* Comparison of the OBPDC processes, practices and policies against those of other similar UK organisations, and other NGBs within English sport
* Checking of currency of policy and procedure against legislation and guidance relating to good, equitable recruitment practices
* Sign off of policy through the OBPDC legal advisor
* Endorsement and sign off of the Recruitment Policy on an annual basis by the OBPDC Board

1. **Responsibility**

It is the responsibility of all staff involved with recruitment processes to ensure that best practice is observed throughout the advertising, appointment and induction of all new staff to OBPDC; and to ensure that they are appropriately prepared and skilled in areas of recruitment practices and equal opportunities. Ultimate responsibility for the currency, appropriateness and application of the OBPDC Recruitment Policy rests with the OBPDC Office Lead.

**POLICY REVIEW**

This policy will be reviewed every two years or when necessary to take account of changes in the law.

Adopted by the Trustees

Signed: ………………Perry Gunn, Chairman…………………………………………

Date­­­­­­­­­­­­: ……22/09/23………………………………………………………

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