

# Recruitment Policy

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## 1. Introduction

This document explains the HCA's policy on the recruitment and selection of paid staff. It will be made available on request to applicants for HCA posts and will be used by line managers who are responsible for recruiting staff, to ensure consistency. All selection decisions will be based on skills, qualifications and experience.

## 2. Equality commitment

HCA believes that no person or group should be treated less favourably in employment because of their race, religion, gender, disability, sexual orientation, age or offending background.

Staff appointments will be monitored to ensure no discrimination occurs at the point of selection.

HCA recognises that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a worker and are particularly relevant in the case of people from groups that experience discrimination.

Where the policy refers to a disabled person, we are using the definition under the Disability Discrimination Act, which states that someone is a disabled person if they have:

*“...a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities...”*

## 3. Job description

When a vacancy arises a job appraisal will be carried out and the job description brought up to date.

Job descriptions will be flexible and allow for reasonable adjustments to be made should disabled people apply.

The job description will include the following information:

- Title
- Overall role of post
- List of principal responsibilities and duties (around 8 to 12 very brief statements)
- General duties such as attending internal meetings, representing HCA, preparing reports and statistics, undertaking training
- Responsibility to work in a way that promotes equality
- General statement: 'This is not a complete statement of duties and may be amended in the light of changing needs of the organisation after consultation with the postholder'.

## 4. Person specification

The person specification is a statement of the specific skills, knowledge, experience and attributes required to undertake the tasks involved in the job. It will be used as a basis for selecting candidates to be shortlisted and for decision-making during the interview itself by providing known, appropriate, justifiable and agreed criteria.

The criteria will be testable against the application form and interview. No criteria will be used for shortlisting or selection that are not included in the person specification.

Criteria will be divided into those that are essential (candidates must have these) and those that are desirable (can be acquired after appointment). Genuine Occupational Qualifications will be included, where appropriate, with justification.

No artificial barriers to age, disability, gender or race will be included.

All posts will be open to applicants between the ages of 18 and 65, except in exceptional circumstances.

Formal qualifications will not usually be required unless necessary and related to the job. If so, this will be stated in the person specification. Equivalent overseas qualifications will be regarded as acceptable. Any doubts over comparability will be checked.

Full consideration will be given to all types and lengths of experience, including voluntary work experience.

The criteria may be weighted. The recruitment panel will make this decision.

## 5. Career development

HCA is committed to supporting the development of its employees. Equality monitoring information shows that while minority ethnic employees are reasonably well represented at lower levels, this is not the case for more senior jobs.

To increase development opportunities for all employees and to ensure employees from under-represented groups have opportunities to progress to more senior positions, the Director and Deputy Director have the authority to approve internal only advertising of vacant posts in certain circumstances, which are:

- where there are potentially interested and suitably experience applicants on lower grades
- where there are employees occupying posts at risk of redundancy, who meet the minimum criteria for the post.

Some funders require all new posts to be externally advertised and it may not be possible to offer internal only advertising under these circumstances.

The following circumstances do not constitute new posts and these would not be advertised internally or externally:

- Existing part-time posts which are allocated additional hours, where the overall nature of the posts remains unchanged and the increase in hours is less than 50%.
- Existing posts that are re-graded following additional responsibilities, where the overall nature of the posts remains unchanged.

## 6. Advertising

Where posts are externally advertised, advertisements will be designed and placed to attract as wide a group of suitable applicants as possible.

For temporary, short-term posts of less than six months duration, advertising may be restricted to those outlets that do not charge an advertising fee.

All advertisements will carry HCA's statement of commitment to equality, the disability symbol and the date of the interview. We will make sure we provide job information in accessible formats for disabled people.

## 7. Monitoring and review

The trustees are responsible for monitoring the impact of this policy. In common with all HCA policies, it is subject to regular review.

## 8. Related Policies and Other Documents

Related policies and documents include:

- Equal Opportunities Policy.
- CRB Disclosures Policy.
- Recruitment of Ex-Offenders Policy.



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