

## Recruitment and Selection

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# Recruitment Policy

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## 1.0 Arks Values

Our organisational values are the basis for everything that we do, from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. Ark believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

All Ark policies and procedures are underpinned by our values and we will ensure that our employees are treated fairly, consistently and in line with our values.

## 2.0 Purpose

This policy informs managers within Ark of their responsibilities through the recruitment and selection process to ensure a fair and consistent approach to all candidates.

## 3.0 Policy Statement

Ark is committed to the safeguarding and welfare of all its staff, tenants and people we support and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Ark provides are of the highest standard.

## 4.0 Scope

This policy applies to the recruitment and selection of all job applicants, employees and volunteers, including Board of Management members.

## 5.0 Legal/Regulatory Framework

The relevant legislation relating to recruitment and selection is:

- Safer Recruitment through Better Recruitment
- General Data Protection Regulation (GDPR) 2018
- UK immigration Laws
- Equality Act 2010
- Scottish Social Services Council (SSSC)

- Disclosure Scotland Code of Practice
- Protection of Vulnerable Groups (PVG) (Scotland) Act 2007
- Police Act 1997 (Part V)
- Rehabilitation of Offenders Act 1974

## 6.0 Responsibilities

### 6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy.

### 6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required.

### 6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy and for ensuring that relevant measures are put in place in order to implement its requirements.

### 6.4 Managers

Managers are responsible for ensuring compliance with this policy throughout any recruitment activity.

### 6.5 All Staff

All staff are required to adhere to this policy during any recruitment activity.

## 7.0 Recruitment and Selection

People are at the centre of all of Arks activities. Therefore recruiting and selecting the right people is of paramount importance towards ensuring that Ark is able to deliver our services to the highest possible standards. It is vitally important that those involved in recruitment adopt safe recruitment and selection procedures to achieve this. This policy sets out the principles that exist within Ark to ensure, as far as possible, that the best people for the role are recruited and that the recruitment process is free from bias and discrimination.

### 7.1 Identification of a Recruitment Need

If an established post becomes vacant the recruiting manager should review whether this post is still required and where recruitment is to proceed they will advise the HR Team.

### 7.2 Job Description and Person Specification

The job description is a key document in allowing us to recruit the right person for the role and tells applicants about the role they are applying for.

The details set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process so it is important to think about what information you want to put in this.

### 7.3 Advertising the Vacancy

All vacancies will be advertised internally and, where requested or required externally.

### 7.4 Application and Short Listing

Once the post has closed applications will be shortlisted using the relevant parts of the person specification for the role. The recruiting managers need to ensure they are compliant with the key legislative and regulatory requirements in order to:

- Select the best candidate for the job,
- Promote equal opportunities within recruitment and selection,
- Avoid unlawful and unfair discrimination,
- Satisfy that as far as possible at each stage of the recruitment and selection process that the candidate is safe to practice.

The recruitment and selection process is aligned to the competencies in place for all roles within Ark. The frameworks lay down clear levels of knowledge, skills, values and behaviours, and qualifications, where applicable, that are expected within job roles.

### 7.5 Interviews and Selection

After shortlisting the successful candidates will be invited to interview. The best practice is for a range of questions that explore the relevant behaviours or competencies required for the role to be asked to each candidate.

The interviewer should ensure that candidates are assessed consistently against the criteria in the job description and person specification and the reasons for selection and non-selection recorded.

### 7.6 Appointing New Employees

After the interviews the interview panel should review the candidate scores and agree in order to make a decision on which candidate to appoint.

### 7.7 References

In order to ascertain successful candidates work history and capability and provide a further form of safe guarding, in line with Safer Recruitment Guidelines.

## 7.8 Disclosure & Protecting Vulnerable Groups (PVG)

As a Health & Social Care provider Ark is considered as doing regulated work and this means that the majority of the roles within Ark require a suitable Protection from Vulnerable Adults (PVG) check carried out by Disclosure Scotland.

This is to ensure that those undertaking regulated work are not unsuitable or barred from doing so.

For roles that do not fall under the regulated work category Ark will seek a Basic Disclosure check carried out by Disclosure Scotland. A basic disclosure is the most basic level of disclosure and includes information on any 'unspent' convictions the person has.

## 7.9 Recruitment of Ex-offenders

Having a criminal record will not necessarily stop any candidate from working with Ark. This will depend on the nature of the position, together with the circumstances and background of the offence(s). In most instances where there is a relevant offence disclosed a risk assessment will be conducted with the line manager and steps taken to mitigate any risks. In exceptional circumstances, where the disclosed offences are considered a risk to Ark, we may have no option but to withdraw any offer of recruitment. This will be a last resort after all other options have been explored.

The HR Team are required to share relevant information relating to relevant offences to those who legitimately need access as part of the recruitment process.

## 8.0 Related Policies & Procedures

HR01 Recruitment and selection procedure.

G11 Payments and Benefits Policy.

## 9.0 Equality Impact Assessment (EIA)

This will be completed once the template is approved,

## 10.0 Data Protection Impact Assessment (DPIA)

This has been included in the OD DPIA.

## 11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

Ark Board of Management;  
Ark Executive Team  
Ark Senior Leadership Team

## 12.0 Monitoring and Review

### 12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis.

### 12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.