

Selection & Recruitment Policy

Reviewed: Sept 2023
Next Review: 2028



250 Peat Road, Glasgow, G53 6SA

1. INTRODUCTION

Rosehill Housing Co-operative Limited (Rosehill, we, us etc.) seeks to hire only the best candidates for appointments. We conduct business following the spirit and the intent of Equal Opportunities legislation and strive to maintain a diverse staff. We encourage excellence at all levels in our organisation and are not influenced by age, disability, gender reassignment, marriage & civil partnership, pregnancy and maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation nor any other factor irrelevant to job performance.

The Staffing Sub-Committee has overall responsibility for the recruitment and selection of staff, except in relation to the post of Director where overall responsibility rests with the Management Committee.

2. THE AIMS OF THIS PROCEDURE

This procedure is designed to ensure that all job applicants are treated equally, fairly and in strict accordance with our Equalities and Diversity Policy.

This procedure will be adhered to by committee members and senior staff involved in the recruitment and selection process.

In accordance with the need for transparency and fairness, senior staff and committee members involved in this process must declare if they are related to any job applicants. Anyone in such a position must take no part in this process. Further guidance on this can be found in our Codes of Conduct for Staff and for Committee members at Declaring and Managing Personal Interests.

We may enter into a contract of employment with a close relative of an employee or former employee, provided that there is no direct or indirect line management responsibility involving an existing employee and a close relative. For all appointments at or above grade SM1, where a close relative of a member of staff is being interviewed, Employers in Voluntary Housing (EVH) will be asked to participate in the recruitment process as an independent body. However, the decision to employ such a person must be made by the Management Committee.

3. THE PROCEDURE

3.1 First Steps

When a job becomes vacant, or a new post is created, there is an opportunity to form a clear view of the work that is presently being done, and the way it complements work being done in other departments. This information will help to decide on the skills needed for the job.

All vacancies will be reviewed by the Director considering the following:

- Does the post have to be filled?
- What would be the consequences of not filling the post?
- Could the work be distributed amongst other staff?
- How is the work currently being done?
- How does the post interact with other work being carried out within the office?
- The views of the outgoing post holder, peers, colleagues and customers (where appropriate) to provide an assessment of the post, its workload and targets and thus find the true purpose of the job and how it fits into the wider organisation.

The purpose of the job may be redefined together with its position in the section/organisation; the main duties and responsibilities should be examined and changed if applicable.

3.2 Person Specification

A new post or vacancy will only be advertised once the Director or the Corporate Services and HR Manager, and the relevant department head, draw up a “person specification”, and revise or draft the job description.

Everything in the person specification must be capable of being measured.

The content and complexity of the person specification will vary according to the nature of each post.

The person specification will be issued along with the application form.

There will be a section contained within the application form to enable applicants to demonstrate how they meet the criteria set out in the person specification.

Requirements in the person specification will be listed in the following categories:-

- Education / Qualifications
- Experience
- Knowledge
- Skills and Abilities
- Other Requirements

The person specification must contain only matters which are relevant to the particular post, and are justifiable, measurable, unambiguous, and non-discriminatory.

The person specification will be used to:-

- Design the Job Advert
- Inform Criteria for short-listing
- Inform the interview process
- Decide, with other relevant information, on a successful applicant.
- Assist in identifying the applicant's training needs.

Staff and committee members involved in this process must bear in mind that criteria listed in the person specification must be:-

- Relevant to the job.
- Fair and justifiable
- Consistently applied
- Clearly stated
- Measurable at some stage of the process

3.3 Timescales

The Corporate Services and HR Manager or the Director will draw up a timetable for each vacancy from advert stage to job offer stage.

3.4 Interview Panel

All interviews will be conducted by a panel except for temporary posts:

For posts up to and including grade 8, the panel will consist of the Director, Corporate Services and HR Manager, and the relevant department head.

For posts graded 9 and 10, the panel will consist of the Director, Chair/Vice Chair of the Committee, and a senior member of staff from EVH.

Temporary posts will be dealt with by the Director or department head.

3.5 Advertising

It is our policy to advertise all vacancies for permanent jobs; for temporary jobs of up to one year's duration, we may choose to fill the post without advertising.

However, nothing contained in this policy will prevent us from filling a permanent post, without advertising, where that is in Rosehill's best interests and the decision has been validated by an external agency such as EVH and approved at a meeting of the Management Committee. This includes, but is not restricted to, instances of restructuring or redundancy where it may be necessary to appoint staff into vacant posts without advertising.

The person specification will be reflected in the wording of the job advert. The advert will be in clear language, as jargon free as possible and framed using non-discriminating language. Standard text will be used to encourage all sections of the community to apply. It will specify a closing date, the type of interview and any testing which will be part of the process, main conditions of service, and other relevant information as decided by the Director.

Existing staff will be notified of all advertised vacancies, by email, with a link to the advert.

The advert will be advertised locally and put on-line only for grades 1 to 8. For grades 9 and 10 the post may additionally be advertised in appropriate specialist publications, and/or recruitment specialists may be engaged.

Adverts will make it clear that we operate an Equalities and Diversity Policy.

3.6 Applicant Package

Each person responding to an advert will be sent an “application pack.” The pack will include an application form, a person specification, job description, equal opportunities monitoring form, summary of key conditions of employment and our privacy statement to you.

The application form is attached at appendix (1).

The Equal Opportunities Monitoring form is attached at appendix (2). Completed forms will not be seen by anyone involved in the recruitment process.

3.7 Short-listing

All returned forms will be dated, a reference number will be allocated, and the application form, and equal opportunities form separated.

Short-listing must not be started prior to the closing date for applications. Short-listing will be undertaken by the Director or Corporate Services and HR Manager, and the relevant department head. Committee members will be involved for grades 9 and 10. The application form will be used as the basis of short-listing for interview. Under no circumstances will any person’s age, sex, sexual orientation, marital status, disability, religion, care responsibilities or travelling distance affect whether or not an applicant is short-listed.

The interview panel will receive copies of the completed application form but not any equal opportunities monitoring form. (The Customer Services Officer will compile the relevant statistics for monitoring purposes and will pass these to the Corporate Services and HR Manager).

The person specification will be assessed by the panel based on the completed application form, and marks awarded for each criterion. A predetermined number of applications, usually not more than 8, with the highest scores will be selected for interview notwithstanding the

following:

Each applicant will be measured against the requirements of the person specification. All of those applicants meeting the “essential” requirements of the person specification will be short-listed. If there are too many short-listed candidates, a second assessment will be made using the “desirable” requirements in the person specification.

Once the selection for interview process has taken place the person specification will be put together with the application form.

Candidates guaranteed an interview, in line with our Disability Confident “Committed” status, will always be short-listed provided they meet the essential person specification requirements.

An example person specification form is attached at appendix (3).

3.8 The Interview

The panel will prepare a series of interview questions to test candidates based on the person specification and the job requirements. Any other testing will take place before the formal interview.

Each panel member will, where possible, focus on different aspects of the role. Each candidate will be asked the same set of questions. Supplementary questions may be asked depending on the candidates answer. These questions will normally be asked to enable the candidate to expand on relevant topics. Individual questions may be asked in relation to the content of the job application.

Panel members will ask questions without using discriminating language, without using jargon whenever possible, and in such a way as to allow the candidate to provide the necessary information in as relaxed a manner as possible.

3.9 Basis of Selection

The selection of the successful candidate will be based on the person specification, performance during interview and the results of any testing process. Any testing process will apply only to those

candidates short-listed and must be wholly appropriate to the job.

The decision to select a successful candidate must be based on fact and information available using the interview assessment form (appendix 4).

The successful candidate will be the one who has met all (or most) of the essential requirements in the person specification in the most appropriate way. Where there is a tie, desirable criteria should be used. Where there are two or more candidates who are equal they should be called back for a second interview following all of the principles of this policy.

3.10 Job Offer

Once a decision to appoint has been made, a verbal conditional offer will be issued to the successful candidate, by the Director or relevant department head, subject to us receiving references which we deem to be satisfactory, original qualification certificates, proof of identity, proof of eligibility to work in the UK and a Disclosure Scotland or other criminal conviction Check if the post requires such.

Appointments will usually be made at the bottom of a salary scale. The interview panel have discretion to appoint at any point on a salary scale paying due consideration to skills, experience, existing salary. Formal terms will be issued, in our standard style, once all conditions have been satisfied.

Where a job offer is declined, and if agreed by the interview panel, the second highest candidate will be offered the post. If there is no suitable alternative candidate the interview panel will consider a rerun of the recruitment process.

3.11 Feedback

All interviewees will be advised of the outcome of their interview by letter. We will provide feedback if requested.

4. Data Protection

- 4.1 On the 25th of May 2018, the legislation governing data protection changed with the introduction of the General Data Protection Regulation (GDPR).

Following the UK's exit from the EU, and the end of the transition period which followed, the GDPR formed part of the retained EU law and became the UK GDPR which together with the Data Protection Act 2018 constitute the UK's data protection legislation.

5. Equality and Diversity

- 5.1 We are committed to ensuring equal opportunities and fair treatment for all people in our work. In implementing this Policy, we will provide a fair and equal service to all people, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- 5.2 Rosehill is committed to removing any barriers to communication. Therefore, if required this Policy can be produced in another format e.g., braille, large print, etc.

6 Risk Management

- 6.1 In all key areas of our business we need to consider any risks which may arise. To this end we have in place a robust Risk Management Policy and from these flows our Risk Register.

We have identified our material risks which are regularly monitored by our Management Team and Audit Sub-Committee.

- 6.2 To ensure we continue to manage the associated risks we will periodically review this policy to ensure compliance with all legislative requirements and regulatory and best practice guidance.

7. Review of Policy

- 7.1 This policy will be reviewed every 5 years or sooner depending on any changes to practice or legislation.

