POLICY

STAFF RECRUITMENT/SELECTION

1. **Introduction**

1.1. This Policy, and its supporting procedure, cover the activities that form part of the Cathedral’s recruitment and selection process including decision making responsibilities at each stage for the recruitment process.

1.2. For this policy and its supporting procedure to be effective it is essential for any employee who is involved in any aspect of the recruitment/selection of staff is aware of these documents. The responsibility for ensuring this is with the Chapter Clerk-Executive Director (CCED).

2. **Scope**

2.1. The scope of this policy relates to the recruitment of all staff but excludes the recruitment of volunteers and members of the clergy as they have their individual policies and procedures.

3. **POLICY**

3.1. The Cathedral will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions.

3.2. The Cathedral will promote best practice in recruitment and selection and is committed to the safeguarding and protection of all children, young people and adults. The Cathedral will adhere to safer recruitment legislation, guidance and standards, responding positively to changing understanding of good safer recruitment practice. To this end we
have adopted the principles of safer recruitment as set out in the House of Bishop Practice Guidance dated July 2016.

3.3. The Cathedral will comply with Revised code of practice for DBS Nov 2015 under Section 122 of the Police Act 1997 and undertakes to treat all applicants with a criminal record fairly in accordance with the Rehabilitation of Offenders Act 1974.

3.4. All recruitment and selection procedures and decisions will reflect the Cathedral’s commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

3.5. All applications for a criminal record check will only be submitted to the Disclosure and Barring Service (DBS) after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate and the required level will be submitted in the event of the individual being offered the position.

3.6. The Cathedral will ensure that all individuals involved in the recruitment process receive appropriate training and guidance on this policy and supporting procedure.

4. Responsibility for Recruitment/Selection Process

4.1. It is the responsibility of the Chapter Clerk – Executive Director (CCED) for overseeing and coordinating the recruitment process.

5. Advertising

5.1. All vacancies will be advertised with a Job Application Pack which will include key information relevant to the post and a copy of this policy.

5.2. The Cathedral will advertise all vacant positions to current staff and will place the advert on the Cathedral’s website. However, in some instances it may also choose to advertise the position more widely.

5.3. In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the CCED. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

6. Applications and Shortlisting

6.1. All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, are encouraged to apply for vacancies. All applicants must submit a completed Application Form which will be treated with due confidentiality. CV’s or letters will not be accepted.
6.2. Shortlists will be determined by the extent to which a candidate’s experience, knowledge and skills match the role requirements as contained within the Job Description/Person specification and as demonstrated within their application form.

6.3. Candidates will be notified of the decision made in respect of their application by phone or email.

7. **Selection (Assessment and Interviews)**

7.1. The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as tests, case studies, presentations and/or other job-related exercises as appropriate for the job. Should this be required the candidates will be advised prior to the interviews.

7.2. Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively and will also cover areas of safeguarding. Candidates will be assessed consistently against the criteria. All offers of employment will be made on merit following the selection process as outlined above.

7.3. All candidates for an interview will be asked to provide, at the interview stage, documentary evidence of their identity e.g. passport, driving licence etc and documentary evidence of their right to work in the UK. A photocopy of the accepted documents will be taken.

8. **Appointing New Employees**

8.1. Before finalising an offer, the Cathedral requires two satisfactory references (which may be taken at any stage of the process), completion of a work health assessment, and confirmation of the individual’s right to work in the UK. For some roles, the offer will also be subject to a Disclosure and Barring check and a check of essential qualifications. This will be made clear at the outset of the recruitment process.

8.2. All new employees will need to successfully complete 6-month probationary period.

9. **Data Protection/Confidentiality**

9.1. Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the Data Protection Policy.

10. **Complaints**

10.1. The Cathedral strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application.

10.2. Where a candidate is dissatisfied with the handling of their application, candidates can address their complaint to the CCED.