

# UHI | INVERNESS

## Staff Recruitment and Selection Policy

**REFERENCE: PL/HR/2023/004**

Lead Officer	Assistant Principal - Operations and External Relations
Review Officer	HR Manager
Date first approved by BoM	22 March 2010
First Review Date	01 January 2014
Date review approved by BoM	27 <sup>th</sup> June 2023
Next Review Date	June 2026
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
HR Manager	26/03/2012	Changes approved at BoM
HR Manager	06/10/2020	Reviewed at BoM - approved
HR Manager	27.06.2023	Review approved by BoM

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## **1. Policy Statement**

The College will provide equality of opportunity in the recruitment and selection of vacant posts and ensure applicants are treated on the basis of merit and ability. In doing so the College will promote recruitment and selection practices which do not discriminate on any unfair or unlawful grounds, for example because of sex, race, disability, marital status, sexual orientation, gender reassignment, age, pregnancy or maternity and/or religion or belief.

The purpose of this policy is to:

- Provide a framework which provides a consistent and clear approach to staff recruitment and selection.
- Ensure processes are in place to attract the best possible candidates and determine whether they have the knowledge, skills, attitudes and behaviours to fully undertake the role they are recruited for and in line with organisational culture.
- Develop and encourage a safe and secure working environment within a culture of equality of opportunity for all.
- Support staff through their initial probation period by providing initial and ongoing support that will enable them to understand and embrace organisational culture.
- Provide an environment which allows new staff the opportunity to develop themselves and the functions they are recruited to support.

## **2. Legislative framework/related policies**

Rehabilitation of Offenders Act 1974  
Rehabilitation of Offenders Act (Exceptions) Order 1975  
Protection from Harassment Act 1997.  
Data Protection Act 2018  
General Data Protection Regulations 2018  
The Human Rights Act 1998  
The Equal Pay Act 1970 (Amendment) Regulations 2003  
The Employment Equality (Age) Regulations 2006  
The Immigration, Asylum and Nationality Act 2006  
UK Borders Act 2007  
The Equality Act 2010  
Safeguarding policy & Procedure  
Data Protection Policy  
Relocation and Removal Policy and Procedure  
Secure Handling use Storage Retention of Disclosure Information Policy  
Equality Outcomes Mainstreaming Report  
Supporting Probation Policy and Procedure  
Scottish Government Fair Work First Guidance

Any circular which is issued under the provisions of the National Joint Negotiating Committee is binding on Inverness College UHI as a signatory of the National Recognition and Procedures Agreement.

## **3. Scope**

Staff recruitment and Selection policy applies to College vacancy applicants, current employees, recruiting managers, and Human Resources staff.

## **4. Compliance**

This policy must be complied with, and it will be audited regularly by the Quality unit with reports provided to the appropriate committee.

## **5. Monitoring**

The Staff Recruitment and Selection policy will be monitored, and its implementation evaluated. Appropriate procedures for monitoring and evaluation are the responsibility of the lead officer. The procedures will be subject to audit by the College Quality Department.

Further monitoring will be provided to the HR Committee in respect of KPI reports and in accordance with equality schemes monitoring. Additional analysis will consider aspects such as the effectiveness of advertising, number of applicants, and quarterly diversity monitoring of all applicants and successful starters and leavers.

## **6. Review**

This Policy will be reviewed every three years unless a legal change warrants an earlier review.