

# Recruitment Policy

<b>Policy Identification</b>	
<b>Policy Ownership</b>	
Department:	Human Resources
Owner:	Head of Human Resources
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<b>Screening and Proofing</b>	
Section 75 screened:	11 February 2016
Human Rights proofed:	11 February 2016
<b>Consultation</b>	
	NAPO NIPSA
<b>Approval</b>	
SMT	9 February 2016
PPC:	26 February 2016
Board:	18 March 2016
<b>Version</b>	
Version:	0.3
Date of Issue:	May 2016
Implementation date:	May 2016
Review date:	May 2017

## Document Control Sheet

### Document Amendment History

<b>Version Number</b>	<b>Date</b>	<b>Description</b>
0.1	January 2016	First draft
0.2	January 2016	Second draft following HR discussion
0.3	February 2016	Further amendments

This documentation can be made available in alternative formats such as large print, Braille, disk, audio tape, an ethnic-minority language upon request. Requests for alternative formats can be made to the Probation Board using the following contact information:

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## **1. Application of Policy**

- 1.1 The Probation Board for Northern Ireland (PBNI) has a wide range of policies which may apply to different categories of people.

The application of this policy applies to employees of the PBNI, Members of the Board (appointed under the Secretary of State under the Probation Board [NI] Order 1982) [who may be involved in the selection process], and job applicants.

An employee is any person under a current contract of employment with PBNI, including temporary and fixed term contracts.

## **2. Purpose**

- 2.1 The purpose the Recruitment Policy and accompanying Recruitment Procedure is to provide a standardised approach to recruiting staff, to ensure that everyone is treated in a fair and consistent way and that processes are open and transparent to all involved. The Recruitment Procedures will also ensure that recruitment processes are provided efficiently and effectively.

## **3. Policy Statement**

- 3.1 PBNI recognizes that its staff are fundamental to its success and the organisation needs to be able to attract and retain staff. All recruitment processes and practices adopted by the PBNI will be consistent with the merit principle and commensurate with best practice. PBNI opposes any form of unlawful discrimination, direct or indirect and will adopt a rigorous approach to ensuring that this does not arise. Selection processes and procedures will be demonstrably fair and underpinned by our commitment to equality of opportunity and diversity as outlined in the PBNI Equal Opportunities Policy. PBNI is committed to providing open and effective communication to candidates.
- 3.2 The PBNI offers employment that is valuable, challenging, and rewarding for our staff. We seek to offer a variety of roles and work locations within our organisation and seek to develop our staff and make available lateral and promotion opportunities that will enable staff to reach their full potential; which will ultimately lead to enhanced levels of service delivery.
- 3.3 The PBNI is an equal opportunities employer and welcomes applications for employment from all suitably qualified candidates irrespective of their sex including gender reassignment, pregnancy or maternity leave, marital or civil partnership status, sexual orientation, race or ethnic origin, religious belief, political opinion, national identity, age, disability or whether or not they have dependants.

## **4. Equality Commitment in Recruiting**

- 4.1 The following commitment is made by the Probation Board as part of our Equal Opportunities Policy 2014.

*PBNI is opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be unlawfully discriminated against (either directly or indirectly) or receive less favourable treatment ..... It is the Probation Board's policy to comply with its duties under the anti-discrimination legislation.*

*Decisions about recruitment and selection, promotion, training or any other benefit will be made on an objective basis and without unlawful discrimination.*

- 4.2 PBNI Human Resources will consider details for all positions to be advertised together with equality monitoring data of existing staff to determine if an equality positive action statement is required in advertising. Affirmative positive action statements will be included in job advertisements when an examination, by grade, determines that the grade to be recruited is significantly under-represented. All applications for employment will be considered strictly on the basis of merit thereafter.

## **5. Training of Panel Members**

- 5.1 Panel member training is compulsory and all those involved in implementing the recruitment and selection process will be trained in accordance with the Equality Commission's 'Unified Guide to Promoting Equal Opportunities in Employment' and PBNI's Equal Opportunities Policy.
- 5.2 PBNI will ensure that panel members receive training in interview management including specific training on questioning and assessment, and the agreed selection process. Refresher training will be provided three years after the initial involvement in a selection process.

## **6. Commitment to Diversity**

- 6.1 The PBNI is committed to the creation of a culture that values people as individuals, as employees, customers and clients. The PBNI recognises that organisational diversity enhances creativity, flexibility and innovation within our organisation. Diversity in the workplace also enhances our appreciation of our customers both offender and victim and helps us decide how best we can respond. By reaching out to new communities, we will increase confidence in the work of the Probation Board in making the community safer through our work in challenging and changing offender behaviour.

## **7. Who can Apply?**

- 7.1 Vacancies in the PBNI are open to UK nationals, Commonwealth Citizens, British Protected Persons and European Economic Area (EEA) national; or a Swiss national or a person who is not an EEA or Swiss national, but is a family member of a UK or Irish national, or is a family member of a EEA national who has moved to the UK from another EEA member state for an approved purpose.

In addition to ensuring that appointees to PBNI satisfy nationality requirements, there is a broader requirement to ensure that those appointed do not contravene immigration legislation. Whilst applicants from the Commonwealth Countries may satisfy Nationality requirements for appointment, they may also require a work permit or sponsorship licence to legally work in the UK. PBNI will check the applicant's passport etc to confirm he/she can legally work in the UK and/or has a work permit.

## **8. Protection of Personal Information**

Personal information provided by and obtained on applicants in recruitment procedures will be held and processed fully within the requirements of both the Data Protection Act 2018 and in accordance with [PBNI's Data Protection Policy](#). Personal information will only be processed in accordance with the data principles as defined in the Act and in PBNI's policy statement. PBNI's Data Protection Officer is charged with ensuring compliance with data protection law and policy and can provide advice and assistance to individuals as required.

## **9. Vetting**

- 9.1 Pre-employment checks are an integral part of the recruitment and selection process and all positions with PBNI require that candidates are vetted to the appropriate standard.
- 9.2 Applicants with a criminal conviction should not refrain from applying for a post within PBNI. Due consideration will be given to each individual case in relation to the specific post applied for.

## **10. Advertising of Vacancies**

- 10.1 It is the policy of the PBNI that vacancies to be filled by external competition are normally publicly advertised.

All vacancies will be listed on the recruitment page of the PBNI recruitment website [www.pbni.org.uk](http://www.pbni.org.uk) .

- 10.2 A key objective in widely advertising vacancies is to encourage applications reflective of the entire community, maximising the chances of appointing the best possible person and as a result contributing to improved business performance.

All PBNI recruitment advertisements will contain an equal opportunities statement i.e. *“The Probation Board for Northern Ireland is an equal opportunities employer”*.

If applicable, the job advertisement will contain a positive action statement particularly welcoming applications from an underrepresented equality group.

## **11. Post-selection List**

- 11.1 In line with the merit principle PBNI will appoint successful applicants in merit order but may, in some circumstances appoint out of merit order (where this is necessary and can be objectively justified). A reserve list for competitions will be drawn up and held normally for 12 months.

## **12. Linkages**

- 12.1 This policy and procedure is linked to the following:

PBNI Equal Opportunities Policy  
PBNI Recruitment Panel Members Guidance  
PBNI Guidance for Candidates in relation to the PBNI Interview and Selection Process  
Mobility Policy and Procedure  
Secondment Policy and Procedure  
Data Protection Policy

## **13. Appeals**

- 13.1 Anyone who believes that they have not been treated fairly in accordance with this Policy and the associated procedures has the right to make an appeal.

## **14. Review**

- 14.1 This policy and procedure will be reviewed four years following its approval by the Board. Interim reviews may be also be prompted by feedback, identified changes in practice or legislation.