

Recruitment and Selection Policy

Policy Identification	
Policy Ownership	
Department:	Human Resources
Owner:	Head of Human Resources
Author:	Human Resources, Staff Officer
Screening and Proofing	
Section 75 screened:	25 August 2020
Human Rights proofed:	25 August 2020
Consultation	
	NAPO NIPSA SLT
Approval	
SLT	8 September 2020
PPC:	6 November 2020
Board:	20 November 2020
Version	
Version:	1.2
Date of Issue:	
Implementation date:	
Review date:	

Document Control Sheet

Document Amendment History

Version Number	Date	Description
0.1	January 2016	First draft
0.2	January 2016	Second draft following HR discussion
0.3	February 2016	Further amendments
1.0	March 2016	Board approval
1.1	June 2020	First Review
1.2	September 2020	Post consultation

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:

Human Resources Manager
Probation Board for Northern Ireland
2nd Floor
80-90 North Street
Belfast
BT1 1LD
Telephone number: 028 9052 2632

E-mail recruitment@probation-ni.gov.uk

CONTENTS

Section	Title	Page Number
	Recruitment and Selection Policy	
1	Application of Policy	5
2	Purpose	5
3	Policy Statement	5
4	Equality Commitment in Recruitment	6
5	Training of Panel Members	6
6	Commitment to Diversity	6
7	Who can Apply	7
8	Protection of Personal Information	7
9	Vetting	7
10	Advertising of Vacancies	7
11	Post Selection List	8
12	Linkages	8
13	Appeals	8
14	Review	8

Recruitment and Selection Policy

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;
 - ensure that everyone is treated in a fair and consistent way;
 - ensure that processes are open and transparent to all involved; and
 - ensure that recruitment processes are provided efficiently and effectively.

3. Policy Statement

- 3.1 PBNI recognises that its staff are fundamental to its success and the organisation needs to be able to attract and retain suitably qualified and experienced 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 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 seeks to develop our staff and make available lateral and promotion opportunities that will enable staff to reach their full potential and 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.
- 3.4 PBNI welcomes job applications from people with disabilities. PBNI's recruitment and selection procedures provide equality of opportunity to people with disabilities so that

they are encouraged to apply to, and compete for, employment opportunities. In this way PBNI benefits significantly from the skills, experience and abilities that people with disabilities possess, whilst staff can develop their employment skills, abilities and careers.

4. Equality Commitment in Recruiting

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

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 welcoming statement is required in advertising. Welcoming 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 the legislation underpinning recruitment and selection, questioning and assessment, and the agreed selection process. For panel members who are frequently involved in recruitment and selection processes, refresher training will be provided in line with Equality Commission guidance.
- 5.3 Training records will be maintained for all panel members.

6. Commitment to Diversity

- 6.1 PBNI is committed to the creation of a culture that values people as individuals, as employees, customers and clients. 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, and British Protected Persons. From 1st July 2021, EU citizens and any family members living with them must hold or have applied for UK immigration status to legally work in the UK.

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.

- 7.2 It is the responsibility of applicant's from outside of the UK to provide satisfactory evidence that their qualification(s) are equivalent to those required for the vacancy.

8. Protection of Personal Information

- 8.1 Personal information provided by and obtained on applicants in recruitment and selection will be held and processed fully within the requirements of Data Protection Regulations 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 Regulations 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, outside of the selection process, 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 publicly advertised using a variety of media, as appropriate.

All vacancies (internal and external) will be listed on the recruitment page of the PBNI website

- 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 welcoming statement particularly welcoming applications from an underrepresented equality group.

- 10.3 Where appropriate, PBNI reserves the right to advertise and recruit to vacancies through an external recruitment organisation.

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
- Staff Transfer, 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 after four years following its approval by the Board. Interim reviews may also be prompted by feedback, identified changes in practice or legislation.