

THE MORAY COUNCIL

RECRUITMENT AND SELECTION POLICY

1.0 STATEMENT OF POLICY

1.1 The purpose of the recruitment and selection policy is to ensure that the Moray Council recruits the right employees, matching people to work:

- Fairly and efficiently;
- In line with agreed staffing levels;
- Within agreed recruitment and advertising budgets;
- To meet its operational requirements and strategic aims.

The policy aims to ensure that the current and future Council's workforce reflects the community that it serves, whilst providing opportunities to current employees. It incorporates the flexibility required to enable the Council to adapt its approach in line with Council key priorities and Single Outcome Agreement commitments for providing continually improving, efficient and effective public services to the local Community when required whilst adhering to the general principles set out below.

1.2 The policy also aims to contribute to and support the contraction, when required, and re-shaping of the Council workforce to achieve:

- A sustainable and skilled workforce for the future aligned to the Council's priorities, maximising the potential of current employees;
- Providing security of employment for those who want it;
- Minimising compulsory redundancies as far as possible.

The Council has an internal jobs market approach (Transform). Turnover within the workforce is encouraged to create opportunities to move the workforce around from contracting services into areas where jobs are more sustainable.

1.3 The Council is committed to ensuring that:

- recruitment and selection undertaken within the Council incorporates the principles of equality and fair treatment of all job applicants
- the workforce reflects as far as possible minority groups within the local community where this contributes to facilitating the delivery of continually improving, efficient and effective Council services

This policy should be read in conjunction with the Council's Equality and Diversity Policy which sets out a flexible and inclusive approach where people are treated fairly and given equal access to employment opportunities and training.

2.0 SCOPE

- 2.1 This policy applies to all Scottish Joint Council (SJC) employees and Craft Operatives.
- 2.2 Procedures for recruitment to Chief Officer posts are contained within the Senior Management Recruitment Guidelines which complement this policy and procedures.
- 2.3 The recruitment and selection of teaching staff is governed in accordance with nationally established SNCT Guidelines and may differ slightly from the procedures referred to in this policy.

3.0 GENERAL PRINCIPLES

- 3.1 The Moray Council is committed to establishing an effective and appropriate workforce to enable it to achieve its operational requirements and strategic aims. It is the Council's policy that all recruitment and selection activities are based on the following principles:
 - Selection for interview and appointment is based on the competencies, aptitude, potential and transferable skills of candidates, whilst also giving consideration to the skills, experience and abilities necessary to do the job;
 - A range of tools may be used to determine the suitability of candidates for posts including psychometric tests, assessment against clearly defined competencies, interviews and practical tests and demonstrations when required;
 - Opportunities are available for 'at risk' Moray council employees in the first instance, followed by encouraging internal movement for existing employees by advertising suitable vacancies internally, before moving to external adverts whilst still giving priority status to 'at risk' employees;
 - Creative and cost-effective alternative solutions are considered before filling posts and some posts may be frozen, amended or filled on a temporary basis as a result;
 - Safer recruitment criteria are applied for posts involving a requirement for Disclosure or PVG registration;
 - Use of a robust and transparent selection process with measures in place to ensure no discrimination towards minority groups within the community;
 - Disabled applicants who meet the minimum selection criteria for the job are guaranteed an interview;
 - The Council works towards a workforce which matches, as closely as possible, the demographic make-up of the population of Moray;
 - All officers involved in the recruitment and selection process are suitably trained.

4.0 RESPONSIBILITIES

- 4.1 All those involved in the recruitment and selection process are responsible for:

- Familiarising themselves and adhering to the recruitment and selection policy, procedure and guidance;
 - Carrying out recruitment fairly and without prejudice;
 - Attending training as required;
 - Keeping applicants' personal details confidential.
- 4.2 All managers are directly responsible for implementing this policy within their service areas and for the adherence of their staff to the policy.
- 4.3 All recruiting managers should attend the recruitment and selection training course on the corporate training programme before undertaking any recruitment activity
- 4.4 Where the recruiting manager has not attended the corporate recruitment and selection course, at least one member of the short listing and interview panel must have attended this course. The role of this person is to ensure that the selection activity is carried out in accordance with the Moray Council's policy and good recruitment practice
- 4.5 Recruiting managers should also ensure that administrative arrangements required to support the recruitment and selection process are made to ensure completion of each stage of the process within appropriate timescales.
- 4.6 The Human Resources Section is responsible for facilitating the vacancy management process, supporting the administration of posts on the myjobscotland portal, checking and monitoring compliance with relevant standards and regulations as well as managing and undertaking the short-listing of candidates for posts in scope for centralised recruitment.

5.0 MONITOR AND REVIEW

- 5.1 In order for the Council to ensure that the recruitment and selection practices are undertaken in accordance with the principles set out within this policy, monitoring and review arrangements are undertaken as follows:
- Structured telephone discussions with recruiting managers prior to and on completion of the recruitment process;
 - Production and review of annual recruitment and selection statistics for the purposes of equalities monitoring;
 - Manager surveys to review the ongoing effectiveness of the centralised recruitment procedures;
 - Random surveys to review the candidate experience.

6.0 COMPLAINTS

- 6.1 Complaints from external candidates must be addressed to the Head of Human Resources & ICT and will be dealt with promptly and effectively in line with the Council's Corporate Complaints Procedure in the first instance. If the applicant feels the matter remains unresolved she/he will be required to pursue the matter through channels external to the Council. Complaints from

current employees (i.e. internal candidates) will be dealt with under the Council's Grievance Policy and Procedure.

7.0 FURTHER SUPPORTING GUIDANCE AND DOCUMENTS

- Recruitment and Selection Procedure
- How To Guides:
 - How to write a job description
 - How to draft a recruitment advertisement
 - How to use competencies in recruitment
 - How to conduct an interview
 - How to interview candidates with disabilities
 - How to process interview notes
- Recruitment Information Pack (Council website jobs page)
- Standard Forms:
 - Job Description template
 - Person Specification template
 - Rehabilitation of Offenders form
 - Reference (Character)
 - Reference (Employer)
 - Pre-Placement Health Questionnaire