



Recruitment Policy

April 2024

1.0 Introduction

This Policy applies to:

- any applicant seeking employment with Southern IFCA.
- all Southern IFCA employees who maybe seeking internal promotion.
- Recruiting Managers who are involved in recruitment and selection processes.

2.0 Equal Opportunities

Southern IFCA:

- are committed to providing equal opportunities for all applicants regardless of age, gender, race, disability, sexual orientation, religion, or other protected characteristics.
- will ensure that the recruitment process is free from discrimination and bias.
- will ensure that the recruitment process is fair, transparent, and compliant with anti-discrimination legislation.

3.0 Job Descriptions and Adverts

Southern IFCA:

- will ensure that job roles and responsibilities are clearly defined in Job Descriptions.
- will ensure that Essential and Desirable Criteria, as well as key skills required for the position are clearly defined.

4.0 Recruiting Managers

Recruiting Managers will be:

- of Senior Management grade (Chief Executive Officer, Deputy Chief Officer or Office Manager).
- trained in recruitment and selection, or be able to demonstrate equivalent experience, knowledge and skills.
- ensure that any Conflict of Interests are dealt with appropriately and that the relevant employee(s) or Member(s) have no involvement in the recruitment process.

5.0 Conflicts of Interest

- Applicants must declare that they know, or are related to an existing Southern IFCA employee or Member.
- Any Conflict of Interest must be declared in the application form.
- Applicants who have declared a Conflict of Interest will be treated fairly and objectively during the recruitment process.
- Conflicts of Interests may be explored during the interview process.
- Where Conflicts of Interest exist, reasonable and appropriate steps will be taken to consider the safeguarding of business delivery, the potential impacts the conflict may have on existing employees, the team structure, organisational culture, confidentiality matters and sensitivity in management structures.

6.0 Sifting of Applications

- The shortlisting panel will comprise a minimum of three persons.
- Applicants are required to meet the Essential Job Criteria as a minimum.
- Where there is a large volume of applicants, a second sift will be conducted to consider how applicants meet the Desirable Job Criteria.

7.0 Online Searches

Recruiting managers may wish to undertake an online search of applicants who have passed the sift.

- Searches will paying particular attention to social media profiles and news items.
- In doing so they must ensure they respect individuals' right to privacy and process any information in accordance with the relevant data protection guidelines.
- In the event they find content which is of potential concern (e.g. the candidate has been critical of this organisation or previous employers or has been mentioned in high profile and/or relevant news items) Recruitment managers will explore this at interview.

8.0 Interviews

- Applicants who has successfully passed the sift process will be invited to interview via email.
- A minimum of 5 working days' notice will be given of interview time and location.
- Interviews will be conducted in-person, unless otherwise specified.
- The Interview panel will comprise a minimum of three persons.

9.0 Feedback to Candidates

- Due to the volume of applications Southern IFCA receive, feedback will only be provided following interview.
- The feedback post interview, whether successful or not, will be both constructive and professional in manner and delivery.

10.0 Internal Recruitment

There are a number of occasions where direct appointments can be made without the full selection process. These include:

Redeployments

People on redeployment are given the opportunity to apply for jobs before they are advertised. This includes employees who are subject to a notice of redundancy, those who have become disabled during the course of their employment and those who for health reasons require alternative employment. If successful, the post will not be advertised externally.

Temporary to permanent contracts

People on temporary contracts can be made permanent as long as the appointment to the temporary post had been subject to a competitive process.

Career opportunities

The CEO may designate some posts as suitable development opportunities for existing employees. These are not advertised externally. An example could be project work to support an employee's continuing professional development.

Previous Shortlists

If a similar or the same job in the same work area at the same grade was filled in the last six months and there was more than one appointable applicant it is permissible to offer the job to the next ranked applicant from that recruitment process.

Secondments / Acting Up / Temporary Appointments

Where a vacancy is time limited, e.g., due to maternity leave, long term absence, due to funding limits or project length, the acting up or secondment of existing staff may be a more effective way of filling the job and used for employee development by opening it up as a secondment or acting-up opportunity.

11.0 Data Protection and Privacy

Applicant data will be collected, stored and processed in accordance with relevant data protection laws and the [Southern IFCA GDPR Policy](#)

12.0 Grievance and Appeals

- Complaints should be made to the Recruiting manager.
- If the complaint involves the Recruiting Manager or Chief Executive Officer, then the complaints shall be addressed to the Executive Sub-Committee via the Chairman.

13.0 Review

Southern IFCA will regularly review and update this policy to ensure it remains compliant with current legislation and reflect any changes in Southern IFCA's practice or values.