

FORTH HOUSING ASSOCIATION LIMITED

STAFF RECRUITMENT POLICY

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HR26 Terms & Conditions of
Employment



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FORTH HOUSING ASSOCIATION LIMITED

STAFF RECRUITMENT POLICY

1. Introduction

- 1.1 Forth Housing Association is committed to equalities principles, and to ensuring that all current legislation and recommended good practice is followed in all stages of the recruitment process
- 1.2 The Association acknowledges that certain people are discriminated against by employment systems and is therefore committed to avoiding discrimination in recruitment and employment practices. All staff and Committee Members involved in recruitment will comply fully with this policy and our Equalities Policy.

2. Aims of the policy








-  To comply with all existing and relevant legislation and codes of practice in all stages of recruitment.
-  To only recruit staff following committee authorisation and on the basis that there is a genuine requirement to employ personnel to undertake the work.
-  All permanent posts, and fixed term posts of duration in excess of 12 months, will be advertised in the press, web sites, professional publications and/or recruitment agencies. Alternative arrangements may be utilised for shorter term posts or where a planned staff redeployment or restructuring is being implemented.
-  All applicants should be treated fairly and equally and all decisions on recruitment are based on job criteria as set out in the person specification.
-  All vacancies should be accessible to all sectors of the community.
-  All prospective applicants will be given clear and accurate information regarding the vacant post and the organisation.

3. Procedures

3.1 Permission to recruit






3.1.1 For all posts, other than short term temporary appointments to cover staff absence or student work placements, the approval of the Management Committee must be obtained.

3.1.2 Any recruitment proposal will normally include the following:

-  Why and when the post is required
-  Main duties and responsibilities
-  Proposed contract type and duration, hours of work grade and salary of post
-  Confirmation that the proposed recruitment is the most effective method of providing the services required
-  Confirmation that the proposals do not create anomalies or duplication in comparison with other staff members
-  Proposals for advertising and selection procedures
-  Details of whether a Disclosure Check should apply to the post

3.2 Recruitment Packs

3.2.1 A recruitment pack will be agreed with the interview and selection panel (as agreed by the Staffing Sub-committee) and will contain the following:

-  Advertisement
-  Job description
-  Person specification (see appendix 1)
-  Application form (see appendix 2)
-  Information sheet and other information to be issued

3.3 Handling enquiries and applications





3.3.1 All staff involved in the recruitment and selection process will ensure that strict confidentiality is maintained at all times. Any breach of confidentiality will be regarded as a serious offence, to be dealt with in accordance with the disciplinary process.

3.3.2 Staff who receive initial or follow up enquiries from prospective applicants should not deter anyone from applying and should avoid commenting in any way on an individual's interest in a vacancy. All requests for additional information will be declined.

- 3.3.3 All returned applications will be passed unopened to the Director, or designated person. Where an application is returned in an ordinary envelope the staff member opening it will immediately pass the envelope and contents to the Director, or designated person.
- 3.3.4 Monitoring forms will be detached from the main application form and a reference number used to match forms to individual applicants.
- 3.3.5 Whilst copies of application forms may be made to assist the selection and interview process these will be shredded after use and only original forms will be retained for 6 months from the date of interview. These will be held in a secure cabinet.

3.4 Short listing & interview

- 3.4.1 The short listing of applicants will be based on comparing the application to the criteria listed in the person specification. All short listed applicants should meet the essential criteria. If the number of interviewees remains too high desirable criteria will be used and the reason for rejecting unsuccessful applicants will be recorded.
- 3.4.2 A short listing panel, recommended to be three individuals, comprising of staff and staffing sub committee representative, will carry out the recruitment process for each vacant or new post. When recruiting a senior manager, the panel will consist of the Director, the Chair and a Committee member.
- At least one panel member must possess skills or experience most closely related to the post for which candidates are to be short listed and interviewed. Panel members who short list will also participate as interviewers to ensure consistency in recruitment.
- 3.4.3 In line with the Association's "Disability Confident" commitments all disabled applicants who meet the essential criteria for a job vacancy will be shortlisted for interview and will be considered on their abilities.
- 3.4.4 Short listed applicants will be written to and advised of the date and time of their interview along with any special requirements being placed upon them, e.g. written assessment or presentation etc.
- 3.4.5 Interview questions will be agreed by the selection panel in advance and pro formas provided for recording answers & comments. The panel will interview all short listed candidates and agree:

-  Which candidate should be offered the post (subject to references)
-  The salary to be offered
-  The proposed start date
-  Any other act to be taken

- The reason for not selecting each of the other candidates which will be recorded on their application

3.5 Offering the job and finalising details

- 3.5.1 The Director, or designated person, will contact the preferred candidate by telephone to make a verbal offer of employment, making it clear that this is subject to suitable references and disclosure check if appropriate. A formal letter will be issued along with a copy of the Terms & Conditions of Employment and job description.
- 3.5.2 Where ambiguous or unsatisfactory references are received the Director, or designated person, will discuss the situation with members of the interview panel to agree what action should be taken. Written confirmation of the receipt of satisfactory references and confirmation of appointment will be given to the preferred candidate as soon as possible.
- 3.5.3 If the job offer is declined, if agreed by the interview panel, the second highest scoring suitable candidate may be offered the post subsequently. If there is not a suitable reserve candidate the recruitment process should be revised and a rerun of the whole recruitment process should be considered.
- 3.5.4 The Director, or designated person, will ensure that unsuccessful interviewees are written to as soon as possible. An unsuccessful candidate may contact the Director, or designated person, for feedback but comments should be restricted to points relating to the person specification and any subjective judgements or comparisons should be avoided.

3.6 Monitoring & reporting

- 3.6.1 Information regarding recruitment will be reported to Management Committee. The report will cover the following:
 - Number of applications received
 - Source of applications
 - Equal opportunities information
 - Any other relevant information & trends

4. Recruitment of ex offenders

- 4.1 The Association will treat all applicants for positions fairly and will not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

- 4.2 Disclosure checks will only be requested where it is necessary and relevant to the position. Where such a check is required we will make this clear at advertisement, on the application form and in the information pack.
- 4.3 At interview the subject of offences will be raised and an opportunity given for open and measured discussion.
- 4.4 Where a conviction is revealed the Association will take into consideration the following when making a decision regarding its relevance:
- Whether the conviction is relevant to the vacant post
 - The length of time since the offence took place
 - Whether the applicant has a pattern of offending behaviour
 - Whether the applicant's circumstances have changed since the offending took place

5.0 Recruitment restrictions

- 5.1 In order to ensure its recruitment practices are operated with integrity and without conflicts of interest the Association will not consider recruitment applications from the following:
- Existing Committee Members of the Association, or their close relatives (as defined by the former schedule 7 of Housing (Scotland) Act 2001)
 - Anyone who has been a Committee Member of the Association during the preceding 12 months, or their close relative.
 - Any close relative of a staff member actively involved in the recruitment process, or a staff member with line management responsibility for the post concerned.

6.0 Review

- 6.1 This policy will be reviewed at least every 3 years by the Management Committee and staff are responsible for ensuring that it meets legal and good practice requirements.

Forth



Housing



Association Ltd.

Director Person specification

Requirement	Essential/Desirable
Relevant higher education qualification, e.g. degree and/or professional qualification	Essential
Membership of relevant professional body	Desirable
Formal training in management or leadership	Desirable
Track record of continuous professional development	Essential
Knowledge of social housing and regeneration policy	Essential
At least 3 years management experience in a housing or similar setting	Essential
Competent grasp of financial and funding mechanisms, budgeting and business management	Essential
Experience of preparing business plans and other planning/bidding documents	Essential
Knowledge of governance issues and experience of working with voluntary committees	Essential
Experience of wider role activities, including partnership arrangements	Desirable
Experience of developing and reviewing policy and procedure	Essential

Knowledge of housing regulatory frameworks	Essential
Knowledge of housing capital funding regimes	Desirable

An effective manager able to lead and motivate a small staff team	Essential
Excellent operational management skills	Essential
Proven ability to develop and deliver strategies, policies and operational plans	Essential
Excellent communication, negotiation, presentation and networking skills	Essential
A proven ability to build networks, establish and develop partnerships	Desirable
Competent IT skills with an ability to supervise day to day operation of a small network and to liaise with IT professionals as required	Essential
Strong leadership skills and a “hands on” approach	Essential
A confident team leader and team player	Essential
High levels of motivation, enthusiasm and commitment to social housing and in particular community control	Essential
Able to manage a diverse and varied workload	Essential
Able to work flexible hours, including occasional evenings and weekends in order to meet organisational priorities	Essential
A passion for high standards	Essential
Understanding of the political and social environment in which RSL’s operate	Essential

IN

Example



CONFIDENCE

PLEASE COMPLETE ALL SECTIONS

NAME:

POST APPLIED FOR: DIRECTOR

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview.

Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

CV will not be considered

When completed this form should be returned to:

Forth Housing Association
Kildean Business & Enterprise Hub
146 Drip Road
Stirling
FK8 1RW

(Please affix the required postage for weight/size of envelope if returning by post)

Or by e-mail to:

(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at a later stage.)

Closing date for receipt of applications is

Applications received after this time will NOT be considered

*The information provided within your application form
will be processed in accordance with the Data Protection Act 1998.*

Personal Information

Surname:	Initials:
Address for Correspondence:	
Postcode:	
Private Telephone Number:	Mobile Number:
E-mail Address:	
Your Daytime Telephone Number (on which a message may be left):	

Secondary Education (please list subjects passed)

Standard/O'Grade or equivalent	Grade	Higher Grade or Equivalent	Grade

Further Education

University or Further Education Establishment	Course(s) & Subjects Studied	Degrees, Diplomas, Certificates Obtained

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Professional Qualifications

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution etc

Training Courses
(Please give details of any relevant short courses or training undertaken)

Course(s) Undertaken	Provider(s)

Computer Skills (please detail your experience)

Driving Licence

Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)

Present or Most Recent Employment

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary and other benefits/payments			
	Notice Required:			
	Reason For Leaving:			
Nature of Post (please describe your main duties):				

Employment History (list in order with most recent post first)

Name & Address of Previous Employer(s)	From Month/Year	To Month/Year	Position Held, Main Duties and Reason for Leaving

Please continue on a separate sheet if necessary.

Employment with Housing Association

Forth Housing Association wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel will consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

Knowledge of social housing and regeneration policy	
Competent grasp of financial and funding mechanisms, budgeting and business management	
Experience of preparing business plans and other planning/bidding documents	
Knowledge of governance issues and experience of working with voluntary committees	

Experience of wider role activities, including partnership arrangements	
Experience of developing and reviewing policy and procedure	
Knowledge of housing regulatory frameworks	
Knowledge of housing capital funding regimes	
Possession of strong leadership skills and a “hands on” approach	

<p>An effective manager able to lead and motivate a small staff team</p>	
<p>Excellent operational management skills</p>	
<p>Competent IT skills with an ability to supervise day to day operation of a small network and to liaise with IT professionals as required</p>	
<p>Able to work flexible hours, including occasional evenings and weekends in order to meet organisational priorities</p>	
<p>Understanding of the political and social environment in which RSL's operate</p>	

Additional Information

Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.

Referees

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. Forth Housing Association does not accept references from family members.

If you do not wish your current employer to be approached following short listing, please indicate in the box below.

Name:	Name:
Job title:	Job title:
Company:	Company:
Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:
Fax No:	Fax No:
Do Not Approach: <input type="checkbox"/>	Do Not Approach: <input type="checkbox"/>

Assistance for people with disabilities

Do you consider that you have a disability?

If YES, are there any arrangements we can make for you if you are called to interview or if successfully employed? Please give details below.

Relationship to Staff Members

If you are related to any employee of Forth Housing Association or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

Relationship to Committee Members

If you are related to a Committee member of Forth Housing Association or anyone who has been a Committee member in the last 12 months, please provide details:

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

Canvassing

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, or birth/ marriage certificate and National Insurance Number [found on NI Card/ P45/P60 etc].

Do you require a work permit? **YES/NO** (please delete as appropriate)

Confirmation of Qualifications

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

Advertisement Source

Where did you see this post advertised? _____

Declaration

I have read the guidance above and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

Signed: _____ **Date:** _____