

## RESEARCH COUNCIL RECRUITMENT AND SELECTION POLICY

### **Content**

#### **Policy statement**

1. Principles
2. Policy Review
3. Amendment history

### Policy Statement

The Research Council believes that everyone has equal opportunity for employment and advancement on the basis of their abilities, qualifications and fitness for work.

In order to deliver its mission and strategy effectively, the Council must provide equal opportunities that allow the organisation to tap into the full range of talent in society.

The purpose of the Recruitment and Selection policy is to set out the principles governing the Recruitment process.

The Recruitment and Selection Policy is agreed with the Trade Union Side.

For employees holding limited leave to remain and/or right to work limitations, implementation of this policy may be subject to Home Office immigration rules. Before making decisions or taking any action relating to this policy advice must be sought from your retained HR Team.

The UK Shared Business Services Ltd (SBS) provides HR Services across the Research Councils. However some employees are deployed at establishments/facilities/ships that do not access services from the SBS. In these cases references to the SBS or System (Employee Self Service) will not apply and employees should refer to their Research Council HR team for assistance.

Whether a worker is deemed to be a worker or employee is not always clear under employment legislation. In cases where managers or employees have any doubt as to whether the Recruitment and Selection Policy and associated procedure should apply, advice should be sought from the Research Council HR team.

### 1. Principles

- 1.1. The Research Council is committed to equality and diversity and aims to avoid all forms of unfair discrimination during the recruitment selection process.
- 1.2. Candidates will therefore be assessed solely on merit, on the basis of an objective assessment of their suitability for the job.
- 1.3. The Research Council will consider ex-offenders for employment on their individual merits. The Research Council approach towards employing ex-offenders may differ depending on whether the job is or is not exempt from the provision of the Rehabilitation of Offenders Act 1974.

## RESEARCH COUNCIL RECRUITMENT AND SELECTION POLICY

- 1.4. Recruitment will be on the basis of fair and open competition and involve a selection panel in shortlisting and interviewing.
- 1.5. Occasionally, specialist recruitment agencies may be used but they will be required to adhere to our equality principles (see Equality and Diversity Policy).
- 1.6. Requests for flexible working will be considered for all vacancies (see Flexible Working Policy).
- 1.7. The Research Council recognises the advantages of appointing applicants on open ended contracts and we will use such contracts as far as possible, consistent with business needs.
- 1.8. The recruitment and selection policies applies to most contract types.
- 1.9. All information gathered as part of the recruitment process will be treated in confidence and in accordance with Data Protection principles.
- 1.10. Further information is set out in the Research Council's Recruitment and Selection Guidance.

### 2. Policy Review

- 2.1 This policy will be regularly reviewed to incorporate any legislation changes. The TU may request that a policy is reviewed.

### 3. Amendment history

Version	Date	Comments/Changes
2.0	1 October 2017	Inclusion of reference to employment of ex-offenders at para 1.3
3.0 (UKRI)	1 June 2018	Additional paragraph added to Policy Statement confirming Policy may be subject to Home Office Immigration Rules