

## Introduction

Newport City Council is committed to recruiting staff of the highest calibre to contribute to service delivery. The quality of our services is, to a large extent, determined by the people delivering them and we are committed to selecting the best employees in a fair and non-discriminatory way.

## Aims of Policy

To provide a framework for Managers to follow when appointing staff in a structured, fair manner without discrimination whilst meeting all statutory obligations to ensure the most suitable applicant is appointed.

## Scope

The policy/guidance applies to the recruitment of all employees with the exception of those employees working in maintained schools under the direct control of a School Governing Body.

The policy/guidance applies to appointments to all posts, including for full time, part time, fixed term and temporary posts. Council approval is required for recruitment to Chief Officer posts

## School Based Employees

Newport City Council commends this policy/guidance to individual Governing Bodies for adoption. If adopted by a Governing Body, the policy will apply to all employees under the direct control of that Governing Body.

## To be read in conjunction with

Guidance – Preparing Job Descriptions and Job Evaluation

## Principles

Newport City Council is committed to recruiting staff of the highest calibre to contribute to service delivery. The quality of our services is, to a large extent, determined by the people delivering them and we are committed to selecting the best employees in a fair and non-discriminatory way.

Newport City Council is an Equal Opportunities Employer. No job applicant/employee shall receive less favourable treatment on the grounds of gender, age, disability, family circumstances, marital status, sexual orientation, colour, nationality, or ethnic origin, trade union activity or religion and no one shall be disadvantaged by conditions or requirements (unless there is a genuine occupational requirement).

Before proceeding with a recruitment exercise, Heads of Service / Head Teachers should consider whether the vacancy needs to be filled and whether any revisions to the post or any structural changes

are required. For corporate posts, a [scheme of delegation and business case form](#) needs to be completed and authorised before a recruitment exercise can take place.

## POLICY

### Scope

The policy/guidance applies to the recruitment of all employees and casual workers including appointments for full time, part time, fixed term and temporary posts.

Council approval is required for recruitment to Chief Officer posts.

### KEY STAGES OF THE PROCESS

The key stages of the process are listed below:-

#### Review of post

Reviewing the post is good practice to ensure the continuing relevance of the post in the context of organisational and service provision changes.

*What to do:*

1. Review the job description and job requirement form for the post, and make any necessary revisions.
2. Existing job descriptions with significant or substantial change will require re-evaluation
3. New posts will require an evaluation of the job description
4. In both instances, guidance on preparing job descriptions and the evaluation process can be found in [Guidance – Preparing Job Descriptions and Job Evaluation](#)
5. Undertake assessment of [Welsh language requirements](#)
6. Check whether there are any employees on the *Redeployment Register* who meet the essential requirements of the post:

**Yes** – follow the Redeployment Procedure

**No** – continue with the Recruitment process below

#### Advertising

Our adverts are the first contact with people seeking employment and it is, therefore, important that they create a positive image of the organisation/school. An advert should project the job in such a way as to encourage potential applicants who have the appropriate level of experience and the necessary qualifications to apply for the vacancy. All adverts will be placed internally unless there is business case to recruit externally. Careful consideration should be given to the most appropriate media is selected if recruiting externally. Employment Services can provide advice and quotes if necessary.

#### What to do:

7. Prepare an information pack (if required)
8. Prepare the advertisement. The advert must contain the following:
  - Service Area
  - Job Title (in both Welsh and English)
  - Salary Grade both lower and upper limits
  - Brief description of the job
  - Days or hours to be worked if part time
  - Duration of appointment if not permanent
  - Any specific insertions e.g. genuine occupational requirements
  - Closing date
  - Disclosure and Barring information (if applicable)
9. Arrange translation of advertisement and job description when Welsh language skills have been assessed as essential / desirable / need to be learnt
10. Decide on the distribution of the advertisement (internal / external / etc)
11. Prepare timetable for the recruitment process
12. Agree and inform selection panel. The selection panel should include
  - The Appointing Officer,
  - Other relevant person with knowledge of the post,
  - For Chief Office posts the appointing Panel will be determined by the Council,
  - The Governing Body will form the panel for School based posts unless the recruitment is delegated to the Head Teacher
13. Send advert to [jobs@newport.gov.uk](mailto:jobs@newport.gov.uk) who will arrange to advertise the post.

#### Shortlisting

The shortlisting panel should include the Appointing Officer, the line manager (if different from the Appointing Officer) and any relevant officer/person with knowledge of the post e.g. colleague, employee of partner organisation etc. The Governing Body will form the panel for school based posts (unless delegated to the Headteacher).

#### What to do:

14. Prepare shortlist against Person Specification criteria of Job Description. **The selection panel should undertake shortlisting, as well as take part in the final selection process.** Only agreed criteria on the Person Specification form can be used to shortlist.
15. Send [shortlisting form](#) to [jobs@newport.gov.uk](mailto:jobs@newport.gov.uk) who will inform candidates selected for interview.
16. Where a candidate has indicated they wish for their interview to be conducted in Welsh, make relevant arrangements which may include use of a translation service.

#### Selection process

The method of selecting employees should be those that best test the ability of the candidate to meet the requirements of the job. They should relate to the person specification of the job description. Section methods can include:

- Question and answers
- Written exercise
- Presentation
- Teaching observation
- Group exercise
- Practical test related to the job
- Psychometric testing

*What to do:*

17. Interview against job criteria, and undertake other selection tests appropriate to the post
18. Select candidate with closest match to job requirement criteria
19. Effective note taking forms an important part of the interview process. The notes form an important record of what was said during the interview, it also helps differentiate between candidates after completion of the interview process. Valuable feedback can be given to successful and unsuccessful candidates following the selection process.

## Appointment

Once you have made your selection, it will be important to ensure the successful candidate receives their offer of employment in a timely manner and that the process of pre-employment checks can begin.

*What to do:*

20. Offer Appointment to successful candidate(s) subject to satisfactory pre-employment checks
21. Agree a start date
22. Notify all unsuccessful candidates
23. Check and record qualifications and Identity Documents
24. Send the [Appointment Checklist](#) and Interview notes to [jobs@newport.gov.uk](mailto:jobs@newport.gov.uk) who will then arrange to issue a contract, send for references and complete all other relevant pre-employment checks including registration (where relevant).

## Further support and guidance

A number of guidance notes are available which provide support to managers in applying the principles of the recruitment and selection policy and links to these are available below.

Links to Guidance notes and other Policies

[Guidance: Preparing Job Descriptions and Job Evaluation](#)

[Guidance: Genuine Occupational Qualifications/ Requirements](#)

[Guidance: Disclosure and Barring Service](#)

[Guidance: Rehabilitation of Offenders](#)

[Corporate Diversity Policy](#)

[Probationary Policy](#)

Links to Forms

[Recommended shortlisting form](#)

[Selection Assessment form](#)

[Referee's form](#)

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## Document Control

Version	Date	Author	Notes/Changes
V1	09/04/2011	Human Resources	Corporate Review and New Template
V1.1	10/10/2012	Human Resources	Spelling / Grammatical Change
V1.2	13/11/2012	Human Resources	Change from CRB to DBS
V1.3	23/01/2013	Human Resources	Service Area to People & Transformation, Senior Mgt Titles and Template change

V1.4	30/01/2013	Human Resources	Reference to scheme of delegation and business case. Links updated
V1.5	09/08/2017	Human Resources	Policy & Guidance merged and job description now moved to new guidance on JD/JE
V1.6	27/09/2017	Human Resources	Version Control Added
V1.7	08/04/2020	Human Resources	Policy Template change