

Title:	Staff Recruitment Policy
Policy Number:	P048
Approval Date & Version:	March 2022, Ver. 3.3
Approved by:	Academic Board (AB)
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External Reference Points:

External Source	Reference Points
UKQC- Core Practices	N/A
UKQC- Advice and Guidance	N/A
Awarding Body Reference	N/A
Other reference Points	<ul style="list-style-type: none"> • NCL Strategic Plan 2020-2025 • Staff Handbook • Equality and Diversity Policy • Staff Development Policy • Equality Act 2010

1. Aims of the Policy:

- 1.1. The aim of this policy is to ensure that staff members have skills, competencies and qualifications to deliver quality teaching and support services to students and to meet the strategic aims and long term goals of the College.

2. Policy:

- 1.2. The College is committed to tackling discrimination and actively promoting equality and diversity. Decisions on recruitment are based solely on the individual merits of each candidate. The College selects candidates for jobs without regard to marital status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant distinction.
- 1.3. The College has put in place processes by which it strives to ensure that everything it does is fully inclusive and fair to everyone.
- 1.4. It is intended fully to utilise the considerable talent that exists to create a future pool of talent that is ready to compete for roles within our College.
- 1.5. All academic staff members will be appropriately qualified, supported and developed (Indicator 4, Chapter B3: *Learning and teaching*).
- 1.6. All academic staff will be provided with resources to promote academic culture and to foster content knowledge and skills.
- 1.7. All new staff members are required to undertake a tailor made induction programme.
- 1.8. All new staff members will be subject to a probation period. In most cases this lasts for three to six months and involves regular meetings between the individual

and their line manager to assess progress, set targets and to identify areas where development is needed.

- 1.9. The College will ensure information about job applicants is kept confidential. All documentation and other data must be stored securely.
- 1.10. If the College decides to advertise for a new position, it should be placed internally first if there are suitable candidates available. If there is an insufficient pool of suitable candidates, the vacancy will be advertised both internally and externally at the same time.
- 1.11. The College has processes in place to identify recruitment needs, conduct assessment of candidates, select suitable candidates which are transparent and aim to eliminate discrimination.
- 1.12. The College will also ensure that it does not employ its own students in an administrative role where they might have access to assessment and other confidential materials.

3. Guidance:

Aim of this policy will be achieved by following the process given below:

3.1. Identify Recruitment Need

- a. When a position becomes vacant or a new position arises, the relevant head of department will propose it to the Principal or Head of Academic Services, who will obtain budget approval from the College directors.
- b. Having obtained budget confirmation, the head of department should complete the following recruitment documentation:
 - Application Form
 - Person Specification
 - Draft Job Description
 - Draft advertisement

3.2. Attract the Right Candidates

- a. Advertisements should firstly be placed internally if there are suitable candidates available. If there is an insufficient pool of suitable candidates, the vacancy will be advertised both internally and externally at the same time.
- b. Visiting staff / temporary staff are eligible to apply for internally advertised vacancies.
- c. Head of Academic Services / Academic Manager will instruct advertising agency(s) on the placement of advertisements.
- d. Posts cannot be advertised without the prior approval of the Director. All invoices with regards to advertisement should be addressed to the College.

3.3. Short-listing

- a. Shortlisting will be carried out as soon as possible after the closing date of the position advertised. The Head of Academic Services / Academic Managers will short list applicants against the selection criteria set out in the job description and person specification. No other criteria will be introduced at this stage.

3.4. Interview, Assessment and Selection

- a. At the first stage towards selection, shortlisted applicants will be contacted by phone to assess their suitability for the position and to note down availability, flexibility, and right to work requirements.
- b. Successful candidates will be invited for face-to-face interviews, which will be conducted by a panel consisted of at least two members; wherever possible one male and female.
- c. The selection panel will conduct interviews with successful candidates and will propose suitable candidates for the position to the Director, who will make the final decision in consultation with the Principal.

3.5. Induction

- a. In accordance with our staff development policy, the College will organise an induction session for its new staff to familiarise them with culture of the organisation. This induction will include a general introduction to the work of the College and the role of the specific post. An induction pack should be given to all participants to guide induction training.