

## Recruitment and Selection Policy

<b>Policy Owner</b>	
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<b>Screening and Proofing</b>	
Section 75 screened:	January 2023
Human Rights proofed:	January 2023
Privacy Impact Proofed:	January 2023
<b>Consultation</b>	
Insert date completed	NAPO NIPSA All staff
<b>Approval</b>	
Senior Leadership Team:	September 2023
Corporate Resources Committee:	September 2023
Board:	November 2023
<b>Version</b>	
Version:	
Publication date:	1 December 2023
Implementation date:	1 December 2023
Review date:	November 2027

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## Document uncontrolled when printed

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### Document Control

Version No.	Date	Description
0.1	January 2016	First Draft
0.2	January 2016	Second draft following HR discussion
0.3	February 2016	Further amendments
1.0	March 2016	Board approval
2.0	24 November 2023	Board approval

### Alternative Formats

This documentation can be made available in alternative formats such as large print, Braille, disk, audio tape or in an ethnic-minority language upon request. Requests for alternative formats can be made to the Probation Board using the following contact information:

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## **1. Introduction**

- 1.1 The Probation Board for Northern Ireland (PBNI) is an equal opportunities employer and welcomes applications from all eligible applicants, irrespective of religious belief, political opinion, race, age, gender, disability, marital status, sexual orientation, people with dependents or people without.
- 1.2 PBNI is committed to the principle that recruitment, selection and appointments should be based on merit.
- 1.3 Selection processes and procedures will be demonstrably fair and underpinned by our commitment to equality of opportunity and diversity as outlined in the PBNI Equal Opportunities Policy.
- 1.4 When recruiting for any post, PBNI commit to:-
  - following the recommendations set out in codes of practice and other guidance issued by the Equality Commission;
  - not discriminating against any person;
  - selecting the best person for the job in terms of the appropriate experience, qualifications and abilities.
- 1.5 Recruiting the right individuals is crucial to organisational performance. It will ensure that we have staff with the relevant skills, and abilities to meet our current and future needs.
- 1.6 PBNI understands the effort and commitment made by individuals who apply for roles in PBNI and wants to ensure that their experience with us during a recruitment competition is a positive experience and where they feel have been treated fairly.

## **2. Purpose**

2.1 The purpose of the Recruitment and Selection (R&S) Policy and accompanying Recruitment and Selection Procedure is to set out how PBNI intends to attract and retain people with talent and relevant experience from diverse backgrounds to ensure we conduct our statutory and organisational functions to our best ability. In doing so, we intend to ensure:

- those involved in the R&S process are trained;
- provide a standardised approach to recruiting staff;
- ensure that applicants involved in a recruitment exercise are made feel welcome and treated in a fair and consistent way;
- ensure that processes are open and transparent to all involved; and
- ensure that recruitment processes are undertaken efficiently and effectively.

## **3. Scope**

3.1 The application of this policy applies to employees of the PBNI (who may be involved in a selection process), Members of the Board (appointed by the Justice Minister under the Probation Board [NI] Order 1982) [who may be involved in a selection process] and job applicants.

3.2 This policy and accompanying procedure apply to the recruitment of permanent, temporary, and fixed term employees.

## **4. General principles**

- 4.1 These procedures must be applied fairly and consistently to all job applicants.
- 4.2 Assistance must be given, where needed, to job applicants who are disabled, for example through the Guaranteed Interview Scheme, which is a positive action measure.
- 4.3 We do not accept casual or speculative requests for employment.
- 4.4 All applicants will be assessed against relevant selection criteria to determine who the best person for the job is.

## **5. Training of Panel Members**

- 5.1 All staff, Board members or anyone else involved in R&S will have completed PBNI's R&S training, which includes training on equality issues.

## **6. Protection of Personal Information**

- 6.1 All applicants will receive a Privacy Notice setting out how PBNI will use, share, and retain applicant's data. Personal information provided by and obtained on applicants during R&S will be held and processed fully within the requirements of the UK Data Protection Act 2018 and in accordance with PBNI's Data Protection Policy. Personal information will only be processed in accordance with the data protection principles. PBNI's Data Protection Officer is charged with ensuring compliance with data protection law and policy and can provide advice and assistance to individuals as required.

## **7. Linkages**

7.1 This policy and procedure are linked to the following PBNI Policies, Procedures and Guidance:

- Conflict of Interest
- Data Protection Policy
- Equal Opportunities Policy
- Guidance for Candidates in relation to the PBNI Interview and Selection Process
- Privacy Statement for Job Applicants
- Recruitment Panel Members Guidance
- Secondment Policy and Procedure
- Staff Transfer, Mobility Policy, and Procedure
- Starting Pay on Appointment Policy and Procedure
- Any other relevant policy related to recruitment and selection.

## **8. Review**

8.1 This policy and procedure will be reviewed after 4 years following its approval by the Board. Interim reviews may also be required due to changes in legislation or where the application of this policy has been found to be potentially unlawful or resulted in the damage to the reputation of PBNI.

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