



# RECRUITMENT POLICY

Version: October 2021

## 1. THE POLICY

- 1.1 We believe the Diocese's success depends on having the right people in the right jobs within the organisation. The purpose of the Diocese's Recruitment Policy is to provide a framework to ensure we recruit, retain and develop the best person for each role.

## 2. PRINCIPLES

- 2.1 What you can expect from the Diocese.

We will manage any recruitment in line with the following key principles:

- We will treat applicants fairly and, where necessary, there may be occasions we will vary our processes to accommodate the needs of applicants requiring reasonable adjustments and/or access arrangements.
- We will recruit people who not only have the right skills and behaviours for the job, but who also have a strong commitment to the Diocese and our aims and mission.
- We will train our recruiters and use selection processes that are fair, consistent and objective.
- We will provide successful applicants with the training, coaching and development they need to do their job.
- We will encourage colleagues to develop their careers within the Diocese; however, promotions will typically take place following an open advertising process.
- We recognise the diverse community in which we operate and encourage applications for jobs from applicants irrespective of race, disability, sex, gender reassignment, pregnancy and maternity, religion or belief, marriage or civil partnership, sexual orientation or age (protected characteristics for the purposes of the Equality Act 2010) or another factor that is irrelevant to the job.
- Some of our roles are reserved for practising Catholics who can share and express the faith of the church. This is made clear in the person specification and the advertising for the role.

- We will not tolerate any form of discrimination in the workplace.

2.2 There may be managed moves, as described in this policy, whereby we may not advertise a specific role.

### 3. WHAT THE DIOCESE EXPECTS FROM YOU

3.1 We expect colleagues to:

- apply for jobs using the Diocese's recruitment process;
- declare any performance improvement or disciplinary warnings to the recruiting manager;
- inform their line manager if applying for an internal vacancy.

### 4. THE POLICY

4.1 Where possible, vacancies will typically be advertised using the Diocese's website, unless there is a good organisational reason for not doing so.

4.2 Shortlisting will take place against the essential and desirable criteria for the job, and interviews will take place using a range of competency based and technical questions.

4.3 The assessment process will be tailored to the requirements of the vacancy and will comprise one or more of a range of exercises, e.g. interview(s), role play, in-tray exercise, presentation, tests, etc.

4.4 Typically a two-stage interview process will take place

4.5 The job will be offered to the applicant who most closely meets the criteria of the role, taking into account the essential and desirable criteria for the role.

4.6 All applicants will be informed of the outcome of their application in a timely manner.

4.7 Applicants must meet the Diocese's standard for referencing and vetting, which may include, but not be limited to, the right to work in the UK, satisfactory credit checks, employment references, and criminal record checks.

### 5. INTERNAL MOVES

5.1 Colleagues are encouraged to develop their careers within the Diocese and discuss internal moves with their line manager, preferably through Appraisal discussions. Before you apply for another job, you must have:

- informed your line manager;
- successfully completed your probationary period;
- have been in your current role for a minimum period of 12 months (unless the change of role is found to be necessary for reasons relating to disability, religion and belief etc. due to the type and nature of work); and

- told the recruiting manager if you have an active performance improvement plan or disciplinary warning.

5.2 Following the recruitment process, if you are successful:

- you will be expected to remain in your new role for a minimum period of 12 months before applying for any further internal roles (unless, for reasons relating to disability, religion and belief etc. it is not possible to do so).

5.3 If you are unsuccessful:

- you will receive feedback as to why;
- you are encouraged to discuss the feedback with your current line manager and address any development points.

5.4 Transfers to new jobs will normally take place within one month of offer (plus any leave that has been agreed during this period), unless the line managers of the respective areas agree otherwise. When agreeing a transfer date, line managers will need to take existing and new priorities into account.

## 6. MANAGED MOVES

6.1 A 'managed move' is defined as a lateral move to a role at a similar level and the same salary for the purposes of any of the following:

- supporting longer term career development;
- helping to fulfil diocese objectives or to fill an organisational-critical role. Managed moves are arranged at line managers'/HR discretion, can be temporary or permanent, and will be on lateral terms only (same level, salary etc).

6.2 No full recruitment process is required but an assessment should take place to ensure the individual is appropriately qualified and able to meet the expectations of the role.

6.3 The line manager, individual and HR representative involved should agree the terms of the managed move, including start/end date (if fixed term).

## 7. ACTING UP

7.1 'Acting up' is defined as a development opportunity to move to a more senior position, normally within an employee's current team or department to cover that role for a defined period of time. Acting up applies to a move to a more senior role.

This will either be as cover for an employee who is absent from work (e.g. on maternity leave), as an emergency successor (while a full recruitment process is completed for the vacancy) or to fill a newly created organisational critical role for a fixed period (while recruitment is completed).

7.2 A period acting up in a role should be for a maximum of 12 months. Acting up allowances may be paid subject to COO approval and only where the period acting up is longer than 3 months.

- 7.3 Assessment for acting up roles is required. Should the role become available on a permanent basis following a period of cover a decision should be made on whether a recruitment process is required. Where acting ups are used for emergency succession, or newly created critical Diocese needs, a recruitment process should typically take place for the vacancy.

Where a permanent appointment is made, the acting up allowance may be translated to a permanent salary increase (taking into account any change to the individual's benefits).

## 8. INTERNAL SECONDMENTS

- 8.1 From time to time, short-term opportunities arise, which can be offered up as internal secondments to colleagues within the Diocese. These short-term opportunities arise for a number of reasons, e.g. to provide cover for maternity leave, long-term sickness, external secondments, or to support a department through a peak in workloads.

Internal secondments provide a short-term opportunity for colleagues to further develop the skills, knowledge and behaviours valued by the organisation.

Your current line manager must agree that you can go back to your original job when the secondment finishes. If it is not possible to return to your original job (e.g. due to a restructure), you will return to a similar job on terms that will be no less favourable than the job that you left.

## 9. RE-EMPLOYMENT

- 9.1 Former colleagues whose previous employment with the Diocese proved satisfactory may be re-employed, subject to the normal recruitment process.

## 10. CIRCUMSTANCES IN WHICH JOBS MIGHT NOT BE ADVERTISED

- 10.1 There will be occasions when jobs are filled without advertising the vacancy. This will generally happen in the following circumstances:
- Where speed of movement is the primary consideration.
  - Where a managed or 'directed' move is a key element in someone's career development or will help the Diocese spread new ideas and practices across the organisation.
  - Where the skills and behaviours required for the new job are confined to very few individuals within the Diocese.
  - Where colleagues at risk of redundancy need to be redeployed directly into a job.
  - Where departments or parishes reorganise and one or more of the above points apply.

## 11. PRIVACY STATEMENT AND DATA RETENTION

- 11.1 Please see the [Diocesan Privacy Notice](#) If your application for employment is unsuccessful, we will hold your data on file for 3 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

## 12. APPOINTMENTS RESERVED FOR PRACTISING CATHOLICS

- 12.1 For some roles in the Diocese of Arundel and Brighton it is a requirement that the member of staff is a practising Catholic. Job descriptions identify this as a genuine occupational qualification that makes it an essential criterion for the role where applicable.
- 12.2 For appointment to these roles a positive faith reference is essential. Candidates will be asked to provide a reference from their Parish Priest. This should comment upon an applicant's commitment to Catholic beliefs and practices.

## Approval

This policy was approved by the Diocesan Board of Trustees on:	20 October 2021
The next review is due by:	31 October 2023