



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 381 Police Staff Recruitment & Selection Procedure

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Replaces document (if applicable) PD 381 Recruitment & Selection Procedures For Police Staff & Batch Recruitment; Transfer Policy Regular Force and Support Staff;

Linked Documents: PS 173 Recruitment and Selection Policy
PG 037 Recruitment and Selection Managers Guide
PD 127 Job Evaluation Procedure
PD 482 Pre-appointment Drug Screening Procedure
PD 633 Biometric Vetting Procedure
PD 587 Management of Change Procedure

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Table of Contents

SECTION 1	VERSION CONTROL	2
SECTION 2	AIMS / OBJECTIVES.....	2
SECTION 3	DETAILS.....	3
	Roles and Responsibilities	3
	Job Evaluation.....	3
	Planning	4
	Advertising	4
	Applications.....	5
	'At risk' Register	5
	Internal Force Transfer List.....	5
	Candidate Bank.....	6
	Exceptions.....	6
	Reasonable Adjustments	6
	Pre-sift.....	6
	Shortlisting	7
	Interview.....	7
	Verification of qualifications and identity.....	7
	Selection tests.....	8
	Provisional appointment.....	8
	Unsuccessful applicants.....	8
	Pre-employment checks.....	9
	Adverse information	10
	Appointment.....	10
	Starting salary	10
	Complaints	10
	Induction.....	11
SECTION 4	LEGISLATIVE COMPLIANCE	11

SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	May 2004		HQ PERSONNEL (RECRUITMENT]	
2.0	Dec 2013	Jayne Maione	HR Advisor	Review
3.0	July 2014	James Lunn	HR Senior Manager	Review in line with Management of Change Procedure

SECTION 2 AIMS / OBJECTIVES

People are the most important asset of Nottinghamshire Police. Nottinghamshire Police is committed to recruiting the right people with the right skills to fulfil the Force priorities to cut crime and keep the people of Nottinghamshire safe; spend money wisely and earn trust and respect.

This procedure should be read in conjunction with PS 173 Recruitment and Selection Policy and PG 037 Recruitment and Selection Management Guide.

This procedure outlines the recruitment and selection procedure for recruiting police staff and handling batch recruitment. Batch recruitment refers to a volume number of vacancies for one particular post, for example, ten Call Handlers required in the Control Room, or where posts are required across more than one Division.

In the case of PCSO recruitment, the nationally agreed assessment approach will be followed within this wider recruitment procedure.

SECTION 3 DETAILS

Roles and Responsibilities

Line managers are responsible for:

- Ensuring the job description and person specification defines the needs of the role.
- Following the Job Evaluation Procedure.
- Identifying and defining recruitment needs including completing Vacancy Management Forms, Job Descriptions and Person Specifications.
- Submitting initial draft advertisements to HR Resourcing.
- Undertaking recruitment assessment activity including short listing and interviewing.
- Setting up and chairing interview panels.
- Making recruitment and selection decisions, including approving appropriate reasonable adjustments for applicants with disabilities.
- Providing feedback to candidates against person specification criteria.
- Completing and returning all recruitment paperwork to HR Resourcing in line with the agreed Force recruitment proformas.

HR Resourcing are responsible for:

- Updating ORIGIN at all stages of the recruitment process.
- Overseeing Equal Opportunities monitoring.
- Finalising and placing advertisements in line with Force templates, standards and agreed media.
- Issuing application packs and collating completed candidate applications.
- Advising line managers as necessary throughout the selection process, including any disability related issues.
- Handling all candidate correspondence.
- Pre-employment checks and administration including liaising with Vetting and Regional OHU and determining the Force's response to adverse information arising (for example an adverse past employment reference).
- Issuing contracts of employment.

Roles and responsibilities will change for batch recruitment (including PCSOs) where HR Resourcing will undertake all coordination, planning and administration for the recruitment.

Job Evaluation

The Line Manager must review the requirements of the job and ensure there is an up to date G2048D Job Description and Person Specification Form which has been through Hay Job Evaluation (see PD 127 Job Evaluation Procedure).

Planning

The Line Manager must submit the G2048D Job Description and Person Specification, with the G1071 Managing Resources Form to HR Resourcing no later than **Monday at 12 noon** for advertising that week.

No recruitment activity will be undertaken without approval from the Managing Resources Panel, on behalf of the Command Team, via the G1071 Managing Resources Form.

The line manager will be notified of the Managing Resources Panel approval and a Customer Service Advisor from the HR Resourcing Team will be allocated to support their recruitment as per the above roles and responsibilities.

At this point HR Resourcing will select, at random, the vacancies for which a drug screening test will be required (See PD 482 Pre-appointment Drug Screening Procedure) and confirm if the post requires biometric vetting (see PD 633 Pre-appointment Biometric Vetting Procedure).

A nominated representative of the Head of HR & OD will produce an Equality Impact Assessment before commencing with any batch recruitment activity.

All parties involved in the recruitment and selection process will be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods.

HR Resourcing will make suitable arrangements to undertake equal opportunities monitoring for applications received using the G262C Equal Opportunities Monitoring Form.

Advertising

All vacancies will be advertised on some or all of the following:

1. the intranet via job vacancies
2. the external website via job vacancies
3. Facebook & Twitter.

Any further advertising in specialist professional publications will be approved by the Head of HR & ODs nominated representative.

The advert will be prepared by the line manager according to the advert template via the G1071 Managing Resources Form and consistent with the job description and person specification. HR Resourcing will provide advice and assistance regarding previous adverts held for the role and the Force advertising requirements.

The closing date for all jobs advertised must be a minimum of two weeks and only in exceptional circumstances would exceed 3 weeks (e.g. over Christmas period).

Applications

Application packs will be offered in different formats and will be available by the intranet, Internet, in Braille (via Nottinghamshire County Council), and via HR Resourcing.

All applications must be submitted to HR Resourcing on the Force application form. CVs will not be accepted. Internal candidates will apply using a shorter version application form, with line management confirmation that:

- the details submitted are accurate to their knowledge;
- there is not an outstanding Performance Action Plan; Attendance Written Improvement Notice; PSD Investigation or Disciplinary Investigation
- the line manager has notified the Head of Department/ Division for the purposes of manpower planning.

HR Resourcing will monitor the progress of all applications via ORIGIN.

'At risk' Register

Where an applicant is listed on the 'at risk' register and applies for the post, HR will notify the recruiting line manager if this applicant should take priority over other applicants.

Internal Force Transfer List

Police staff are eligible to apply for transfer to different locations within the Force to undertake work of the same type and grade, this includes both part time and full time posts. Exceptions to this are police staff:

- with less than 12 months service
- who are fixed term or temporary.

Police staff looking for a transfer should complete G1095 Transfer Request Form (Police & Staff) to register their interest in a transfer.

If appropriate, HR Resourcing will contact the individual who is applying for a transfer and their line manager in strict chronological order of the date the transfer request was received in HR Resourcing. HR Resourcing will also notify the recruiting line manager that the transfer can take place and the vacancy can be filled.

Voluntary requests to transfer will not attract any entitlement to travel expenses or allowances.

Applications to transfer will only be accepted from persons who had registered their interest in a transfer prior to the post having been advertised.

Once a transfer has taken place, no further applications to transfer will normally be considered for a further 12 months.

The transfer date will be mutually agreed between the relevant line managers and will normally be within 28 days of the decision to transfer. In exceptional circumstances an extension to this transfer date may be authorised by the Posting Panel.

Candidate Bank

There will be occasions where HR Resourcing hold a candidate bank for a particular role. Candidate banks contain details of candidates who have successfully completed a previous assessment process for the post but at that time were not offered a vacancy. In such situations candidates held in a valid candidate bank may be progressed straight to final interview / appointment as determined appropriate by the HR Partner, Resourcing.

The timings for how long candidate banks will be considered for a vacancy will be recommended by the recruiting manager, in consultation with a HR Business Partner/ HR Advisor, within G1071 Managing Resources and will be approved by the Managing Resources Panel. Further information is available in the Management Guide.

Exceptions

Where an internal applicant is subject to:

- Performance Written Improvement Notice/Performance Development Plan,
- Attendance Written Improvement Notice,
- PSD Investigation (unless the individual is carrying out their normal full role and responsibilities during the investigation in which case they are still eligible to apply and each situation will be considered on its merits).
- Police Staff Misconduct Investigation/ Warning.

The circumstances of the police staff member applying for posts will need to be considered by the Head of HR & OD and the Head of Professional Standards and the recruiting manager. This could potentially disallow the police staff member from the recruitment process until conclusion of the process that they are subject to.

There are specific situations where certain individuals who are in unique circumstances will take priority over other candidates in the recruitment and selection process.

Internal applicants who are listed on the 'at risk' register and internal transfer requests would normally take priority over external applicants held in a candidate bank, although specific circumstances should always be taken into account. HR will advise taking consideration of all of the facts at the time.

Reasonable Adjustments

HR Resourcing will advise recruiting managers of an appropriate course of action for any candidate who indicates on their application form that they have a disability. All candidate requests for reasonable adjustments will be fully considered.

Reasonable adjustments may be based on appropriate specialist reports.

Pre-sift

HR Resourcing will check applications for essential qualifications and adverse information regarding vetting and convictions.

Shortlisting

HR Resourcing will provide the Line Manager with all successful application forms by 2 working days after the closing date. Line managers must aim to complete shortlisting within a further 3 working days.

The Line Manager should convene the shortlisting panel and complete G2062C Short listing Sheet and return it to HR Resourcing. HR Resourcing will write to candidates and invite successful candidates to interview.

Interview

Applicants will normally be interviewed within 10 working days of the shortlisting being completed.

The Line Manager is responsible for convening the interview panel and in normal circumstances will chair the panel.

Each panel will consist of at least two people and they will all be appropriately trained in recruitment and selection and equality and diversity. If the training was received prior to joining Nottinghamshire Police, HR will provide a briefing of the Force policy, procedure and assessment methods. Where possible the panel will be balanced / representative, in terms of gender, age, and race.

All panel members will follow a consistent process and marking guide prepared by the Chair of the panel and in line with the agreed Force proformas and recruitment practices.

The same interview panel must interview all applicants for a particular vacancy. In the situation of batch recruitment this may be a small trained team.

The Line Manager should prepare questions to assess the candidate against the agreed person specification for the post.

The Line Manager will contact HR Resourcing for advice regarding any shortlisted applicants notifying of a disability, requesting reasonable adjustments.

If only one internal applicant has applied for a post, a competency-based assessment against their current PDR (performance development review) may take place instead of an interview.

Verification of qualifications and identity

The Chair of the interview panel will validate relevant certificates to verify all essential qualifications included in the Person Specification and verify the identity of every potential employee prior to offer of appointment by checking and copying identification documents and complete G 2062F Identification Declaration Form. Further information is available in the Managers Guide.

Selection tests

Should part of the selection process involve testing (for example, practical, role-play, presentation or a team exercise) the interview letter will specify this.

Any test must be validated by HR Resourcing via the Managing Resources Panel to ensure it is free of bias, clearly aligned to the person specification, consistent across the Force, appropriately administered (including consistency in test arrangements for all candidates and appropriate pass marks) and cost effective.

Line managers should refer to HR Resourcing if any candidate has advised they require any reasonable adjustments due to a disability.

Test results should be given to all applicants on request, successful as well as unsuccessful.

Provisional appointment

The Line Manager will ensure that all candidates have been assessed and assessment results are fed into the G 2062G Interview Assessment Form NC Form. The Line Manager will then facilitate a discussion and ensure the panel decide which candidate has been successful and complete the G 2062D Consensus and Individual Score Sheet form for each applicant and the G 2062J Selection Results Form.

The Line Manager will verbally inform the successful candidate of the provisional offer subject to satisfactory vetting, references, (drug / biometric testing if appropriate) and medical clearance. HR Resourcing will undertake the pre-employment checks for the successful candidate.

HR Resourcing will issue a provisional offer of appointment to those successful at interview, subject to medical, references and the nationally agreed standards for vetting.

The Line Manager should return all assessment paperwork (i.e. interview notes, questions, selection test results) for all applicants to HR Resourcing where it will be retained for 12 months from the date of the notification of results.

Unsuccessful applicants

HR Resourcing will notify all candidates in writing if they are unsuccessful at the interview.

Feedback will be available to unsuccessful applicants upon request, against the criteria contained in the person specification. For internal applicants it is the candidate's responsibility, in conjunction with their line manager, to address developmental needs and any resulting development plan.

Pre-employment checks

Medical

HR Resourcing will ask candidates who are issued a provisional offer of employment to complete a G 2062H Medical History Questionnaire – Police Staff. Regional OHU will review the completed G 2062H Medical History Questionnaire and the Job Description and determine which candidates require a pre-employment medical within 2 days of receipt of the paperwork. Regional OHU will issue an appointment within a further 3 working days.

Internal candidates will not be required to undertake repeat medicals if the new role has equivalent requirements to their existing role.

Drug Screening and Biometric Vetting

All vacancies previously identified under the planning stage for the random sample for drug screening will be referred as per PD482 Pre-appointment Drug Screening Procedure.

All successful candidates for roles identified under PD 633 Pre-appointment Biometric Vetting Procedure will also be referred.

Security vetting

All appointments will be subject to successful completion of the force vetting procedures. HR Resourcing will ensure the necessary forms are forwarded to Vetting, PSD.

Internal candidates will not be required to undergo the full vetting process if the new role has equivalent vetting requirements to the existing role, they hold a current vetting status without restrictions and have declared that there are no changes in their personal circumstances. Where current equivalent vetting is held, limited vetting checks will be undertaken.

References

The candidate will nominate two referees. These should preferably be two employers and must include their current employer (or most recent, if currently unemployed) and cover at least the last three years of employment. HR Resourcing will request attendance history within the references. Personal referees and academic establishments should only be contacted if the applicant has not been employed or is self employed. References will always be taken from HM Services, other Police Forces and Armed Force Discharge Papers, covering performance, conduct and absence. Candidates have the option to request that current employer references are checked at the latter stages of selection.

Attendance

All internal candidates will be asked to complete G 32a Attendance History Form to provide details of their attendance history. For internal candidates the line manager will check this against records held on ORIGIN and provide further information regarding any attendance pattern outside PS 147 Attendance Management Policy.

Adverse information

Any adverse information arising during pre-appointment checks will be referred to Senior HR Partner, Resourcing (or nominated representative) to decide whether a formal offer of appointment can be issued. Any adverse information obtained as part of the vetting process will be referred to the Head of Vetting and Information Security for assessment and decision.

Appointment

If all pre-employment checks are satisfactory, HR Resourcing will issue a conditional offer of appointment letter together with a contract of employment.

Starting salary

Newly appointed police staff will normally be appointed at the minimum of the salary range of the national salary scales. The Head of HR&OD may, in exceptional circumstances, approve a business case to appoint above the minimum starting salary for the role.

Complaints

If an applicant feels that there has been a breach of policies and procedures or that they have been subjected to unlawful discrimination or other unfair treatment on the grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation they may submit a complaint in writing to the HR Partner Resourcing within 10 working days of the incident. The HR Partner Resourcing (or nominated representative) will undertake the required investigation, and provide a response to the candidate, where possible, within 10 working days. There is no further right of appeal under this procedure. Any complaint from an internal applicant will be progressed formally under PS 141 Grievance Policy. There will be no right of appeal against the outcome of the grievance.

Internal secondments

When an individual applies for a short term internal secondment, their substantive line manager must agree to their application for a secondment and confirm the arrangements for cover for the individuals substantive post.

Short term internal secondments will normally be for less than 6 months. A fixed term contract will be considered for a longer requirement and the substantive post would not be normally held open.

A vacancy which is due to an individual being on a temporary secondment for less than 6 months will only be filled on a temporary basis and normally the individual will return to their substantive position at the completion of their secondment.

Requests to extend internal secondments must be agreed by the substantive line manager and the seconded individual. Any request to fill a substantive post on a permanent basis or to extend an internal secondment beyond 6 months must be approved by the Head of HR&OD due to the potential risk of redundancy to the secondee.

The substantive post line manager and the secondment line manager must ensure that the individual is advised of the arrangements for the substantive post.

Induction

The line manager is responsible for preparing for the candidates start date and planning for their induction and managing their probationary period. See HR Intranet for Induction checklist.

SECTION 4 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention on Human Rights; Employment Act 2002; Employment Relations Act 1999, and other legislation relevant to policing.