

UNIVERSITY OF ABERDEEN
RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

1.1 Purpose

The University of Aberdeen is committed to attracting and retaining a diverse selection of candidates of the highest calibre. Recruitment will be undertaken in an environment of continuous improvement to ensure a robust, relevant, sustainable and efficient process. The University wishes to ensure candidates see us as an attractive employer.

The University recognises that staff are fundamental to our success and it is therefore vital that the recruitment and selection process is fair, efficient and cost-effective to ensure the most diverse pool of suitable candidates are employed to maintain a motivated workforce delivering high quality services in line with our University's values.

The University is a place where talented people bring their best ideas and hard work to address many of the great challenges in the world. In order to be at the forefront of this effort, we must draw upon the talents of staff from all backgrounds and from all over the world and create supportive environments which support our diverse community to thrive. We are an inclusive workplace, seeking out the creative vigour of diversity by being open to all, irrespective of background, lived experience or identity. We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working and learning environment. Personal characteristics, beliefs or identities will not be a barrier to employment with us. We encourage candidates who align with our core value of inclusion to apply. We encourage applications from those with protected characteristics across the full range as outlined in the Equality Act 2010 and who are underrepresented at the University.

We also recognise our responsibility to ensure adoption of sustainable recruitment and selection practices and are committed to enhancing our sustainable approaches through paperless recruitment processes and use of technology to support our recruitment and selection activities wherever appropriate

This policy provides clear guidance to ensure a consistent and professional framework, based upon the principles outlined below.

1.2 Scope

This policy covers all activities that form part of the recruitment and selection process. It is applicable to all staff recruitment.

Additional policies and protocols, following the principles of this Policy are in place for the following types of appointment:

[Senior Vice-Principal/Vice-Principal appointments](#)

[Heads of School appointments](#)

[Dean appointments](#)

Academic Line Manager appointments

[Temporary Services and Guaranteed Minimum Hours](#)

[Direct appointments](#)

Further information regarding each can be found in the Toolkit.

1.3 Responsibilities

The School/Directorate recruiting manager leading the recruitment activity is responsible for ensuring that the correct procedures are followed. The ongoing effective conduct of this policy will be monitored and reviewed by Human Resources. All staff involved in the recruitment and selection of staff are expected to observe these procedures and to ensure that their actions are consistent with the core principles noted below.

Heads of School/Section, senior members of staff and line managers have a responsibility to ensure that staff in their area are aware of this Policy and that it is implemented fully and consistently.

It is our normal expectation that all appointment procedures will be undertaken in accordance with the following policies and procedures, available in the Toolkit:

- Policy on the Recruitment and Selection of Staff (this Policy);
- [Equality, Diversity and Inclusion Policy](#);
- [Recruitment and Selection Guidelines](#);
- [Employment Immigration Policy](#);
- [Temporary Services and Fractional Appointments Procedure](#);
- [University Regrading Policy](#);
- [Protection of Vulnerable Groups Policy](#)

1.4 Core Principles

We are committed to ensuring that our recruitment and selection processes are fair, consistent, sustainable and in accordance with legislative obligations and recognised best practice guidelines. Our core principles underpinning our recruitment and selection activities are:

- A principle of fair and open competition in our approach to recruitment. All appointments will be made following an open/competitive process unless agreed on an exceptions basis (e.g. direct appointments). In the exceptional cases (which will usually be linked to short term research appointments where appointees have been confirmed by the relevant funding body) relevant information will be documented and retained.
- Candidates will be shortlisted based on meeting the Person Specification for the post and appointments will be based on skills, experience and merit. The recruitment and selection process should ensure the person best suited to the job and the University is selected.
- We wish to encourage the recruitment of staff with disabilities and will make necessary workplace adjustments to all stages of the recruitment process for a successful candidate with a disability to undertake the post.
- We will take appropriate measures, on an individual post basis and based on our equal opportunities monitoring data and Census data, to encourage applications from under-represented groups to meet our Equality, Diversity and Inclusion aims (further detail in Section 2).
- We will take specific measures in recruiting to posts that are part of the University Management Group. In this regard, we will follow the [Guaranteed Interview Scheme \(GIS\)](#) principles and will ensure that female candidates and candidates from ethnic minorities are considered for posts. Where advertisement does not lead to female or ethnic minority candidates being shortlisted, further steps will be taken to attract female or ethnic minority candidates before the recruitment process is progressed.
- We will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner in line with this policy and in compliance with current employment legislation.
- Any individual who participates in the recruitment process is required to undertake the recruitment and selection online module, the University's Online Equality, Diversity and Inclusion training and the University unconscious bias training, all of which are to be undertaken on a three yearly basis. Satisfactory completion of this training is mandatory before participation in an interview panel.
- Recruitment and selection is an opportunity to promote and enhance the reputation of the University. We will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- We will promote best practice in recruitment and selection and will continuously develop recruitment and selection practices to allow new ideas and approaches to be incorporated.

- We will ensure that cost of recruitment is considered in planning any recruitment and that recruitment campaigns are undertaken in a manner that ensures value for money in order to ensure economic sustainability.
- We will adopt recruitment and selection practices that are economically, environmentally and socially sustainable.

2. EQUALITY, DIVERSITY & INCLUSION

Inclusive is a key strand of Aberdeen 2040. We are committed to tackling unfair and unlawful discrimination and to eradicating bias in the recruitment and selection process. We are also committed to actively promoting equality and celebrating diversity to create a positive and productive environment. We recognise that diversity adds value to the work of the University. We seek to create a culture where all staff are encouraged to and can reach their full potential.

We will highlight the importance of inclusivity by asking job applicants how they demonstrate this.

In line with our Inclusive commitment we welcome applications for vacancies from all individuals who meet the criteria identified for the relevant post. From time to time, we may take positive action to ensure that we meet our strategic aim of equality, diversity and inclusion in employment. Such measures may include, for example:

- Including a statement in job advertisements and job descriptions particularly welcoming applications from under-represented groups in that staff category or area where there is evidence of under-representation e.g. gender or ethnic minority applicants in senior posts;
- Taking positive action steps, such as the '[Rooney Rule](#)' with regards University Management Group positions.
- As a Disability Confident Employer, guaranteeing an interview to a disabled applicant who meets the essential criteria for a position as outlined in the person specification (as part of the Guaranteed Interview Scheme).
- Advertising positions as widely as possible to attract a diverse talent pool.
- Carefully considering the gender and ethnicity composition of the panel.
- Mandatory unconscious bias training for all panel members.
- Mandatory tackling racial harassment training for all panel members.
- Clear links to Equality, Diversity and Inclusion and flexible working in all job adverts.
- Consideration of flexible working including part-time, hybrid working and job share options in all positions (including those at senior level).
- Proactive approach towards identifying potential candidates and encouraging them to apply.
- HR actively supporting the shortlisting panel to encourage diversity in applicants shortlisted.

3 SUSTAINABILITY

We are committed to adopting recruitment and selection practices that are economically, environmentally and socially sustainable by taking steps such as:

- Incorporating sustainability into job design through our job descriptions and person specifications for posts;
- Implementing a paperless application process through use of our online recruitment system;
- Flexibility to encourage applicant diversity and taking steps to encourage applications from under-represented groups, as evidenced by our workforce data;
- In line with our commitments pertaining to the Armed Forces Covenant, encouraging applications from veterans and their family members;
- Community engagement to highlight the University as an employer of choice and encourage applications;
- Use of technology to support online selection and interview processes where appropriate, through use of online interviews and other selection methods such as presentations, reducing the need to travel to attend in-person interviews;
- Developing our staff and recruiting from within;
- Showcasing sustainability measures in our induction processes through use of online as well as in-person induction techniques as appropriate.

4. CONFIDENTIALITY

Information about job applicants is confidential and we are committed to ensuring that confidentiality is maintained at every stage. All correspondence, documentation and other data will be kept securely and in accordance with the requirements of the General Data Protection Regulation/Data Protection Act 2018.

5. PROCEDURE

A [recruiting manager checklist](#) can be found in the [Toolkit](#).

5.1 Preparation

Before undertaking the recruitment and selection process, a full evaluation regarding the requirements for the role should be undertaken by the appropriate Head of School/Section with support from their HR Partner/Advisor.

5.2 Approval to Recruit

[Formal authorisation to recruit](#) should be sought prior to commencing the recruitment process (the necessary business case template can be found in the Toolkit). The Financial Planning Committee will make a formal decision on all Core funded positions.

5.3 Job Evaluation/creating the Job Description

Job evaluation is the process of measuring different elements of a role in order to ensure fair and consistent grades across the University. We have adopted a job evaluation tool called Higher Education Role Analysis (HERA) to undertake this process for Professional Services roles. Academic and Research roles will be evaluated by matching the job descriptions to nationally agreed role profiles.

Prior to advertisement, a HERA job description form, outlining the duties and responsibilities attached to new posts (or posts which have been restructured since the date of the last evaluation), will be completed to create the Job Description for the role and to enable a full evaluation process to be undertaken. The outcome of this evaluation will be reviewed by the Regrading Panel to ensure consistency across the University.

To ensure equal pay is adhered to, all new roles or any change to an existing role within Professorial Services should be undertaken in line with the University Regrading Policy. Further information on regrading can be found [here](#).

[Guidance on writing Job Descriptions](#) can be found in the [Toolkit](#).

5.4 Person Specification

It is essential that a robust and accurate Person Specification is produced prior to advertisement. This will establish clear and objective selection criteria in support of the shortlisting process. The convener of the Shortlisting Committee will be required to complete the Shortlisting Monitoring Form to record and justify the decisions taken assessing this against the person specification for the post.

The person specification is of equal importance to the job description and informs the selection decision. The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job. The recruiting manager has a responsibility to ensure that the person specification is in line with the job description. The person specification should not be unnecessarily restrictive and should contain appropriate criteria. In line with our Inclusive aims and our commitments detailed in Section 2, we will ensure that criteria that cannot be justified as essential for the performance of the job, and which may be deemed discriminatory under the Equality Act 2010, will not be included, recognising that if non-essential information is included, this could disproportionately disadvantage specific groups.

[Criteria for appointments to the University](#) and [Person Specification Guidance](#) can be found in the [Toolkit](#).

6. ADVERTISING A VACANCY

It is the normal expectation that vacancies within the University will be advertised to redeployees and then either internally, externally or both. However, we recognise that in certain circumstances, it may be appropriate to waive the requirement to advertise to redeployees following discussion with the recruiting manager and the agreement of the Head of HR.

The Recruitment Team will arrange the placement of external advertisements.

6.1 Redeployment

Staff subject to the avoidance of redundancy process will be provided with access to all vacancies prior to them being advertised to an internal/external market. Each vacancy will be advertised at the redeployment stage for 2 weeks in the first instance. Further information can be found within the [consultation on avoidance of redundancy policy](#) available in the [Toolkit](#).

6.2 Internal School vacancies

All vacancies for internal school positions such as Academic Line Managers, School Director of Research and School Director of Education are required to be advertised internally with the successful candidate selected following an interview process. Further information regarding this can be found in the [School Management and Governance Arrangement's protocol](#) in the [Toolkit](#).

Senior positions such as Vice-Principal, Senior Vice-Principal and roles on SMT will be subject to an external recruitment process at the same time as an internal period of advertisement.

Recruitment to the position of Head of School will be subject to the Head of School recruitment protocol.

6.3 Internal and External Advertisement

Should there not be a successful appointment at the redeployment advertising stage, vacancies will be advertised internally, externally or both. Advertisements which are placed on the University's recruitment website (www.abdn.ac.uk/jobs) will also automatically appear on www.jobs.ac.uk

Should there be a requirement for the position to be advertised on a wider scale, the HR Recruitment Team will progress this.

For roles that may require Sponsorship for immigration purposes, adverts will be in accordance with UKVI policies. Further particulars for the role will clearly specify whether the role meets the requirements for potential sponsorship.

Advertising should also take account of the appropriateness of positive action statements. Positive Action is lawful under the Equality Act 2010 and refers to the steps that an employer can take to encourage applications from people who share a protected characteristic (e.g. a certain gender or race) who are under-represented in a particular area of the workforce.

6.4 Executive Search

In limited circumstances, and subject to approval by the Senior Vice-Principal or University Secretary & Chief Operating Officer, the University may engage executive search firms on the University's preferred supplier list. This will be in circumstances where they are considered to be the most effective, particularly for very senior or specialist positions. In such cases a requirement to seek out suitable female and ethnic minority candidates will be incorporated into the brief for the vacancy.

The cost of engaging an executive search firm will be funded from the relevant School/Directorate budget.

7. APPLICATION PROCESS

7.1 Application Forms

It is a compulsory requirement that candidates fully complete the appropriate application form. Applications which contain only a CV will not be accepted. This does not include internal recruitment processes or as a result of a workplace adjustment.

8. SHORTLISTING AND SELECTION COMMITTEES

The composition of shortlisting and selection committees will have due regard to ensuring representation from all protected characteristics.

9. SHORTLISTING OF CANDIDATES

The shortlisting process will be carried out as soon as possible after the closing date for the vacancy and will usually be conducted by those who will be on the Selection Committee, including external members. The role of the relevant HR Partner or Adviser on the Selection Committee will be to actively encourage that the shortlist contains a diverse pool of candidates.

No personal information, including dates of birth, ethnic background, gender, disability status (unless the applicant has applied under the Guaranteed Interview Scheme) is shared with the Selection Committee prior to them completing their shortlist of candidates. The aforementioned data is retained within the HR Office for monitoring purposes only and will not be used as part of the selection process.

Shortlisted candidates should be provided with details of the selection process, including whether this will involve any presentations and/or tests, giving as much prior notice as possible and before the interview. In accordance with the Equality Act 2010, they will also be asked to advise if there are any particular arrangements or Workplace Adjustments that could be made so that they can participate fully in the selection process.

10. SELECTION PROCESS

10.1 Interviews

Interviews should be carried out by a minimum of two people, one of whom should be the Recruiting Manager. Requirements for the panel composition can be found in Appendix 1. Specific arrangements apply to Senior Management, Head of School and Grade 9 appointments as detailed in the Toolkit.

It may be a requirement for the position that candidates are asked to deliver a presentation to colleagues within the School of department prior to their formal interview. If so, candidates will be informed of this appropriately at the same time as being invited for their interview. Candidates should also be provided with a clear topic to present on at the earliest opportunity.

Candidates may also be required to participate in sub committees with members of the relevant discipline or specific groups within the University, e.g. Senate, Senior Management Team. Again, candidates will be informed of this at the earliest opportunity and be provided with the expectation of those requirements including whether they will include a presentation, question and answer session etc.

Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification. Guidance on [developing interview questions](#) is available in the [Toolkit](#).

Where possible, the Selection Committee should meet prior to the day of the interview to discuss and agree the questions to be asked and the format of the interview. Alternatively, questions should be agreed in advance by circulation or at a pre-meeting prior to interviews commencing.

Effective and appropriate note taking should be undertaken during the interview process by all panel members and at the end of the interview process, the convenor is responsible for collecting the individual panel member notes which must be sent to HR (in paper or electronic format) immediately following the selection committee meeting. HR will retain the interview notes in line with data protection. The convenor is also responsible for completing the Selection Committee Decision Form and providing this to HR immediately following the selection committee meeting.

In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the convenor of the panel.

10.2 Declaring a conflict of interest

Selection Committee members are required to consider whether there is a perceived or actual conflict of interest in relation to other panel members or any candidate being shortlisted/interviewed.

Conflict of interest arises where members of selection committee panels are related to each other or have (or have had) a personal relationship with each other. Conflict of interest also arises where a panel member has (or has had) a personal or working relationship with an applicant, or is related to, or has prior knowledge of the applicant outside of the work environment which could in any way affect the decision they make.

Examples of conflicts of interest could include, but are not limited to the following:

- Where a panel member is involved in the shortlisting and/or interviewing of a candidate who is (or has been) a spouse, partner, close friend or other family member;
- Where a selection committee consists of panel members who are spouses, partners, close friends or family members;
- Where a panel member is a supervisor or a co-supervisor of a PhD candidate who has applied for a job;
- Where a panel member is a co-author on more than one journal article or publication with a candidate who has applied for a job;
- Where a panel member has a close working relationship with a candidate who has applied for a job, such as previous line management responsibility or previous relationships as a client and/or consultant;
- Where a panel member is aware that they have had previous involvement in management procedures (for example, performance management) concerning the candidate themselves or a spouse, partner, close friend or other family member of the candidate.

Account will also be taken of the requirements of the Staff: [Staff Relationships Policy where appropriate](#).

Once selection committee panel members have been identified, HR will contact them and ask them to consider if there is a perceived or actual conflict of interest in relation to other panel members or any of the candidates. It is the individual panel member's responsibility to declare a conflict of interest.

Where a potential conflict of interest is declared, HR will discuss this with the convenor of the selection committee panel who in turn will determine whether the panel member(s) should continue to be involved in the process.

Staff should avoid involvement in selection panels where there is a potential conflict of interest. If this cannot be avoided, the potential for conflict of interest will be declared and acknowledged at the outset by the selection committee panel, which will determine how it can best be dealt with as well as keep a record of what is agreed.

11. MAKING AN APPOINTMENT

All selection committees will conclude with the completion of the Selection Committee Decision form, which forms the basis for providing feedback to unsuccessful candidates, if requested. An appointment will only be made where a decision is either unanimous or where a dissenting selection committee member agrees to accept the majority view. If a member of a selection committee declines to accept the majority view, an appointment cannot be made. In such circumstances, the matter will be referred to the Senior Vice-Principal (Academic posts) or University Secretary & Chief Operating Officer (Professional Services posts) for a decision. Where the Senior Vice-Principal or University Secretary & Chief Operating Officer has participated in the decision-making process, the matter will be referred to the Principal for a decision.

11.1 Communication of outcomes to candidates

Responsibility for communication to candidates following interview is to be determined at the end of interviews and will usually rest with HR. All panel members should be reminded that communications with candidates should be in line with HR advice at all times.

Following consultation with the appropriate HR Partner/Adviser, verbal feedback should be offered to internal candidates and to those external candidates who request it. If a candidate is not satisfied with this feedback, they should write to the Head of Human Resources, setting out their reasons for dissatisfaction.

Unsuccessful interview candidates as a minimum, should receive written notification of the outcome of the selection process.

11.2 Conditional Offer

A conditional offer will be provided to the successful candidate where the University requires confirmation of:

- PhD awarded
- Right to work in the UK documentation
- A PVG/Disclosure check
- A health assessment
- Agreement on successful candidate from the funding body where required
- Acceptable references

11.3 Confirmation of offer

When confirmation of the above conditions has been received, HR will provide confirmation of the employment offer.

12. PRE-EMPLOYMENT CHECKS

12.1 Qualifications/Professional Memberships

The University will require candidates offered a position with the University to verify their qualifications and professional memberships (deemed essential as part of the person specification) through the production of original certificates prior to commencement of employment.

12.2 References

All offers of employment will be made subject to the receipt of satisfactory references, which will be taken up by the Recruitment Team. Strict rules of confidentiality apply to references and we will ensure that we adhere to our legal obligations as specified in The Data Protection Act 1998 in this regard and as outlined in our Employment References Policy

For internal candidates, the recruitment team will seek a reference from the candidate's current line manager once they have accepted a conditional offer of employment.

For external candidates the recruitment team will seek the following number of references automatically at shortlisting stage unless the candidate has specifically requested the University does not seek the reference. In this circumstance, references will be approached after an offer of employment has been made and the candidate has agreed to the references being sought.

Grade 1 – 6	2 references sought
Grade 7 and above	3 references sought
Grade 9 Professional Services Appointments	3 references sought
Grade 9 Academic Appointment	5 references sought from appropriate experts in the field and 1 from current employer

12.3 Immigration

HR will ensure that all employees who require permission to work in the UK have the necessary authority from the appropriate agencies in line with our statutory obligations as specified in the Asylum and Immigration Act 1996.

Further information regarding this can be found within the [Employment Immigration Policy](#) and can be viewed in the [Toolkit](#).

12.4 Disclosure Scotland

In order to comply with the Protection of Vulnerable Groups (Scotland) Act 2007 (the 2007 Act) all offers of employment to a post working with children or vulnerable adults are conditional on membership of the Protection of Vulnerable Groups Scheme. Further information is available in the Protection of Vulnerable Groups Policy. Employment cannot commence in these roles until this check is completed.

12.5 Work Health Assessment

All new members of staff will be required to complete a New Starter Health Declaration form prior to the commencement of their employment with the University. This will allow candidates who have been offered a role with the University an opportunity to discuss any concerns that they have around their health and how this will impact on their capability to perform their proposed role. This also allows the University to seek advice on any potential work aids, adaptations and adjustments the employee may require to undertake the role.

If there is a requirement for a work health assessment, the successful candidate will be asked to complete this assessment in order to:

1. Identify health issues which affect the ability of the candidate to carry out the responsibilities of their new position without risk to themselves or others.
2. Advise the University if there are medical reasons why the duties of the position may pose a health risk for the candidate.
3. Identify those adjustments to employment that may be required to enable the employee to perform the job to the standard required.

In addition, there are certain positions that legally require a health assessment prior to commencing in the post. Further information on these roles can be found in Appendix 2.

13. RELOCATION POLICY

If the successful candidate is relocating to Aberdeen they may be eligible for help with their relocation costs.

Further information on the University relocation policy can be found in the Toolkit (pending).

14. EMPLOYING A YOUNG WORKER

Managers and HR are responsible for checking whether their recruit is under the age of 18. Young people (under the age of 18) and their managers must familiarise themselves with the restrictions on activities they can undertake, as outlined in the [HSE Guidance Young people at work and the law \(hse.gov.uk\)](https://www.hse.gov.uk/youngpeople/) . Both parties must also be fully conversant with University's Safeguarding Policy.

15. INDUCTION

Once a start date has been agreed the Recruiting Manager is responsible for preparing a comprehensive induction programme for the new member of staff including completion of mandatory training.

New employees will be invited to a new starter meeting with a member of the HR team prior to or on their first day of employment.

More information can be found [here](#).

16. COMPLAINTS

If job applicants or staff members require further information about our staff recruitment and selection processes, or have suggestions or complaints about them, they should contact the Head of HR.

UNIVERSITY OF ABERDEEN

SELECTION COMMITTEE COMPOSITION

The composition of a selection committee is an important factor affecting the fairness and equity of selection processes. A panel composed of members of identical social, cultural educational and/or employment backgrounds may be limited in its ability to fairly assess the experiences and qualities of applicants from backgrounds different to their own. As a result, all selection committees must ensure that those sitting on them are balanced in terms of gender and race.

1. SENIOR MANAGEMENT APPOINTMENTS

The composition of selection committees for appointing to senior management level positions will be determined by the Principal on an individual basis. The committee will usually include 2 members of the University Court, 2 External Assessors and other members of the Senior Management Team as well as a student representative. For appointments to the roles of Senior Vice-Principal, Vice-Principal or Dean the appropriate protocol should be followed.

2. HEAD OF SCHOOL/SECTION

All selection committees for appointing to Head of School/Section positions will be convened by the Principal (or nominated deputy) and will usually include participation by External Assessors and a member of the University Court.

For appointment to the role of Head of School, the Head of School protocol should be followed.

Head of School:

Principal

Senior Vice-Principal

University Secretary

2 members of School staff

2 External Assessors +

Member of University Court

Student Representative from within the School

Head of Section:

Principal

University Secretary

Senior Vice-Principal

Senior member of Administration staff

Senior member of Academic staff

External Assessor +

Member of University Court

+ It is the normal expectation that External Assessors will attend the Selection Committee. In the event that the External Assessors are unable to attend in person, written comments will be sought instead

3. PROFESSOR/ADMINISTRATIVE GRADE 9

All selection committees for appointing to Professorial/Administrative Grade 9 positions will be convened by the Principal (or nominated deputy) and will include participation by External Assessors.

** Professorial Appointment:*

Principal or Senior Vice-Principal

Head of School

Member of the School with expertise in the discipline

2 External Assessors

* When appointing to a Clinical Chair which will entitle the postholder to be awarded Honorary Consultant Status from NHS Grampian, 1 representative from NHS Grampian and 1 National Panellists must also participate in the selection committee.

When appointing to a Church Chair, representatives from the Church of Scotland must also participate in the selection committee.

Administrative Grade 9 Appointment:
Principal
University Secretary
Head of Section (if appropriate) or Senior member of Administration staff
1 External Assessors

4. ACADEMIC APPOINTMENTS

All selection committees for appointment to Academic positions (i.e. Lecturer, Senior Lecturer and Reader) within the University will be convened by the Head of School (or nominated deputy), a representative from the appropriate Academic discipline and one other member of academic staff.

5. RESEARCH APPOINTMENTS

All selection committees for appointment to Research positions within the University will be convened by the appropriate Principal Investigator (or other nominated deputy) and will usually include a minimum of 2 other individuals from the School.

6. TEACHING APPOINTMENTS

All selection committees for appointment to Teaching positions within the University will be convened by the appropriate Head of School (or nominated deputy) and will usually include a minimum of 2 other individuals from the School.

7. PROFESSIONAL SERVICES STAFF APPOINTMENTS (GRADES 5-8)

All selection committees for appointment to Professional Services positions within the University between Grades 5 and 8 will be convened by a senior manager from within the appropriate School/Section, and will include a minimum of 2 other individuals, usually from within the School/Section.

8. PROFESSIONAL SERVICES STAFF APPOINTMENTS (GRADES 1- 4)

All selection committees for appointment to Professional Services Staff positions within the University between Grades 1 and 4 will be convened by the Line Manager or a senior manager from within the appropriate School/Section, and will include a minimum of one other individual, usually from within the School/Section.

Note: While the minimum number of people in a selection committee has been specified, care should be taken not to have an excessive number of people on the panel as this can be intimidating for the candidates and unnecessary.

There are a number of activities with certain roles which would legally require an individual to have a health assessment *undertaken prior to the individual commencing work. These are undertaken in conjunction with HR and the University Occupational Health Service.*

These would include but are not limited to:

- Individuals undertaking regular night shifts without shift rotation
- Those individuals who are classed as “Classified Persons” under the ionising Radiation Regulations
- Individuals exposed to laboratory animal allergens
- For drivers of Group 2 vehicles
- For those working at height
- Exposure to vibration above a specific exposure action value
- Exposure to noise levels presenting risk to hearing
- Exposure to substances hazardous to health

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