

Recruitment and Selection Policy

1. Purpose

The purpose of this recruitment & selection policy is to ensure:

- a professional and consistent approach to recruitment & selection;
- adherence to Swift Brickwork Contractors Ltd & Diversity Policy
- that members of staff are recruited on the basis of their ability; and managers are able to attract & recruit high calibre staff.
- ensure that every director regularly reviews the organisation of their directorate and the job responsibilities and roles of individuals within it. This will be completed through the individual performance review process, when a vacancy arises, and at regular resource planning meetings;
- ensure that managers consider the extent to which vacant posts could lend themselves to flexible working (e.g. job sharing) to attract a wider range of candidates;

2. Scope

This policy applies to all internal and external applicants for jobs.

3. Policy Statement

3.1 We want to constantly improve our performance as an organisation. In order to make this a reality, we need to recruit from the widest possible pool of talent.

3.2 Swift Brickwork Contractors Ltd aims to attract and recruit people with diverse backgrounds, skills, and abilities, who will enhance the quality of service and contribute to Swift Brickwork Contractors Ltd success.

3.3 Swift Brickwork Contractors Ltd is committed to providing opportunities for development and career progression to current employees. This means that Swift Brickwork Contractors Ltd will normally advertise vacancies both internally and externally. However, in exceptional circumstances and on rare occasions, there may be a strong business case for making appointments without advertising the opportunity.

3.4 In order to achieve these objectives Swift Brickwork Contractors Ltd will:

- endeavour to reach traditionally under-represented groups and ensure that discrimination does not take place at either the attraction or selection stage;
- ensure that, where a vacancy exists, posts are normally advertised externally, unless exceptional circumstances exist;
- ensure that recruitment procedures are regularly updated in line with changes in legislation and best practice;
- ensure that the administration of the selection process is user friendly and carried out to the highest professional standard.

4. Responsibilities

All recruitment will be the responsibility of the senior contracts managers and approved by the head of that department.

5. Identification of a Recruitment Need

5.1 If an established post becomes vacant or a new position of any nature is proposed, the line manager/ manager, will establish if they are employed or self-employed.

If employed contact terms and conditions of employment will be issued with guidance from or HR advisor.

If self employed contract terms of employment will be issued by 3rd party payroll company Vyce.

5.2 When approval has been granted, consideration should be given to whether the main accountabilities of the role could be satisfactorily met on a part-time or job-sharing basis.

6. Job Description & Person Specification

6.1 A job description is a key document in the recruitment process and must be finalised prior to taking any further steps in the process. In instances of a new role or material changes to an existing role, HR will support the manager in drafting this document.

6.2 Within the job description, there will be a section dedicated to the person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to perform the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

7. Advertising the Vacancy

7.1 Internal methods
Swift Brickwork Contractors Ltd may use a number of internal advertising methods such as mail shots, bulletin boards, letters along with the Vyce app.

Where exceptional circumstances apply, the appropriate director may take a decision not to advertise a role

internally. Every effort will be made to explain the reason for the decision to the relevant team as soon as possible after the appointment is confirmed.

7.2 External methods

Swift Brickwork Contractors Ltd may use a number of options to generate interest from individuals outside the organisation, including placing advertisements via recruitment agencies, in newspapers, specialist journals, on online job boards and Vyce app, on Swift Brickwork Contractors Ltd website, and LinkedIn page. Irrespective of the medium used, all advertisements need to be designed and presented effectively to ensure that the widest ranges of high-calibre candidates are attracted.

8. Applications and Shortlisting

8.1 In order to facilitate a time-efficient process and minimise the burden on the majority of Swift Brickwork Contractors Ltd highly skilled candidates who often prefer to meet with recruitment agencies, Swift Brickwork Contractors Ltd will, where appropriate, accept the submission of a curriculum vitae as an application for a vacancy. In some instances, Swift Brickwork Contractors Ltd may ask candidates to submit further information to demonstrate their suitability for the role (e.g. how they meet the advertised criteria in a cover letter).

M Walsh
Managing Director