

The Grampian Valuation Joint Board

1.0 STATEMENT OF POLICY

1.1 The purpose of the recruitment and selection policy is to ensure that The Board recruits the right employees, matching people to work:

- Fairly and efficiently;
- In line with agreed staffing levels;
- Within agreed recruitment and advertising budgets;
- To meet its operational requirements and strategic aims.

1.2 The policy aims to contribute to and support the contraction, when required, and re-shaping of The Board's workforce to achieve:

- A sustainable and skilled workforce for the future aligned to The Board's priorities, maximising the potential of current employees;
- Providing security of employment for those who want it;
- Minimising compulsory redundancies as far as possible.

1.3 The Board is committed to ensuring that:

- recruitment and selection incorporates the principles of equality and fair treatment of all job applicants
- the workforce reflects as far as possible minority groups within the local community where this contributes to facilitating the delivery of continually improving, efficient and effective services.

2.0 SCOPE

2.1 This policy applies to all employees.

2.2 Procedures for recruitment to the Assessor and Depute Assessor posts are contained within the Recruitment Procedure for the Appointment of Senior Staff, which complements this policy and related procedures.

3.0 GENERAL PRINCIPLES

3.1 The Board is committed to establishing an effective and appropriate workforce to enable the Assessor and ERO to achieve the operational requirements and strategic aims in relation to the valuation rolls, valuation lists and electoral

registers. It is the Board's policy that all recruitment and selection activities are based on the following principles:

- Selection for interview and appointment is based on the competencies, aptitude, potential and transferable skills of candidates, whilst also giving consideration to the skills, experience and abilities necessary to do the job;
- A range of tools may be used to determine the suitability of candidates for posts including psychometric tests, assessment against clearly defined competencies, interviews and practical tests and demonstrations when required;
- Opportunities are available for 'at risk' Board employees in the first instance, followed by encouraging internal movement for existing employees by advertising suitable vacancies internally, before moving to external adverts whilst still giving priority status to 'at risk' employees; please refer to the Internal Recruitment Policy
- Creative and cost-effective alternatives solutions are considered before filling posts and some posts may be frozen, amended or filled on a temporary basis as a result;
- All appointments are subject to Disclosure checks.
- Use of a robust and transparent selection process with measures in place to ensure no discrimination towards minority groups within the community;
- Disabled applicants who meet the minimum selection criteria for the job are guaranteed an interview;
- The Board works towards a workforce which matches, as closely as possible, the demographic make-up of the population of Grampian;
- All officers involved in the recruitment and selection process are suitably trained.

4.0 RESPONSIBILITIES

4.1 All those involved in the recruitment and selection process are responsible for:

- Familiarising themselves and adhering to the recruitment and selection policy;
- Carrying out recruitment fairly and without prejudice;
- Attending training as required;
- Keeping applicants' personal details confidential.

4.2 All managers are directly responsible for implementing this policy within their service areas and for the adherence of their staff to the policy.

4.3 All recruiting managers should receive training course on the corporate training programme before undertaking any recruitment activity

4.4 The Chair of the Recruiting Panel will ensure that the selection activity is carried out in accordance with The Board's policy and good recruitment practice

- 4.5 Recruiting managers should also ensure that administrative arrangements required to support the recruitment and selection process are made to ensure completion of each stage of the process within appropriate timescales.

6.0 COMPLAINTS

- 6.1 Applicants are advised of the Complaints Procedure in the Information for Applicants booklet.

Candidates are informed that in the event of a complaint they can refer the matter to the Assessor or the Equality and Human Rights Commission.

7.0 FURTHER SUPPORTING GUIDANCE AND DOCUMENTS

- Recruitment and Selection Procedure
- How To Guides:
 - How to write a job description
 - How to draft a recruitment advertisement
 - How to use competencies in recruitment
 - How to conduct an interview
 - How to interview candidates with disabilities
 - How to process interview notes
- Standard Forms:
 - Job Description template
 - Person Specification template
 - Rehabilitation of Offenders form
 - Reference (Character)
 - Reference (Employer)
 - Pre-Placement Health Questionnaire