



Brothers of Charity Services Galway

We support people to be valued citizens in their local community, to have ordinary life experiences and to be closely connected to family and friends. We are committed to supporting people to make choices about their lives and to the provision of quality services that meet people's needs.

Brothers of Charity Services Galway Vision Statement

Brothers of Charity Services Galway Staff Recruitment Policy

POLICY No: 2008/04 Reviewed January 2015

Director of Services:

Anne Gearty

Review Date: 2018

Date:

January 2015

Responsible for Review: HR Department

Linked to:

Brothers of Charity Services Galway Policy on Garda Vetting

Brothers of Charity Services Galway Recruitment and Selection Procedures

Brothers of Charity Services Galway Policy and Procedure on Staff Induction

Brothers of Charity Services Galway Recruitment Guidelines for Applicants

Table of Contents:

1. Policy
2. Purpose
3. Scope
4. Accountability
5. Procedures
6. Review
7. Consultations
8. Membership of Working Group

1. Policy

It is the policy of the Brothers of Charity Services Ireland to recruit and retain staff of the highest calibre with the qualifications and experience necessary to provide an efficient and effective service. We do this through the application of a detailed and transparent recruitment and selection procedure and through the application of all relevant employment legislation including Employment Law and The Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults with Disabilities) regulations 2013 (HIQA Regulations). The selection, interview and recruitment process follows best practice in relation to equal opportunities and respects the diversity of prospective candidates. Selection for appointment is based on merit.

We seek to offer quality person-centered services which support the people who use our Services to be valued citizens in their local community, to have ordinary life experiences and to be closely connected to family and friends. We are committed to supporting people to make choices about their lives and to the provision of quality services that meets people's needs. To do this staff of the Services are called on to constantly challenge our perspectives, our attitudes, our actions and our responses to those who use the Services. Therefore, flexibility and a readiness to change is an essential requirement of each person working with the Services.

2. Purpose

The purpose of this Policy is to ensure that the most suitable candidate is selected (in line with best practice, legal requirements and service need) for appointment to a position within the Brothers of Charity Services Ireland.

3. Scope

This policy applies to the HR Department, every person in a management role, all staff involved in the recruitment process, any individual external to the organization who is invited to participate in selection and/or interview panels, and to those who apply for positions.

4. Accountability

The Applicant

All applicants for employment in our services must electronically complete the relevant Brothers of Charity Services Ireland application form and adhere to the Recruitment Guidelines for Applicants. Interview Panels must adhere to the Recruitment and Selection Policy and Procedures. The Human Resources Department will ensure that all

recruitment is transparent and conforms to legislative and best practice requirements. Applicants for employment must ensure that all information provided is accurate and that he/she co-operates fully with the recruitment and selection process.

The Human Resources Department

The Human Resources department must ensure the correct application of these policies and procedures. The Recruitment and Selection Policy is administered by the Human Resources Department and this is operated on a strictly confidential basis

The Chairperson

The Chairperson of the interview panel is required to ensure that all required information and documentation is received from the candidate at interview and that this documentation and information is submitted to the Human Resources Department. It is the responsibility of the Chairperson of the Interview Panel to ensure that all information is correctly completed on the application form. The chairperson should also ensure that each candidate submits completed Garda Vetting documentation, a recent signed passport photograph and copies of relevant qualification documentation on the day of interview.

5. Recruitment Procedure

- a) When a vacancy arises a job analysis is carried out by the relevant line manager in conjunction with members of the team and the people who use the Services to decide if the vacancy should be filled or if an alternative should be proposed.
- b) The filling of all vacancies is approved by the Sector Manager/Head of Department/Service Managers. All permanent vacancies are approved by the Vacancy Review Group/Management Team.
- c) In advance of a vacant post being advertised, a detailed job description is prepared to support the recruitment and selection process, and ensure the best possible outcome to meet the Service needs.
- d) The criteria to be used in short listing prospective candidates are agreed in advance, and are transparent and directly relevant to the post.
- e) All applications will be screened for eligibility using the essential qualifications, experience and skills criteria that are outlined in the job description.
- f) The panel appointed to interview candidates will have the relevant knowledge, experience and skills to select the best possible candidate to fill the vacancy.
- g) Vacant posts are advertised on one, or a combination of, relevant websites, local and national newspapers, and/or internal notice boards.
- h) Applications for vacant posts must be submitted electronically on the relevant Brothers of Charity Services Application Form within the specified time frame.
- i) All applications for posts will be treated in strict confidence subject to the Freedom of Information Act 1997 and the Data Protection Acts 1988 and 2003.
- j) All candidates are required to complete the Garda Vetting Documentation and agree that the Brothers of Charity Services may process their application through the Garda Vetting system. Candidates must also submit a recent passport size

- photograph signed by the candidate on the back of the photograph. Candidates must also submit a copy of his/her relevant qualification documentation.
- k) Candidates will be required to undergo a medical assessment or complete a medical questionnaire in advance of appointment to any post.
 - l) References in line with Health Act regulations are sought in relation to all prospective appointments. These may be both written and verbal and from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. One of these references must be from the candidate's most recent employer (if any). The Brothers of Charity Services reserves the right to determine the merit, appropriateness and relevance of such references and referees.
 - m) Feedback will be given to candidates who are unsuccessful upon request.
 - n) Offers of employment are made in writing.
 - o) Selected candidates are given a written contract of employment.
 - p) All new employees undergo an Induction Programme. All new employees undergo a Probationary Period the duration of which may vary depending on the nature of the job.

5. Review

This policy will be reviewed in light of changing employment legislation and best practice and HIQA recommendations and will be reviewed on or before January 2018.

6. Consultation

HR National Standing Committee
National Policy Review Group

7. Membership of the Working Group

HR National Standing Committee