

Recruitment Policy

December 2017

1 Principles and Aims

- 1.1 The University aims to attract and retain the best talent to facilitate its on-going success as an internationally renowned place of study for Art, Design, Media and Performance.
- 1.2 In doing so, the University strives to be an Employer of Choice with a strategic approach to attracting, retaining and motivating high calibre staff; while maintaining standards of quality.
- 1.3 Effective recruitment and selection of employees is vital to the success of the University and the learning experience of the students.
- 1.4 Our aim is therefore to attract outstanding candidates:
 - 1.4.1 who meet the needs of the University based on their knowledge, skills, behaviour and aptitude;
 - 1.4.2 who are most appropriately qualified to achieve success in their role;
 - 1.4.3 who understand and can effectively contribute to the ethos, values and strategic direction of the University.
- 1.5 The University also aims to recruit in an objective, consistent and transparent manner, reflecting employment law and best practice, aligned to the needs of the University and sector.
- 1.6 In doing so, the University aims to ensure equality of opportunity and consistency in approach for all applicants regardless of any protected characteristics (e.g. age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, sexual orientation), or role within the University; and to follow the principles under the Positive about Disability symbol.
- 1.7 The principles of the Recruitment Policy apply to the recruitment and selection of all staff employed by the University. The Recruitment Procedure applies to the recruitment and selection of staff employed by the University in established posts, excluding Visiting Tutor. It does not apply to Casual Worker posts.
- 1.8 All staff involved in any stage of recruitment and selection should adhere to the policy and procedure; any agency involved with the University must also follow the principles of the policy.

2 Responsibility and Authorisation

- 2.1 The University Management Team and Line Managers at the University have responsibility for ensuring that the processes relating to recruitment are adhered to.
- 2.2 Human Resources has responsibility for ensuring effective, appropriate and compliant recruitment procedures are in place; providing support to recruiting managers and applicants during the process.
- 2.3 The Principal and Vice Chancellor has overall responsibility for recruitment at the University and the Head of HR is the designated budgetary signatory. In the absence of the Principal and Vice Chancellor the Deputy Vice Chancellor is the designated authority.

3 Related documents

- 3.1 The following policies and procedures, which can be accessed through the AUB intranet, are related to this one:
- 3.1.1 The Recruitment Procedure
 - 3.1.2 The Equality at Work Policy
 - 3.1.3 Relocation and Interview Expenses Policy
 - 3.1.4 The Safeguarding Policy and Guidelines
 - 3.1.5 Associated Recruitment Guides, e.g. Shortlisting & Selection Guide, Interview Panels Guide, Shortlisting and Interview Panel Responsibilities Guide, Employment Checks Guide, Making an Offer of Appointment – Management Guide, Employing Migrant Workers and Engaging International Business Visitors – Management Guide.

4 General

- 4.1 The University will recruit where possible from within the European Economic Area as indicated by the Asylum & Immigration Act 1996. If the University is unable to attract a suitable candidate it may seek to recruit from outside the EEA. Guidelines issued by the Home Office will be followed in this instance.
- 4.2 The University will recruit in accordance with the Rehabilitation of Ex-offenders Act 1974.
- 4.2.1 Academic and other staff working with under 18s will be required to declare any convictions, cautions, reprimands or final warnings that are not ‘protected’ as defined by the Act at the time of application.
 - 4.2.2 The University will conduct risk assessments on the nature of previous convictions and will make appropriate decisions based on the outcomes of such risk assessment.
- 4.3 The University will conduct medical and reference checks on all new appointments in established posts. Medical checks are carried out for new Visiting Tutors and Casual Workers. Offers of employment are subject to these checks being completed satisfactorily.
- 4.4 The University will not recruit unless there are suitable candidates to fill the roles.
- 4.5 The Human Resources department maintains accurate recruitment information and acts in accordance with the Data Protection Act 1998. Some data may be used for statistical reporting to monitor the recruitment processes including Equality and Inclusivity.
- 4.6 If an applicant wishes to appeal against a decision made as part of the recruitment and selection process, they should write to the Head of HR in the first instance. A member of the Senior Management Team will conduct an investigation and notify of the decision within a timely manner.

5 Commitment to Disabled Applicants and Employees



- 5.1 The University has been awarded the right to use the Disability Confident Employer badge (previously the ‘Two Ticks’ scheme) which highlights the University’s commitment to good practice in employing people with disabilities. Our commitments are:
- 5.1.1 To guarantee an interview to all applicants with a disability who meet the minimum criteria for a job vacancy;

- 5.1.2 To ask disabled employees at least once a year what the University can do to make sure they can develop and use their abilities at work;
 - 5.1.3 To make every effort when employees become disabled to make sure they stay in employment;
 - 5.1.4 To take action to ensure that key employees develop the awareness of disability needed to make the University's commitments work; and
 - 5.1.5 Each year, to review these commitments and what has been achieved, plan ways to improve on them and inform employees about progress and future plans.
- 5.2 In addition applicants to the University with a disability can:
- 5.2.1 Be assured of impartial consideration of their applications;
 - 5.2.2 Be guaranteed an interview if they meet the minimum essential criteria for the post;
 - 5.2.3 Visit the University to assess the proposed working environment for accessibility;
 - 5.2.4 Discuss their needs for interview with Human Resources;
 - 5.2.5 Be provided with assistive aids i.e., hearing loop or a signer to aid communication at interview; and
 - 5.2.6 Be provided with constructive feedback, if their application is unsuccessful.
- 5.3 During application disabled candidates will be given the opportunity to suggest reasonable adjustments to the recruitment and selection process to meet their individual circumstances.

The Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an Equalities Strategy and Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the Equalities Strategy.

This policy has been subject to an equality analysis to ensure consideration with regard to the provisions of the Equality Act 2010.
Date of last EA review: November/2013.