



Service Policy: PODPOL22 Recruitment Policy

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Version	Date	Author	Reasons for Change
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0.2	April 2022		Updated
0.3	Feb 2023		Updated

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X	2023	ED&I Team	Located on Portal

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc. Type	Ref No.	Title	Location

Distribution List:

Name	Position	Department

Sign-Off List:

Name	Position
Nick Mernock	Director of People and Organisational Development

Target Audience:

All MFRS	Principal Officers	Senior Officers	Operational Crews	Fire Safety	Community Fire Safety	Support Staff
x						

Ownership:

FOI exemption required?	Yes	URL
	No	Reason

Legislation:

Title
Equality Act 2010
The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000
Data Protection Act 2018/GDPR

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PODPOL22 :RECRUITMENT POLICY

1. Policy Introduction and Background:

The Recruitment policy sets out the organisation's intent of attracting and recruiting a diverse workforce, which can deliver on the Service's objectives as set out in the Integrated Risk Management Plan (IRMP). We believe it is imperative that processes, which support Recruitment such as Positive Action, workforce planning and selection assessments, are adopted throughout the Service to maintain a positive relationship with candidates and in maintaining our strong employee brand.

MFRS are committed to the safeguarding of children, young people and adults at risk and recognise that the protection and safety of these individuals is 'everyone's responsibility' and as such, the contents of this Service instruction relates to the safe recruitment of MFRS staff either in a paid or voluntary capacity.

This Recruitment Policy will continue to consider a range of factors:

- ❖ We believe it is important to continue to build upon the work we have undertaken to attract a more diverse workforce, which reflects the communities of Merseyside. Having diverse workforces enables us to better understand and serve our communities. We recognise the importance of eliminating unconscious bias from the selection processes and actively strive to achieve this. Similarly, it is important to highlight the diversity of roles as well as career opportunities.
- ❖ We recognise the value of succession planning and therefore will adopt a workforce planning approach to both recruit future talent as well as retain the skills and experience.
- ❖ We will also consider projected retirements and leavers ensuring that we have sufficient people with the right skills and experience to replace the skills that we will be losing.
- ❖ We continue to recruit using the technical requirements of the job by considering skills, knowledge and experience but also acknowledging the significance of values in determining attitude, behaviour and mind-set.
- ❖ We will use a wide range of selection methods administered by highly qualified staff that tests the competencies of potential candidates.
- ❖ We will ensure that MFRS meets its commitment to safeguarding and promoting the welfare of children, young people and adults at risk.
- ❖ We maintain our commitment to values based recruitment knowing that values are significant in attracting a greater diversity and candidates with the right attitude.

2. Policy Explanation:

The Recruitment Policy will aim to deliver on the following points:

1.) Implement initiatives as outlined in the Positive Action Policy including:

- Building on-going relationships with stakeholders in our communities to promote MFRS and our career paths.
- Hold Positive Action events to promote certain roles within the organisation.
- Utilise social media to communicate our brand and careers through different mediums and target those communities who are under-represented within our workforce.

2.) Continually utilise best recruitment practices including:

- Ensuring our organisational values are central to all recruitment processes.
- Adhering to relevant legislation.
- Recruitment practitioners are up to date with developments within own professional field.

3.) Promote MFRS as an 'Employer of Choice' across Merseyside through:

- Exceeding hiring manager and candidate expectations by delivering outcomes with realistic timescales and resources.
- Listening to what our community members want.
- Continuously look to improve the services we offer to support the organisation's objectives.
- Providing a positive candidate experience throughout not withstanding selection outcomes.

How the aims will be achieved:

1.) Utilising fair and consistent selection processes:

- Appoint only the best people for roles who have evidenced objectively throughout the selection process our organisational values and skills required for the role.
- Working in partnership with hiring managers to provide excellent support and guidance.
- Regularly reviewing selection processes to ensure that they are fit for purpose.

- Ensuring our values inform the selection processes used and selection decisions made.
- 2.) Promoting MFRS employer brand as a representative of our values and a good publicsector organisation:
- Develop a communication strategy for the organisational branding and values and promote across all social media platforms.
 - Identify talent pools within Positive Action initiatives and offer regular support and advice to these individuals around preparing for future recruitment.
 - All advertisements for MFRS vacancies will make clear our commitment to safeguarding and promoting the welfare of children, young people and adults at risk.
- 3.) Review recruitment materials to ensure that they are fit for purpose:
- Ensure Job Descriptions and Person Specifications are current and reflective of the role.
 - Ensure all communication related to recruitment processes are adhering to employmentlegislation and promote the use of Positive Action as necessary.

3. Policy Implementation:

This Policy will be implemented through a wide variety of practices, which aim to positively attract and recruit a diverse workforce, and through the utilisation of best practice recruitment and selection tools.

Through our Positive Action initiatives we will make candidates from under-represented groups aware of employment opportunities within the Authority, i.e. Females; Black, Asian and Minority Ethnic (BAME); and LGBT+ communities. Practical support may also be provided to applicants from under-represented groups. This is to ensure that our workforce reflects the diverse communities of Merseyside

The Positive Action strategy outlines Long, Medium, and Short term Positive Action objectives. The HR Services and Recruitment Team will continue to ensure that Positive Action is a continuous approach throughout the year. We believe that Positive Action should be 'business as usual' for the organisation.

Through using best practice recruitment and selection approaches, the organisation can ensure that the most appropriate tools are being utilised to identify talent to each role across the Service.

In its commitment to deliver a positive candidate experience, successful candidates will begin an on-boarding journey once an offer of employment is made. On-boarding is

designed to welcome new starters into the organisation and provide them with information which will assist with their transition into a new work environment.

The HR Services & Recruitment team will review all processes regularly to ensure that they

deliver on the wider objectives of the People Strategy.

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deliver on the wider objectives of the People Strategy.

In support of the staff career development and lateral development opportunities, clarification will be found within the Recruitment SI around processes for internal secondments within the organisation.

The policy will implement its aims within its legal obligations specifically in relation to the Equality Act 2010; The Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; and the General Data Protection Regulations. The aim is that no individual is treated less favourably due to a protected characteristic or personal circumstances. Information held on a candidate will be in an objective manner and will be archived as per Service retention schedules.

Prior to commencing employment with MFRS, successful candidates should read the following policies and complete the appropriate E-Learning modules:

- SI 0713 Safeguarding Children, Young People and Adults at Risk
- Safeguarding Basic Awareness (LearnPro)
- Prevent and Channel Home Office Training

All policies can be found on the [Website](#)
