# Statement and Purpose

Natural Resources Wales (NRW) recognises that its employees are fundamental to its success and that we need people with the right skills in the right place at the right time to meet the demands of the business

This policy ensures that our recruitment and selection policy will:

* Be fair and consistent;
* Be non-discriminatory
* Conform to all statutory regulations and agreed best practice.

# Compliance

The key strategy that will underpin vacancy filling in NRW is the Civil Services Commissions Recruitment Principles. The principles include the requirement that permanent appointments must be made on merit through fair and open competition.

# The Policy

* We will work within current employment legislation and where appropriate, adopt best practice guidelines to ensure a fair and equitable recruitment process.
* NRW is committed to equality of opportunity, which means that recruitment will identify the most suitable person for the post, regardless of age, gender, disability, religion or belief, race, sexual orientation or transgender status and be free from discrimination.
* All of NRW’s recruitment exercises will be conducted in line with NRW’s Welsh Language Scheme. NRW conducts business bilingually in English and Welsh and values communication skills in both English and Welsh.
* Natural Resources Wales has a Guaranteed Interview Policy Statement to support those with a disability (see Appendix 1). This means that any applicant with a disability that meets the minimum criteria for the post will be offered an interview.
* Reasonable adjustments will be made for those who have declared a disability under the Equality Act 2010.
* NRW promotes equal opportunity for all with the right mix of talent, skills and potential, including those with criminal records (see Appendix 2).

# General Principles

* Vacancies will be advertised on the Natural Resources Wales internet site for external posts and intranet site for internal posts. On occasion vacancies may also be advertised in the press, recruitment websites and/or specialist media to allow openness and generate maximum applications.
* Appointment will be made on merit on the basis of fair and open competition (where exceptions do not apply – see below):

Merit - means the appointment of the best available person

Fair - means there is no bias in the assessment of candidates

Open- means that applicants will be given equal and reasonable access to information about the job.

* The selection panel will include the recruiting line manager and one or more other managers not attached to the post.
* Wherever possible there should be a gender balance on the panel.
* Where fluency in Welsh is an essential requirement for a post, the interview panel will include sufficient fluent Welsh speakers to test the candidate’s level of ability in Welsh. If this is not possible a separate language assessment may need to be conducted before or after the interview.
* All candidates may request feedback following their application.

# Roles and Responsibilities

As anemployeeyou are expected to:

* Be responsible for your own career development
* Fully participate in the selection process if you are interested in a vacancy

As a Panel Member you are expected to:

* Comply with all recruitment authorisation procedures
* Implement the policy and its procedures effectively, fairly and promptly when a vacancy arises
* Complete Unconscious Bias training (1 hour e-learning module available through Civil Service Learning)
* Provide constructive feedback to candidates.

The Recruitment Teamhaveresponsibility for:

* Advising managers on possible resource options / selection methods
* Advising managers on applying the policy and its procedures
* Co-ordinating recruitment activities efficiently

# Exceptions

NRW recognises certain exceptions from the principle of appointment on merit through fair and open competition. These exceptions are:

* Short-term temporary appointments up to a maximum of 2 years to give managers the flexibility to meet short-term needs
* Short-term temporary appointments up to a maximum of 2 years where highly specialised skills and experience are required
* Secondments

Your HR Business Partner will be able to advise you whether your situation meets this criteria.

# Recruitment Monitoring

Job Applicants will be asked to provide relevant information to enable us to monitor the effectiveness of our equal opportunities and diversity policies.

# Other relevant information

Vacancy Filling Procedure

Vacancy Filling Flowchart

Recruiting Manager’s Toolkit

How to recruit staff and fill vacancies intranet page

# Equality and Diversity

We are committed to a policy of equality and diversity, the aim of which is to ensure that no employee receives less favourable treatment on the grounds of their age, disability, gender reassignment, being married or in a civil partnership, pregnancy, race, gender, sexual orientation or religion, belief or non-belief.

An Equality Impact Assessment is currently being produced for this Policy

# Contact

This policy and related procedure is owned by Organisational Development and People management.

Developed and agreed in partnership with the representing Trade Unions

# Approval

Approved by Ashleigh Dunn, Executive Director Organisational Development and People Management.

# Version

Updated December 2015.

For first review in 12 months’ time and then every two years. Amendments will be made sooner where a relevant change in legislation or business requirement occurs and following discussions with the representing Trade Unions.

# Appendix 1

# Guaranteed Interview Policy Statement

Natural Resources Wales has a Guaranteed Interview policy to support those with a disability. This means that any applicant with a disability that meets the minimum criteria for the post will be offered an interview.

Once you have read the information below, if you consider yourself to have a disability and would like to be considered as part of our Guaranteed Interview Policy, please declare on your Expression of Interest.

The Equality Act 2010 defines disability:

* someone with a physical or mental impairment
* someone with an impairment that has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

 For the purposes of the Act these words have the following meaning:

* ‘substantial’ means more than minor or trivial
* ‘long-term’ means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
* ‘normal day-to-day activities’ include everyday things like eating, washing, walking and going shopping

People who have a disability in the past that meets this definition are also protected by the Act.

# Appendix 2

# External Recruitment of People with Criminal Records – Policy Statement

Natural Resources promotes equal opportunity for all with the right mix of talent, skills and potential, including those with criminal records. The selection of candidates for interview will normally be based on skills and/or qualifications and experience.

For the majority of roles in Natural Resources Wales we will only undertake basic disclosure checks1.  This means only “unspent convictions”2 will be considered3.   The candidate is asked to provide details of any “unspent convictions” on the Character Enquiry form.

However, for some positions we are entitled to ask questions about an individual's entire criminal record.  This is called an enhanced disclosure and these will only be undertaken where it is relevant to the particular role.   When an enhanced disclosure is necessary, all recruitment information will state that we will request an enhanced disclosure in the event of the position being offered.

A disclosure forms part of the recruitment process, we will therefore encourage all applicants selected for interview to provide details of any criminal record at an early stage in the application process.  We ask that this information be sent under confidential cover and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We will discuss any offences or other matters that might be considered relevant to the position concerned with the applicant at interview or at a separate discussion.  Failure of the applicant to disclose relevant information may result in withdrawal of an offer of employment and/or termination of employment.

The existence of a criminal record does not mean that employment will not be offered.  The decision will be based on the following criteria:

* How serious the offence was;
* How recently it was committed;
* The age of the applicant at the time of the offence to determine whether it was an act of immaturity;
* Whether it was an isolated incident or part of a series of offences;
* Any deliberate attempt to mislead.

If you have any queries on this policy please contact People Services.

## Relevant Rehabilitation Periods

|  |  |
| --- | --- |
|  | Rehabilitation Period |
| Sentence | People aged 17 or under when convicted | People aged 18 or over when convicted |
| Prison sentences1 of 6 months or less | 3 ½ years | 7 years |
| Prison sentences of more than 6 months to 2 ½ years | 5 years | 10 years |
| Borstal (abolished in 1983) | 7 years | 7 years |
| Detention centres (abolished in 1988) | 3 years | 3 years |
| Fines2, compensation, probation3, community service4, combination5, action plan, drug treatment and testing, and reparation orders | 2 ½ years | 5 years |
| Absolute Discharge | 6 months | 6 months |

Table Footnotes:

1 Including suspended sentences youth custody (abolished 1988) and detention in a young offender institution (abolished for those under 18 in 2000 and for those aged 19-20 in 2001)

2 Even if subsequently imprisoned for fine default

3 People convicted on or after 3 February 1995. These orders are now called community rehabilitation orders

4 These orders are now called community punishment orders

5 These orders are now called community punishment and rehabilitation orders