

## **Recruitment and Selection**

1. No applicant for a position on the Circuit Executive shall suffer discrimination or detriment by reason of any of protected characteristic.
2. Members of Circuit who are involved in selection or recruitment of Circuit Officers, employees and contractors shall ensure that they are familiar with Circuit's Equality & Diversity Policy.
3. Circuit's recruitment and selection procedures shall kept under review to ensure that they are consistent with Circuit's Equality & Diversity policy and that individuals are treated on the basis of their relative merits and abilities.
4. Circuit shall ensure that:
  - a. Where Circuit Officer vacancies arise, they are advertised to all members of Circuit; or
  - b. Where vacancies arise for employees or contractors, they are advertised to a diverse market;
  - c. And, in either case, consideration shall be given to including in any advertisement a short statement relating to equal opportunities.
5. Advertisements for any Circuit position shall avoid stereotyping or using language that may discourage groups with a protected characteristic from applying.
6. Applicants for any position should not be asked:
  - a. About health or disability before any appointment is offered unless for the purpose of
    - i. Establishing if an applicant can perform an function that is intrinsic to the role concerned (subject to reasonable adjustments);
    - ii. Establishing if an applicant is fit to attend an assessment or establishing any reasonable adjustments that may be need at interview or assessment;
    - iii. Positive action to recruit disabled persons;
    - iv. Equal opportunities monitoring (which will not form part of the decision-making process).
  - b. About past or current pregnancy or future intentions related to pregnancy;
  - c. About matters concerning marital/civil partnership status, age, race, religion or belief, sexual orientation, or gender reassignment.
7. To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged, Circuit shall monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment/selection procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment/selection or any other decision related to their position on Circuit.
8. Selection procedure for Circuit Officers:
  - a. Candidates will be required to answer 4 competency-based questions;
  - b. The competency-based questions will blind marked and allocated a score;
  - c. The two highest scoring candidates will then be interviewed by a Selection Committee of members of the Northern Circuit appointed by the Circuit Leader;
  - d. A Selection Committee shall be comprised of:
    - i. At least one representative of the Circuit Executive (excluding the EDSM Officer);
    - ii. At least one of the Circuit EDSM Officer or Deputy EDSM Officers
  - e. The Selection Committee will decide the best candidate based on a competency-based interview with objective marking.