



Service Policy: Recruitment

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Document Control

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March 2020	April 2021	Sara Fielding	Mike Pilkington	Sue Nash

Amendment History

Version	Date	Author	Reasons for Change
1.0	March 2020	Sara Fielding	

Equalities Impact Assessment

Initial	Full	Date	Reviewed by	Comments
x				Will be reviewed

Civil Contingencies Impact Assessment

Date	Reviewed by	Comments

Related Documents

Doc. Type	Ref No.	Title	Location

Distribution List

Name	Position	I/R

Sign-Off List

Name	Position
Nick Mernock	Director of POD

Target audience

All MFS	X	Ops Crews	Fire safety	Community FS	Support Staff
Principal off.		Senior off.	etc	etc	etc

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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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.

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 a diverse workforce 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 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 outlines 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 customers 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 public sector 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.

3.) Review recruitment materials to ensure that they are fit for purpose:

- Ensure Job Profiles and Person Specifications are current and reflective of the role.
- Ensure all communication related to recruitment processes are adhering to employment legislation 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

Long term, Medium term and Short term Positive Action initiatives have been established which the Recruitment and Development Team will continue to undertake 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.

The Recruitment Service Level Agreement will assist in the management of expectations with both hiring managers and candidates.

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 Recruitment & Development team will review all processes regularly to ensure that they 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.

POLICY