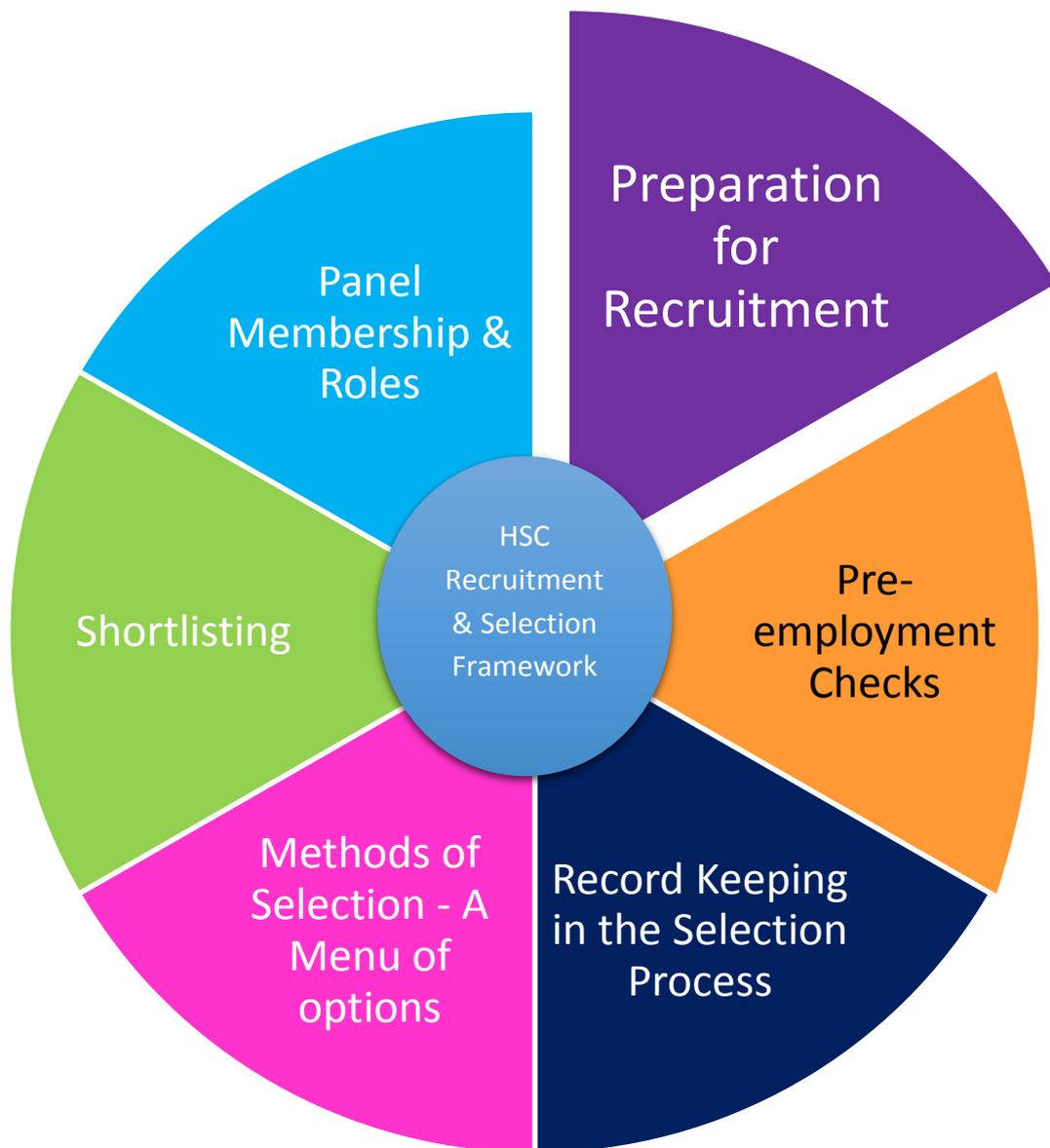


# Managers Guide to Preparation for Recruitment

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# What to do when a vacancy arises

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## **Deciding what the job needs are**

First of all you need to think about the purpose of the job. If it is a replacement post then a Job Description will already exist. You should however ensure it is up to date. One way of doing this is to consider the job under the following headings:

### **The Key Words Approach**

- What needs done?
- When is it done?
- Why is it done?
- Where is it done?
- How is it done?

### **Responsibilities**

- Responsibility for staff reporting to the postholder
- Responsibility for machinery, equipment and materials
- Responsibility for money

### **Working Relationships**

- Relationships with senior officers
- Relationships with colleagues
- Relationships with other departments
- Relationships with the public

### **Job Requirements/Competencies**

- Required standard of performance and results
- Required skills and experience
- Required knowledge
- Required education and training
- Required motivation and social skills
- Required to work unsocial hours, on call, public holidays and / or weekends

### **Working Conditions**

- Physical conditions and surroundings
- Social conditions with regard to patient/client

The outcome will be the component parts of the job description and personnel specification.

There are two key documents which will support the R&S Process and form the basis of Equality. These are;

- The Job Description
- The Personnel Specification

A template is available for both of these documents and should be used to ensure you have included all the correct information in the correct format.

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# The Job Description

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A job description should provide an accurate and complete summary of the job, its purpose, key duties and responsibilities. It should be non-discriminatory, using neutral terminology throughout and include sufficient details to allow potential applications to understand the requirements of the post. It should be reviewed each time a vacancy occurs to ensure that it is accurate and up to date.

A job description:

- Provides information which helps with the development of the Personnel Specification.
- Gives potential candidates a clear idea of what the job will entail and can therefore help them to decide whether or not the post is of interest to them. On the long term this will support staff retention by ensuring that the expectations of applicants can be realised once appointed.
- Let's staff know the clear boundaries of their job and ensures they are clear on their areas of responsibility when they are in post within the Trust.

## **Job Summary**

This is a high level summary of the key areas of responsibilities. It should provide a general overview of the requirements.

## **Key Duties & Responsibilities**

This section will set out the key duties of the post. It is not expected to cover every possible duty but should be reflective of the range of duties required of the post holder. Remember your job description will provide the foundation of the banding for the post and will also set out the range of duties to enable occupational health staff to assess a candidate's state of health to undertake the duties of the post.

## **Special Circumstances**

If there are particular requirements it is important these are referenced as part of the Job Description. Take care only to include those elements which genuinely are required on a regular basis. For example:

- requirement to sleep in
- requirements to travel between Trust locations
- ability to meet 'on call' requirements
- ability to work irregular hours or shift work or weekend or public

holidays or unsocial hours.

- requirement to undertake further training e.g. NVQ

In relation to the essential health requirements of the post, where appropriate managers should specify any special conditions as outlined in the following Occupational Health Guidance:-

A template Job Description is available as a separate guidance document.

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# The Personnel Specification

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The objective of any selection system is to choose the candidate who is best suited to the job and will be capable of performing well if appointed.

The Personnel Specification should describe the base level of knowledge, skills/abilities, qualifications and experience required to underpin long term successful performance in the job.

The Personnel Specification, along with the Job Description is used as a foundation throughout the recruitment and selection process, to facilitate shortlisting, to guide the content and conduct of the chosen selection method, and to inform the final selection decision.

Requirements laid down in the Personnel Specification should be:

- **Relevant** – All criteria should be directly relevant to the job.
- **Measurable** - it must be possible to determine whether a candidate does or does not meet the requirements.
- **Independent** - criteria should not be listed more than once and should not overlap.
- **Justifiable** - if all requirements are strictly job related, they will be able to be justified.
- **Comprehensive** - all knowledge, skills/abilities, qualifications and experience required to perform the job should be listed, but not to the extent that the Personnel Specification becomes unwieldy.
- **Specific** – all elements of the criteria should be clear and must not use words such as “recent” or “senior” without defining what this means and how it will be interpreted by the panel at the shortlisting stage. Preciseness at this stage will avoid lack of lack of clarity by the panel during the shortlisting and ultimately criticism from applicants who believed they met the criteria.

The Personnel Specification is split into two parts – essential criteria and desirable criteria.

**Essential criteria** are those which are required as a minimum at the time an applicant takes up post. Desirable criteria should be directly linked to skills, training or experience which would allow the applicant to function fully once they have been in post for a period of time, and should be derived from the KSF Foundation Gateway requirements.

In the event that the post is likely to be recruited for in advance of students obtaining final qualifications/professional registration (e.g. entry grade professional / clinical posts), the Personnel Specification should clearly state whether or not the employing authority is willing to receive applications from those awaiting final results/appropriate registration including a cut-off date – for example ‘*applications are welcome from students nurses due to qualify by autumn [state year]*’.

The agreed regional template for a Personnel Specification is available as a separate guidance document. **PLEASE NOTE** - It is essential this template is used with clear stipulation as to the stage each criteria will be measured at. This document will be used as received into the Recruitment Shared Service Centre for creation of the advertisement, application form criteria / questions and shortlisting set up for panels. It is therefore essential this is accurate at the time of submission to ensure smooth processing.

## Points to Note:

### Qualifications / Experience / Registration

When considering **qualifications** think about the following:

- Are qualifications necessary for the post? For example, some people with disabilities have had their schooling interrupted because of their disability. This does not necessarily mean they are less intelligent or less capable of doing the job. This would not apply in the case of requiring professional registration which require specific qualifications.
- Set out clearly the educational/professional qualifications required and to indicate that equivalent qualifications to those listed are acceptable.
- When considering **experience** be mindful of its necessity and relevance and it must be defined clearly in the specification:
- Is experience necessary for the post? It may be that training can be provided instead.
- If experience is necessary, examine the key tasks and duties outlined in the job description in order to define the type of experience. The word “relevant” should not be used as people will interpret it differently.
- Does the required experience need to be at a particular level? e.g. supervisory or management levels.
- What length of time should the experience cover? Whilst the duration of experience required must be stipulated, it should not require this to be within a particular time period unless it is justifiable.

- To what extent is the candidate required to evidence experience and should this include evidence of achievements or competencies during this period of experience?

## **Knowledge**

This relates to:

- the job and its activities, for example, policies, professional and/or clinical practice and procedure, legislation, technical knowledge
- health and social services provision where applicable; and
- key issues relevant to the job and/or the organisational environment.

## **Skills and Abilities**

Does the job demand any specific skills and/or abilities and, if so, to what level and how is the candidate expected to demonstrate this on their application or at interview? Examples may be:

- clinical or professional skills;
- IT skills
- budgetary management skills
- communicative skills
- leadership skills
- ability to drive / requirement to hold a particular type of licence and / or have access to a car.

## **Special Circumstances**

If there are particular requirements such as participation in shift work, on call duties or travel on a regular basis you it is useful to add a statement to this effect at the end of the Personnel specification.

## **How will you measure each factor in the Personnel Specification?**

The column, "Method of Assessment", is where you should set out how you plan to assess each candidate's competencies under each heading. It may be from the application form at shortlisting, as is always the case for qualifications and experience. You need to think very carefully about the knowledge, skills and abilities you require and whether you will be able to assess these from an interview. You may need to use some other aid(s) to selection such as a presentation, preliminary interview, assessment centre or test e.g. typing. If you do, you must state this clearly on the personnel specification at the outset. It cannot be introduced later in the process.

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# Which posts require an Access NI Disclosure Check

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Access NI (ANI) is a Criminal History Disclosure Service within the Department of Justice in Northern Ireland responsible for providing disclosure certificates for persons seeking employment in 'Regulated Activity', to show whether or not the applicant has a criminal record or if other important information is known about them. This enables employers to make safer recruitment decisions.

There are 3 different types of disclosure:

**Basic Disclosures** contain convictions considered unspent under The Rehabilitation of Offenders legislation.

**Standard Disclosures** contain details of all convictions held on the Police National Computer including current and 'spent' convictions as well as details of any cautions, reprimands or final warnings. This is for posts covered by the Rehabilitation of offenders Exceptions order but is not suitable for posts falling within Regulated Employment.

**Enhanced Disclosures** contain all conviction information, spent and unspent, and any other non-conviction information considered to be relevant by the police or other Government bodies. Enhanced Disclosures are either with or without 'Barred List checks'.

Enhanced Disclosure with Barred List Checks are strictly for posts which fall within Regulated Activity.

Enhanced Disclosure without Barred List Checks are for posts which fell into the former definitions of Regulated or 'Controlled' Activity'.

'Filtering' for protected disclosures means that not all convictions can be disclosed to employers. There are rules around this set in law. ANI estimates that after filtering, approximately 6.4% of certificates have a disclosure of information (*criminal records*).

## What is Regulated Activity?

The current definition of 'Regulated' Activity has been in operation since September 2012 and is essentially split into two parts, children and adults. The definition in summary is as follows:

## Definition of Regulated Activity

(entitled to an Enhanced Disclosure with Barred List check)

### **CHILDREN** (*anyone under the age of 18 years*)

- a) **Unsupervised activities** - teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle for children;
  - b) **Work for a limited range of establishments** (specified places) with opportunity for contact. e.g. schools, children's homes, childcare premises, a children's hospital **but** not work by supervised volunteers in those places;
- Work under (a) and (b) is regulated activity only if done regularly. Regularly means carried out by the same person frequently (once a week or more), or on 4 or more days in a 30 day period. The DHSSPSNI will shortly be providing statutory guidance about supervision to accompany the new definition of regulated activity.
- c) **Relevant personal care** - e.g. washing or dressing; or health care by, or supervised by a professional;
  - d) **Registered childminding; and foster-care**

### **ADULT**

**Providing health care** - Any healthcare professional providing health care to an adult, or anyone who provides healthcare to an adult under the direction or supervision of a healthcare professional;

**Providing personal care** – Assistance with washing, dressing, eating, drinking, toileting, oral care or care of the skin, hair or nails or teaching someone to do one of these tasks;

**Providing social work** – provision by a social care worker of social work which is required in connection with any health services or social services;

**Assistance with general household matters** – assistance with a person's cash, bills or shopping because of their age, illness or disability;

**Assistance in the conduct of a person's own affairs** – i.e. enduring powers of attorney, or deputies appointed under the Mental Health Order;

**Conveying** – Anyone who transports an adult because of their age, illness or disability to, from or between places where they receive healthcare, personal care or social work. This will include Patient Transport Services drivers and assistants, hospital porters and Emergency Care Assistants. This does not include friends/family/taxi drivers.

Only posts falling within the definition of Regulated Activity are eligible for a 'Barred List' check. It is an offence to seek a barred list check for any post which does not fall within Regulated Activity.

## **6.2 Which posts fall within the definition of Regulated Activity?**

Whilst there can be no definitive guide, at the time of this being introduced in 2012, the HSC agreed the following:

### **Children's Services – Examples of posts covered under Regulated Activity**

- **Specified Places** - All staff who work regularly (once a week or more or on 4 days or more in a 30 day period) in a specified place (i.e. a Designated children's Hospital or a Children's Home) – This will include support services, admin as well as social care staff.

### **Any of the following posts where the work involves children**

- All Social Care posts
- All Nursing & Midwifery
- All Medical & Dental
- All Allied Health Professionals
- Patient Transport Drivers who transport children
- Art & Music Therapists
- Trust Chaplains

### **Adult Services – Examples of posts covered under Regulated Activity**

- All Social Care posts
- All Nursing & Midwifery
- All Medical & Dental
- All Allied Health Professionals
- Patient Transport Drivers and assistants
- Home Care Workers
- Trust hairdressers
- Porters
- Art & Music Therapists
- Trust Chaplains

## **6.3 Posts outside Definition of Regulated Activity**

The following are examples of posts which do not meet the definition of regulated activity unless they work regularly in a specified place, however may have been within the former definition of what was known as 'controlled activity' (*this list is not exhaustive*):

- Support Services Roles including Domestic, Catering, Laundry, maintenance or other similar roles
- Admin & Clerical

The following provides a guide as to which posts are entitled to an ANI check



Staff group		Guide to Eligibility			HSC agreed position
		EDC with Barred list check	EDC without Barred list check	Standard check	
Admin & Clerical	Work <sup>1</sup> in a Specified Place <sup>2</sup>	✓	✓	✓	EDC with Barred list check should always be done
	Access to Patient Records	x	✓	✓	This is a risk management decision. Eligibility exists, however it is agreed that EDC's will not be routinely obtained unless requested by the manager.
	No Access to Patient Records / Not in a specified place	x	x	x	There is no eligibility for a check to be undertaken
Support Services	Work <sup>1</sup> in a Specified Place <sup>2</sup>	✓	✓	✓	EDC with Barred list check should always be done
	Porters, Patient Transport Drivers	✓	✓	✓	EDC with Barred list check should always be done
	Non Patient Transport Drivers	x	x	x	There is no eligibility for a check to be undertaken
	Domestic, Catering or similar posts based in a ward type area.	x	x	✓	Whilst eligibility may exist it is agreed this should not be routinely obtained
	Domestic, Catering or similar posts based in general public access area or office block	x	x	x	There is no eligibility for a check to be undertaken
	Maintenance, Laundry staff or similar posts	x	x	x	There is no eligibility for a check to be undertaken
Nursing & Midwifery		✓	✓	✓	EDC with Barred list check should always be done

<sup>1</sup> The work must be in the specified place Frequently (once a week or more often) or on more than 4 days in a 30 day period, and have the opportunity, in the work, to have contact with children

<sup>2</sup> In Northern Ireland there is only 1 specified hospital - the Royal Belfast Hospital for Sick Children; Children's Homes are also specified places.



Staff group		Guide to Eligibility			HSC agreed position
		EDC with Barred list check	EDC without Barred list check	Standard check	
Social Care ( <i>includes Social Workers, Dom Care, Daycare Support, Guide Helps etc</i> )		✓	✓	✓	EDC with Barred list check should always be done
Professional & Technical	Allied Health Professions	✓	✓	✓	EDC with Barred list check should always be done
	Pharmacists	✓	✓	✓	EDC with Barred list check should always be done
	Psychologists	✓	✓	✓	EDC with Barred list check should always be done
	Pharmacy / Lab Technicians	x	x	✓	Whilst eligibility may exist it is agreed this should not be routinely obtained unless the post involved working with patients at ward / community level.
	Scientific Officers	x	x	✓	Whilst eligibility may exist it is agreed this should not be routinely obtained unless the post involved working with patients at ward / community level.
	Hospital Chaplains, Trust Hairdressers	✓	✓	✓	EDC with Barred list check should always be done
	Art & Music Therapists	✓	✓	✓	Eligibility will depend on the precise nature of the position but such posts are likely to warrant an EDC with Barred list check
Medical & Dental		✓	x	x	EDC with Barred list check should always be done