



## Service Policy: PODPOL22 Recruitment & Appointment Policy

This is an unpublished work, the Copyright in which vests in Merseyside Fire & Rescue Service. All rights reserved. The information contained herein is the property of Merseyside Fire & Rescue Service and is supplied without liability for errors or omissions. No part may be reproduced or used except as authorised by Contract or other written permission. The Copyright and the foregoing restriction on reproduction and use extend to all media in which information may be embodied ©

### Document Control:

Active date	Review date	Author	Editor	Publisher
March 2020	April 2027			

### Amendment History:

Version	Date	Author	Reasons for Change
0.1	April 2020		New Policy
0.2	April 2022		Updated
0.3	Feb 2023		Updated
0.4	May 2025		Updated & combined with PODPOL19

### 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	No	URL	Reason

### Legislation:

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

### Contact:

Department	Email	Telephone ext.
POD		4925

## **PODPOL22: RECRUITMENT & APPOINTMENTS POLICY**

### **1. Policy Introduction and Background:**

The Recruitment & Appointment policy sets out the organisation's intent of attracting, recruiting and promoting a diverse workforce, which can deliver on the Service's objectives as set out in the Community Risk Management Plan (IRMP) & People Plan.

We believe it is imperative that all recruitment and appointment processes are clear and transparent 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 policy and supporting Service Instructions outline our approach to Safer recruitment into MFRS staff either in a paid or voluntary capacity.

### **2. Policy Explanation:**

The Recruitment & Appointments Policy and our organisational approach is based on the following principles:

- ❖ 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 appointments 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 undertake workforce planning across the organisation.
- ❖ We continue to recruit using the technical requirements of the job by considering skills, knowledge and experience but also acknowledging the significance of organisational values, leadership behaviours and NFCC Core Code of Ethics in determining the right attitude and behaviours.
- ❖ We will use a wide range of selection methods administered to test the competencies and behaviours of potential candidates.
- ❖ We will ensure that MFRS meets its commitment to safeguarding, safer recruitment and promoting the welfare of children, young people and adults at risk.
- ❖ We maintain our commitment to values and ethics-based recruitment knowing

the significance in attracting a greater diversity and candidates with the right attitude.

- ❖ We will ensure open and transparent processes which identifies suitability for roles.
- ❖ We will provide a flexible approach to how individuals access development to prepare them for advancement.
- ❖ We will recognise workplace performance and evidence of positive behaviour, attitude and values.
- ❖ We will provide flexibility for accelerated development.
- ❖ We will offer development support for individuals identified as having High Potential
- ❖ We have embedded leadership behaviours, our values and the Core Code of Ethics in our leaders at all levels.
- ❖ We will provide assistance to individuals accessing development through the use of trained coaches and mentors.
- ❖ We will utilise a wide range of selection methods administered by qualified staff.

As such under the Recruitment & Appointments Policy we will:

- ❖ Implement initiatives as outlined in the Positive Action & Attraction Strategy 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.
- ❖ Continually utilise best recruitment practices including:
  - Ensuring our organisational values are central to recruitment & appointment processes.
  - Adhering to relevant legislation
  - Recruitment practitioners are up to date with developments within their professional field.
- ❖ Promote MFRS as an 'Employer of Choice' across Merseyside through

- Exceeding hiring manager and candidate expectations by delivering outcomes within realistic timescales and resources.
- Continuously look to improve the services we offer to support the organisations objectives.
- Provide a positive candidate experience throughout, notwithstanding selection outcomes.

❖ Utilise fair and consistent selection processes.

- Appoint only the best people for roles who have evidenced objectively throughout the selection process our organisational values, behaviours 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.

❖ Promote 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.
- All advertisements for MFRS vacancies will make clear our commitment to safeguarding and promoting the welfare of children, young people and adults at risk.

❖ 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 employment legislation and promote the use of Positive Action as necessary.

### 3. Policy Implementation:

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/deleted as per Service retention schedules.

The Recruitment & Appointment policy aims are delivered through a variety of People & Organisational Development activities including recruitment and selection, talent

management, succession and workforce planning and positive action.

This Policy is supported by a number of Service Instructions and documents including.

- ❖ SI 0930 Recruitment (Internal and External Appointment Processes) which details how appointments processes are conducted, detailing expectations of both candidates, hiring managers and members of the POD department, alongside the approach to Safer Recruitment.
- ❖ SI 0818 Security Vetting which details the approach followed in terms of ensuring all employees had correct security vetting and DBS checks as required for their role.
- ❖ SI 0958 Succession Planning which outlines the process by which departments completed succession planning activity.
- ❖ SI 0959 Talent Management which describes the development available for all staff members through a variety of formal and informal learning opportunities.
- ❖ SI 0842 Support Staff Induction which outlines the process for staff inductions.
- ❖ MFRS Workforce Positive Action Attraction Strategy & Tactical Delivery Plan
- ❖ MFRS Positive Action Toolkit.

Data relating to recruitment processes is reviewed regularly by senior management through the People Board structure.

The SI and policy will be reviewed on regular basis to ensure compliance and that they are achieving their aims.

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