OBS Team Recruitment Policy

Purpose

Oxfordshire Breastfeeding Support values our employees and contractors as crucial to the success of the organisation and quality of services delivered to service users. We aim to maintain a team that works effectively together to deliver our services to a high standard, through a combination of collaboration and individual initiative. We aim for a workplace culture that fosters passion for our mission, vision and values, along with adaptability and accountability. Clearly defined roles and responsibilities are essential.

Through robust recruitment practices and professional development, we aim to attract and retain suitable candidates who are representative of the local community and the families we aim to serve.

Principles

We aim to use recruitment practices that are equitable, fair and transparent, both internally and externally. We aim to be flexible in our working practices in order to attract and retain high calibre employees and contractors who reflect the diversity of our community.

We will consider whether the remuneration for a given position is sufficient to attract the appropriate calibre of applicant.

Applicants will be recruited and selected on the basis of their skills, work and lived experience, qualifications and competence. Consideration will be given to ways in which groups that are under-represented might be reached and encouraged to apply. We will aim to recruit based on potential, taking into consideration applicants' background, history and personal experiences. If two candidates are equally suitable for the role after the interview, we may apply the principle of positive action to select the candidate from an under-represented background.

In order to centre the wellbeing of children and vulnerable adults in our recruitment and in delivery of our services, we will use pre-appointment checks including the Disclosure and

Barring Service (DBS) and the taking up of references, and highlight safeguarding procedures and training as part of team member induction and ongoing training.

Recruitment & Selection Procedure

There are a number of stages to the recruitment and selection process.

Identifying a Vacancy

Most team position vacancies will be formally flagged to the Board of Trustees by the Operations Manager. New positions need to be approved by the trustees.

Job Description & Person Specification

Each position in the organisation should have a job description and person specification that details the purpose and tasks of the role, the skills and knowledge required in order to fulfil the requirements of the role. If none exists when a vacancy is identified these will be created for use in advertising the position and shortlisting applicants.

Advertising

Roles will be advertised on our website, social media channels and on a variety of local and national platforms as relevant to the role. Posts should include a statement of inclusivity, to encourage applicants from all backgrounds.

Application Form

An standardised online application form will be created for the role. Anonymised responses will be passed to the recruitment panel for shortlisting.

Recruitment Panel

Ideally panels should ideally include members who have had training in safer recruitment, interviewing and unconscious bias training.

All interviews are conducted by a panel of ideally three but a minimum of two OBS representatives, ideally with at least one trustee and one team member.

Shortlisting

Applicants will be shortlisted and scored based on if the information received on the application form meets the person specification essential and desirable criteria. Shortlisting should be carried out by two members of the recruitment committee, to prevent biases. Each member should independently score against the criteria, and avoid making assumptions about the candidate, and their experience or qualifications.

Any applicant who meets the essential criteria and has a disability will be offered an interview. This information needs to be given to us separately to applications. The applicants shortlisted will be invited to interview.

Interviews

Interviews are normally conducted on video calls but other arrangements can be made to accommodate candidates' needs.

Interviews will be based on a structured interview format. A series of identical questions will be asked to all those applying for the same role that aim to identify the skills and abilities of the candidates to enable an equitable comparison process. Interviewers may prompt, encourage, rephrase or ask supplementary questions to enable the candidate to understand the question and to answer it fully, in order to solicit the best answers from candidates.

In addition to an interview, further skills based assessments specific to the role may be required. They could include:

- Written exercise to enable assessment of written skills, ability to comply with recording and reporting requirements.
- Observation exercise to provide an opportunity for applicants to be observed and assessed on their ability to communicate effectively.
- Prioritisation exercise to assess the ability to make sound management decisions and manage multiple demands
- Scenario exercise to identify appropriate response in complex situations

Each member of the panel will independently take notes during the interview, and score against previously set criteria. The scores from each part of the selection process are reviewed, discussed by the panel and used in the decision making process.

In line with GDPR applicants have the right to ask to see interview notes and to ask for reasoning for non-appointment to a post. Panels should be able to give feedback on the shortlisting process and appointment decisions.

Post Selection Process

Based on the outcome of the selection process, the panel makes hiring recommendations to the Board of Trustees, which will make a final hiring decision. The successful candidate will be made an offer. On acceptance, candidates will be sent information on pre-employment checks and a proposed contract. Unsuccessful candidates will also be informed of the outcome.

Offers are dependent on the organisation receiving satisfactory references and disclosure and barring check.

References and Checks

OBS requires each employee and contractor to provide details for two written references, one of which must be the last employer, proof of identity and right to work in the UK.

A Disclosure and Barring Service (DBS) status check will be undertaken in line with the OBS safeguarding policy and procedures. New employees and contractors should not commence working for OBS prior to all the checks being completed. Any exceptions to this must be agreed with the Operations Manager and Board of Trustees.

Induction and On-boarding

Each new employee and contractor shall be inducted into the teams that they are going to work in and the appropriate team leader will discuss any access barriers and accommodations needed. The new member of the team should be allocated a mentor, who will be a point of contact for questions and informal support. The Operations Manager and mentor should make routine and regular checks on new team members especially in the first 6 months of joining.

Data collection

All data collected during the recruitment process will be handled in accordance with our Privacy Policy.

Oxfordshire Breastfeeding Support
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