

KING'S INNS

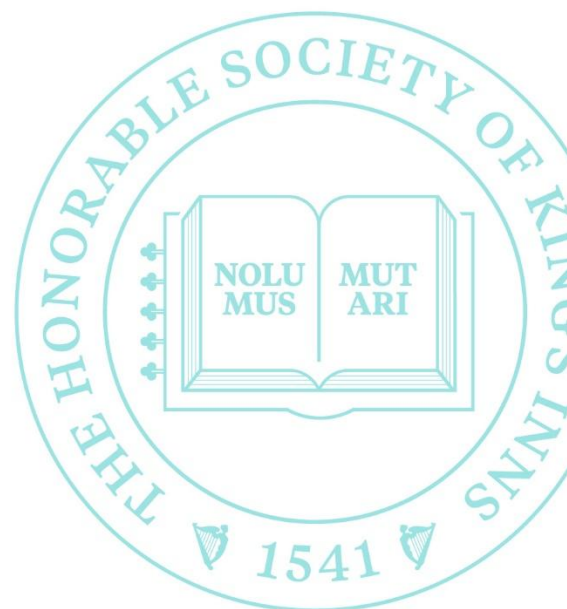
STAFF RECRUITMENT POLICY

Lead staff member:	CEO
Approval Body:	Council of King's Inns
Date of first approval:	2/4/2025
Frequency of review:	3 years
Next review date:	2028

Revision No.	Details of change/s	Date
01		
02		

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1. Purpose of Policy

The purpose of this policy is to enable King's Inns to attract, identify and recruit the most talented staff, in compliance with employment legislation and organisational policy. The policy covers appointments to the academic, administrative, invigilation and technical posts, excluding occasional teaching in discrete specialist areas.

2. Scope of Policy

These recruitment and selection procedures apply to all recruitment activity, with the exception of teaching staff in discrete specialist areas (e.g. specialist advanced diplomas and specialist options subjects). These procedures should be consulted by all members of staff involved in any aspect of the recruitment and selection process.

3. Policy Statement

3.1 Recruitment Principles

Recruitment will be carried out in accordance with the following principles:

- Recruitment processes are open and transparent, whilst retaining candidate confidentiality and privacy.
- Processes are fair, consistent and accessible to all, reflecting King's Inns commitment to equality and diversity
- Selection is by way of open competition, based on the person's merit and ability to deliver the work, using defined criteria and requirements of the role.
- Decisions will be made in accordance with King's Inns strategic objectives, budget and business needs.

3.2 Recruitment Process Steps and Responsibilities

Recruitment of staff is the responsibility of the Senior Manager [a member of the Senior Management Team (SMT)] whose scope of responsibility includes this role, supported by Human Resources (HR).

The recruitment process involves a number of stages. Sufficient time must be factored in at the planning stage to ensure the role is filled when or as close as possible to when it is required.

3.3 Approval of Appointments

Formal approval to fill a post is required prior to commencing recruitment. Approval of posts is by the Chief Executive Officer (CEO). Approval is subject to budgetary availability and the financial position of King's Inns.

All approval requests for new posts must be accompanied by a business case and job description.

3.4 Job Description

The job description sets out the selection criteria for the recruitment competition, informs potential applicants of the requirements of the post and is a mechanism to promote King's Inns and yield a high level of interest from applicants.

A job description is required for every role prior to recruitment. The job description comprises:

- A description of the role: the purpose of the role, the tasks of the role, and the context within which the role sits in King's Inns. This is provided by the Senior Manager whose scope of responsibility includes this role.
- The person specification for the role: the qualifications, knowledge, experience and skills required to successfully carry out the role.
- Any additional requirements related to eligibility or terms and conditions associated with the role.

Job descriptions are reviewed by HR and may be subject to review by the CEO to ensure the pay and terms are commensurate with the level of skill and responsibility required for the complexity of the tasks of the role.

3.5 Advertising

All posts must be advertised to ensure transparency and for equal opportunity.

Generally, posts are advertised internally and externally simultaneously. Posts are advertised on the King's Inns website for a minimum of two working weeks. All applications are submitted to HR@kingsinns.ie.

Where a third party such as a specialist recruitment consultancy is responsible for candidate sourcing, the standard recruitment procedures apply in every step thereafter. Advance approval to engage third party consultants must be obtained from the CEO.

3.6 Selection and Interview Panels

Recommendations for appointment are decided by Selection and Interview Panels.

The membership of the Selection and Interview Panel will be identified by the Senior Manager and is subject to prior approval by the CEO.

To ensure consistency of process, the following applies:

- Appropriate gender representation must be reflected as far as possible on the Panel.
- Requests for additional members or alternative members on the Panel are subject to advance approval by the CEO.
- Panel members will be provided with appropriate guidelines on interview techniques, equality legislation and selection techniques.
- All information must be treated with complete confidentiality by Panel members. No discussion or debate on candidates should take place outside the selection process.
- No person is permitted to continue as a member of the Panel in respect of a candidate, where that panel member has a close personal relationship with that person giving rise to a conflict of interest or creating bias in the selection process.

3.7 Shortlisting

To ensure fair and transparent decisions, the following applies:

- Shortlisting criteria are based on the Job Description.
- All members of the Panel will be invited to review the applications against the criteria and score each applicant. If some members of the Selection and Interview Panel are not available to participate in the shortlisting process, the Chairperson of the Panel may proceed with the shortlisting with a subset of the Panel
- A complete and accurate record of the shortlisting decisions is required by HR from the Senior Manager whose scope of responsibility includes this role.
- Shortlisted candidates will be invited to interview by HR, non-shortlisted candidates will be informed by HR.

3.8 Interview arrangements

Interview dates should be agreed at the earliest opportunity and ideally published in the job advertisement to ensure candidates will be available for the selection process.

Candidates must be provided with reasonable notice of their scheduled interview.

Where a candidate is unable to attend for face-to-face interview on the stipulated date, they may at the discretion of the Selection and Interview Panel, be offered a remote interview via videoconference/Zoom for the same date and time. For operational reasons King's Inns are unable to offer alternative interview dates and times to candidates who are unable to attend a scheduled interview. Should a preliminary interview be conducted through video conference/Zoom (with all candidates being given the opportunity to be interviewed in this manner), the preferred candidate may at some future date present before a Selection and Interview Panel before a decision to appoint that candidate can be reached and the recruitment competition progressed.

3.9 Selection Procedures

Candidates are assessed against the job description provided for the vacancy and ranked in order of suitability for appointment.

- Identifying criteria for assessment must be determined in advance of interview, or any other element of the selection process. Any weightings must be determined in advance.
- The Interview Panel may undertake preliminary interviews with a candidate long-list or request a candidate after formal presentation and interview, to attend for a subsequent interview.
- The Chairperson is responsible for ensuring that the Selection Panel adequately records its evaluation of each candidate against the selection criteria.

3.10 Post-Interview Stage

On receipt of the Selection Interview Report, HR will proceed with communication with successful and unsuccessful candidates, and carry out all pre-employment checks, medicals and communication with candidate(s).

References will be provided to the Senior Manager whose scope of responsibility includes this role for review.

Members of the Interview Panel and relevant Senior Manager are bound by the confidentiality requirements of the recruitment process until all candidates are notified of the outcome of the competition by HR.

3.11 Approval of the Appointment

The responsibility for making appointments to posts is delegated to the CEO by the Council of King's Inns and the Standing Committee.

Detail of appointments will be made available to the Standing Committee for noting.

3.12 Temporary vacancies

Arrangements for filling temporary vacancies, notably vacancies caused by maternity, parental or carers' leave, are the same as for long term or permanent posts. Standard recruitment procedures apply in order to attract and select the best staff.

3.13 Panels

Where multiple vacancies are anticipated at the same position, within a limited time period, a competition may establish a panel of appointable candidates.

3.14 Reserve Candidates

Where a Selection Interview Panel has deemed other interviewed candidate(s) suitable for appointment, the name(s) may be held on file for a period of six months from the date of interview. In the event that an identical position or the same position becomes vacant within the six-month period, the Senior Manager, in conjunction with the CEO, may determine that the post be offered to the next appointable candidate. The basis for offering a post to appointable candidate(s) from a previous competition supports the principles of responsiveness and meeting business need, however these must be balanced with the principles of fairness, transparency and equal opportunity. The CEO has the final decision.

3.15 Probation

Staff will be subject to a 6-month probationary period. On satisfactory completion of probation, confirmation is given in writing to the staff member.

4. Roles and Responsibilities

The CEO of King's Inns is the owner of this policy and will with along with the Senior Management Team oversee the implementation of this policy.

5. Monitoring and Review of Policy

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee

6. Associated Documents

- [Recruitment Data Protection Statement](#)
- Staff Handbook