

RECRUITMENT POLICY

NIRAS-LTS International (hereafter NIRAS-LTS) recognises that the people it hires are fundamental to the success of its work. This applies equally to internal staff and people sub-contracted onto assignments. A clear and professional approach to recruitment supports our need to attract the best people for our work.

The aim of this policy is to provide guidance to promote impartial, effective and consistent recruitment and selection procedures across NIRAS-LTS, based on the principles below, and meeting all legal and best practice requirements.

Through this policy, NIRAS-LTS intends to support its ambitions to be a preferred employer among staff and sub-contractors to continuously improve its service provision to clients.

1 Responsibilities

The recruitment of company staff may involve a number of individuals and is not limited to the HR Coordinator. Ultimately a NIRAS-LTS Director is responsible for signing the contract of a new staff member. Recruitment of sub-contractors is the responsibility of the Project Manager and Contract Director, and the Contract Director is responsible for signing the contract of the sub-contractor.

2 Scope

This policy covers all activities that cover the recruitment and selection process for both internal staff (permanent and temporary) and people sub-contracted onto assignments (including freelance /independent consultants). It is essential that any employee involved in any recruitment is aware of this document and follows it. Ultimately, it is the responsibility of senior management in conjunction with the HR Coordinator to ensure this. Support and advice on the implementation of this policy can be provided separately if required.

3 Principles

In all recruitment and selection processes, NIRAS-LTS will:

- Maintain a principle of open competition, with fair and transparent processes for all applicants.
- Seek to recruit the best candidate for the job based on merit, whilst reflecting our core company values.
- Welcome all applicants and not discriminate on the basis of gender, race, nationality or disability.
- Be aware of potential conflicts of interest (please see separate conflict of interest policy)
- Ensure that recruitment and selection is done in a professional and timely way, and is compliant with relevant legislation and current best practice.
- Use appropriate and emerging methods of recruitment to attract the best talent, ensuring cost-effectiveness.
- Apply regular internal quality audits to our procedures, to ensure they continue to meet all compliance requirements, remain efficient, and continue to use best practices.
- Seek to ensure a positive candidate experience, recognising that recruitment and selection procedures should enhance the company's reputation.
- Ensure all documentation relating to recruitment and selection is treated in accordance with the General Data Protection Regulation (please see separate International Data Protection policy)

3.1 Recruitment and selection procedure

	Internal staff	Sub-contractors
Pre-hiring stage	<p>Seek approval in principle for the post from the Department Head (Finance, Business Development, Operations), providing rationale vs company strategy and budget implications.</p> <p>Responsibility for the recruitment process lies with the head of the relevant department, but tasks below may be delegated as appropriate.</p> <p>Identify likely line manager and involve them in the recruitment process</p>	<p>Seek approval in principle for the post/selection from the Bid Manager, providing rationale vs contract requirements and budget implications.</p> <p>Responsibility for the recruitment process lies with the Bid Director, but tasks below may be delegated as appropriate.</p>
Job description	Analyse job requirements and prepare job description (including job and person specification, employment type, purpose, duties, location and expected compensation package).	Analyse job requirements and prepare terms of reference (including job and person specification, employment type, purpose, duties/deliverables, location and expected compensation package).
Advertising and sourcing	<p>Prepare clear and concise advertisement, incl closing date.</p> <p>Advertise internally and externally (using Development aid, Devex, NIRAS-LTS website, staff networks, and/or recruitment agencies.)</p>	<p>Prepare clear and concise standard approach message, including deadlines.</p> <p>Consult CV database</p> <p>Advertise internally and externally (using Development aid, Devex, NIRAS-LTS website, staff/partner networks, and/or recruitment agencies.)</p>
Shortlisting	<p>Identify selection and interview panel.</p> <p>Develop expert screening grid and prepare and shortlist the candidate the right candidate</p>	Develop expert screening grid and prepare and shortlist the right candidate
Interview	Skype, telephone interview or face-to-face interviews – ensure best practice is followed.	Skype, telephone interview or face-to-face interviews – ensure best practice is followed.
References	Conduct background verification check that includes employment reference checks, work authorisation, GDPR consent	Conduct background verification check that includes employment reference checks, work authorisation, GDPR consent
Selection	Select preferred candidates and negotiate fees and other benefits	Select preferred candidates and negotiate fees and other benefits
Appointing	<p>HR Coordinator sends employment contract and other policy documents and codes of conduct for signing.</p> <p>Conduct employee induction, onboarding process and send starter packs (if applicable). Ensure provision of appropriate working equipment and environment.</p>	<p>Project Manager sends subcontract and obtain other signed documents (e.g. Statement of availability/exclusivity, Codes of Conduct, supplier statements, company policies)</p> <p>Conduct project induction, and send starter/information packs (if applicable).</p>

Note: NIRAS-LTS may use its own extensive networks to identify suitable candidates, in which case the advertising and sourcing and shortlisting stages may be curtailed or omitted, unless these stages are a specific requirement of a client.

Patrick Abbot
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