



GBS Recruitment Policy

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Definitions

“CV”	means Curriculum Vitae;
“GBS”	means GB Snowsport Ltd.;
“GBS Board”	means the GBS Board of Directors;
“GBS Employee”	means staff who are employed by GBS;
“HR”	means Human Resources;
“Job Description”	means the written document that describes the general tasks, duties, and responsibilities of a position;
“Line Manager”	means the person with managerial responsibility over any individual subject to the Policy;
“Person Specification”	means the specification describing the personal attributes desired in a potential employee;
“Recruiting Manager”	means the person with the responsibility of seeking out applicants for job openings and interviews.

1. Introduction

The purpose of this recruitment and selection policy is to ensure we attract talent and recruit the best possible candidates, on the basis of their relevant merits to support the delivery of our corporate strategy, in an equal and inclusive way that is consistent with employment legislation and good practice.

GB Snowsport is committed to a policy of equal opportunities in the Sport and in all aspects of employment. We are committed to equality of opportunity at all stages of our recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard to gender, transgender status, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

This Recruitment Procedure document sets out the recruitment process from when notice of a vacancy arises to onboarding.

We will treat all internal and external candidates with respect, consideration and fairness. The information that they provide in pursuit of their application will be treated confidentially. Applications will be processed in accordance with the GDPR 2016 and the DPA 2018. Any information relating to an application will be destroyed after six months.

This policy is non contractual.

Our recruitment principles

- We believe in diversity and encourage applicants from all sections of the community
- We are committed to staff development and will look to promote from within our team at GB Snowsport where possible. In cases where there is a clear succession plan in place and investment has been made to prepare an employee for promotion (for example), a decision may be taken to appoint that person without the need to invite other applicants, either internal or external.
- When there is no succession plan for the position or where there is no clear internal candidate, we may either initially advertise the position or advertise the position internally and externally at the same time.
- We will never exclusively advertise a post externally. For any newly created positions we will always advertise the position internally and externally (if there is no succession plan in place or no clear internal candidates.)
- Regarding SLT positions or those with a high degree of specialisation we retain the right to use executive search agencies rather than conventional advertising. Internal candidates will still be considered if this route is taken.

To ensure that we select the right people in a fair and consistent manner, we shall:

- Recruit people who have the experience, skills, knowledge and qualifications necessary to be successful in the job
- Be objective always
- Avoid discriminatory language or actions

Scope

- 1.1. The Policy applies GBS Employees. Some of the core principles of the Policy will also apply to the recruitment of contractors and the recruitment to Board and GBS Volunteer (or other unpaid) roles.
- 1.2. The Policy should be read in conjunction with the GBS Dignity and Respect Policy, the GBS Equality and Diversity Policy, and the GBS Safeguarding policies. These documents may receive revisions and updates occasionally, with the most up to date versions being available on the GBS Website and on BreatheHR

2. Establishing a Job Vacancy

- 2.1. A job vacancy can arise when :
 - 2.1.1. the post holder resigns and needs to be replaced (no approval needed); or
 - 2.1.2. the need for a new role is identified and approved by the GBS Board; or
 - 2.1.3. A role is temporarily available due to a postholder being on family leave or on long term sickness absence.
- 2.2. All vacancies need to be approved by the CEO.

3. Preparing a Job Description

- 3.1. Once a job vacancy has arisen (and been approved in the case of a new role), the Line Manager/Recruiting Manager will prepare a Job Description and Person Specification.
- 3.2. The Job Description sets out the duties and responsibilities of the role. The Job Description will give job applicants a clear picture of the overall purpose of the role and the day-to-day duties they would be expected to perform.
- 3.3. The Person Specification sets out the knowledge, experience, skills, and competencies/behaviours that a person should have to be successful in the role. The Person Specification should be clear on essential and desirable criteria, be objective, and not include criteria which are not relevant to the role and/or cannot be measured.
- 3.4. A template Job Description and Person Specification is available from your Line Manager.

4. Advertising

- 4.1. Where it is deemed appropriate to advertise a role GBS will advertise all roles on the GBS Website and relevant partner websites, such as UK Sport and Sport England at

minimum, for a period of at least two weeks. This allows for internal and external applicants to apply concurrently.

4.2. In addition, GBS may need to advertise on specialist websites or in specialist press for roles that may have difficult recruitment.

4.3. The use of agencies will also be considered for roles that may have difficult recruitment.

5. Applications

5.1. Applications will be by CV and covering letter. Only specific and personal CVs and covering letters will be accepted. No automatic electronic applications or agency CVs will be accepted, unless an agency has been engaged to conduct a search.

5.2. Applicants are expected to set out how they meet the requirements of the role as set out in the JD/PS in their CV and covering letter.

5.3. Applicants will also be asked to submit a confidential equal opportunity monitoring form. This is held confidentially by HR and is not given to the Line Manager/Recruiting Manager during any part of the recruitment process (or during any subsequent employment).

6. Shortlisting

6.1. Shortlisting will be undertaken by the Line Manager/Recruiting Manager and one other person as a minimum.

6.2. A candidate's skills and experience will be assessed against the Person Specification.

We welcome applicants from disabled and neuro diverse candidates. We will ensure that Line Managers/Recruiting Managers shortlist those applicants declaring a disability who meet the essential criteria for the role.

7. Interview

7.1. Candidates will be given appropriate notice of an interview, allowing time to prepare. Notice will usually be at least one week at minimum.

7.2. Interviews will be undertaken by the Line manager/Recruiting Manager and at least one other person, for example, HR, Director, or Co-Worker.

7.3. GBS recognises that candidates with disabilities may need special assistance to attend interviews. HR will contact applicants who have declared themselves as disabled regarding any specific provisions or reasonable adjustments they may need so that they

can attend the interview process.

- 7.4. Following the interview, the successful candidate will receive an offer of employment. Unsuccessful candidates will be offered verbal feedback on request.

8. Offer of Employment

- 8.1. All offers of employment, whether verbal or in writing, will be made subject to the following criteria:
 - 8.1.1. Proof of ID/Right to Work in the UK (passport, visa/work permit if needed);
 - 8.1.2. two references; and
 - 8.1.3. a DBS check where the role requires it.
- 8.2. An offer may also be made subject to receiving proof of a qualification or training course.
- 8.3. Usually, an offer of employment is made verbally and if accepted followed up in writing with a formal offer letter and contract of employment, setting out the main terms of employment.
- 8.4. All prospective new GBS Employees will also be required to complete a “New Starter Form” and submit any HMRC documentation (e.g. P45/46) before joining.

9. Induction and Probation

- 9.1. All new GBS Employees will receive an induction into GBS, their team, and role. Please refer to the GBS Induction Policy.
- 9.2. All new GBS Employees are subject to a probationary period as set out in their contract of employment. Please refer to the GBS Probation Policy.

10. Establishing the right to work in the UK

- 10.1 We recognise our legal obligations in ensuring that we only recruit those people who are entitled to work in the UK. Under the terms of the Immigration, Asylum and Nationality Act 2006, it is illegal to recruit a person who has no right to work in the United Kingdom. To comply with the Act, we will ensure that evidence of the right to work in the UK is obtained from everyone prior to work or employment commencing. The onus is upon all managers and employees responsible for and involved in the recruitment process to ensure that this policy is understood and adhered to.

- 10.2 All employment is conditional upon employees having the right to work in the UK in the role in which they are employed.
- 10.3 Employees must provide evidence of their right to work in this role prior to starting. Should an employee fail to provide evidence or, for whatever reason, their right to work is revoked, we reserve the right to terminate the contract of employment or withdraw a conditional offer.
- 10.4 Should you be considering applying for a GBS role and need a work permit, please speak to the Line Manager/Recruiting Manager in the first instance.

11 Data Protection

- 11.1 We process personal data collected during the recruitment process in accordance with our data protection and our DBS policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the our data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under our disciplinary policy
- 11.2 Candidates will be issued will be issued with an applicant privacy notice relating to our recruitment practice in compliance with Data Protection legislation.
- 11.3 Please refer to the GBS Data Protection Policy for further detail.

12 Complaints

- 12.1 If you have any complaints about this policy or a recruitment process, please speak to the Line manager/Recruiting Manager in the first instance. You can also refer to the GBS Grievance Policy if an internal candidate.

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