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## **Vacancy Filling – Permanent Staff**

### **BSS/HRM/012**

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#### **1 Purpose & Scope**

1.1 This procedure describes the steps to be taken in declaring and processing a vacancy in NSD, to be filled within the parish, or by HSE Personnel, or by advert in Personnel News.

#### **2 Policy**

2.1 NSD's policy is aligned with HSE's in that all staff shall have equal opportunities to apply for vacancies and shall be recruited in an open and fair process.

2.2 Band 5 and 6 vacancies shall, in the first instance, be advertised within the Parish. Bands 1 to 4 vacancies shall be considered by SMG for suitability for advertising within the parish.

#### **3 Responsibilities**

3.1 Vacancy Holders are responsible for compiling job descriptions in line with HSE wide requirements and for taking part in the recruitment process.

3.2 Heads of Divisions hold salary budgets for Band 5 and 6 recruitment and consider how vacancies should be filled.

3.3 SMG hold the Directorate salary budget for bands 1 to 4 and consider how vacancies should be filled.

3.4 NSD Finance Manager provides budget information to assist NSD managers in deciding how and when vacancies shall be filled.

3.5 Head of Resources Management Unit shall ensure that NSD policy and procedures are aligned with HSE's and shall oversee the vacancy filling process for NSD.

3.6 Staff in Resources Management Unit shall provide advice and assistance to line managers and manage to the parish and within the parish recruitment liaising with HSE Personnel.

3.7 Job Holders are responsible for complying with HSE policy and procedures, including discussing vacancy applications with their line managers.

## **4 Definitions**

4.1 DCT manual - Developing Careers Together

4.2 SMG - Senior Management Group

## **5 Procedure**

5.1 Vacancy holders shall notify vacancies to the appropriate salary budget holder for consideration.

5.2 Budget holders shall consider how the vacancy shall be filled, taking account of current cadre, business needs, NSD's C/ADRG system and NSD/HSE procedures and inform line manager of decision.

5.3 When agreement to recruit has been received from budget holder, vacancy holder shall prepare appropriate job description/advert and send it to Resources Management Unit for appropriate action.

### **NSD Parish Selection process only**

5.4 For level transfer vacancies at band 5 and 6 Resources Management Unit shall issue an invitation to all relevant staff asking for 'Expressions of Interest' allowing not less than 10 working days for response.

5.5 Level transfers at other bands will be considered as part of NSD's C/ADRG process.

5.6 Asap following the closing date for applications, the vacancy holder and a member of Resources Management Unit shall meet and conduct the sift/selection process.

5.7 Informal interviews may be offered to complete the selection process.

5.8 Where informal interviews are considered necessary the interview panel shall consist of the vacancy holder and an appropriate member of NSD Resource Management Unit.

5.9 When candidates have accepted the post, the line manager shall check that level of security is appropriate, if not he/she shall initiate HSE security procedure.

5.10 Immediately the start date is agreed, the line manager shall complete **form M1** (copy attached) and send it to Resources Management Unit.

## **HSE Recruitment**

5.11 Vacancies not filled by NSD's parish arrangements will be resolved by the HSE vacancy filling procedure.

## **6 Associated Documents**

6.1 HSE's DCT Manual: HSE procedures and guidance on vacancy filling process.

6.2 **G/BSS/HRM/001** - (Withdrawn) Guidance - NSD's Development review processes.

6.3 **M1** - Staff movement form