

Great Western Society Ltd
Didcot Railway Centre
Recruitment Policy, version 1

Vision

Our vision is for Didcot Railway Centre to be recognised for the international importance of its collection and the value of bringing to life the golden age of steam as a dynamic Living Museum.

Mission

Our mission is to fulfil our potential as a heritage venue at the centre of its community. Accessible to all, striving to engage and inspire the widest possible audiences in the history and heritage of the Great Western Railway – the pioneering transport infrastructure that laid the foundations for contemporary transport innovation.

Values

Authentic | Welcoming | Engaging | Innovative | Great Quality | Sustainable.

1. Purpose and Scope

The Recruitment Policy describes the process for attracting and selecting candidates for paid employment by the Great Western Society Ltd (GWS), and changes to a member of paid staff's terms of employment.

The recruitment process shall be managed by the GWS Chief Executive (CE), or a person nominated by them.

We are committed to our Equality Policy throughout.

The procedure does not apply to the recruitment of a Chief Executive.

2. Authorisation

The Board of Directors must officially approve the creation of new salaried posts, including the roles and responsibilities associated with the position and the salary.

The CE or a nominated deputy shall provide a full business case, which includes details of the following as a minimum:

- Job description (Summary)
- Roles and responsibilities
- Hours
- Salary
- Benefits
- Any targets and/or objectives associated with the position
- Length of probationary period
- Whether a DBS check is appropriate for the role.
- Advertising strategy and timescales for the process

Recruitment to fulfil a role that has become vacant, and the roles, responsibilities and salary associated with the position, shall be approved by the Finance & General Purposes Committee (F&GP). This is an opportunity to review the job description and ensure that a sound business case for the role still exists.

Recruitment of casual staff to fill existing vacancies shall be subject to the abridged procedure at Appendix A.

3. Advertisements

The recruitment process must be open, transparent, and fair and may include the use of agencies, local and national media.

A copy of all advertisements shall be displayed on the staff notice board in the Journal Room and included in the 'Didcot Flyer' e-newsletter.

4. Application process

All candidates must apply via the process requested in the job advertisement and within the specified timeframe for their applications to be eligible for consideration.

A completed Equal Opportunities Monitoring Form must be included with all applications. These are not to be considered as part of the selection process but to monitor the diversity of candidates applying for roles with the GWS.

5. Selection process

Candidates for interview shall be selected based on the how closely they meet the criteria specified in the advertisement. If the candidates do not meet the criteria, there is no requirement to continue with the process.

Depending on the role and for salaried positions, candidates may be asked to complete a GWS Job Application Form prior to interview.

The selection process may include a long list and short list for interview.

Staff and volunteers involved in the interview process must declare any relationship (personal or professional) with an applicant, whether past or current.

6. Interviews

Initial interviews with the selected long listed candidates that meet the minimum selection criteria may take place by telephone or by video link. Interviews with short listed candidates should take the form of face-to-face interviews.

Where it is planned to use an interview panel to carry out the interview, the panel shall consist of 3 persons. Questions will be agreed in advance and the candidate's responses scored so as to support a balanced and fair process of selection.

After the interviews, candidates should be informed of the outcome and offered the option to receive feedback.

7. Conditional offer letters

Written offers of employment must be approved by the Chief Executive before being issued.

Offers will be conditional and dependent on the findings of the appropriate legal checks and suitable references.

The offer letter shall include:

- the job title
- confirmation they have been offered the job
- any conditions, for example that the offer depends on suitable references
- the terms of employment – including salary, hours, benefits, pension arrangements, holiday entitlement and the location of work
- start date and any probationary period
- what they need to do to accept or decline the offer
- the name of the person to contact, with their contact details, in case of any questions

8. Background checks

The applicant must not start work before references and their right to work in the UK, where applicable, have been checked and confirmed as acceptable. References may be written or verbal and the GWS reserves the right to contact previous employers.

Following completion of background checks and confirmation of the offer, all papers relating to the interview should be destroyed.

9. Contract of employment

Once the conditional offer has been confirmed, Contracts of Employment must be approved and signed by the Chief Executive before being issued.

10. Probationary period

Staff are required to work a probationary period as specified in the Business Case.

The period may be extended at the discretion of the Chief Executive to a maximum of double the authorised duration.

If a satisfactory level of performance has not been achieved at the end of the probationary period(s) then the contract of employment shall be terminated.

11. Induction training

Employees shall undergo a formal induction process within the first three weeks of commencing employment, which will include the GWS Safety Management System. Employees and line managers must sign the induction checklist to confirm they have completed the induction process and all associated training.

12. Change of terms of employment

Where it is proposed to amend the salary, role, responsibility, hours, or the terms and conditions of an individual's employment, the changes must be approved by the F&GP committee, unless the person holds a senior management position (an SMT member), in which case it must be approved by the GWS board.

13. Approval and Review

This policy was approved by the SMT on 19 August 2022. It will be reviewed every three years.

Clive Hetherington
Chief Executive
19 August 2022

Appendix A: Recruitment of casual staff to fill existing vacancies

Advertisements

The recruitment process must be open, transparent, and fair and may include the use of agencies, local and national media. A copy of all advertisements shall be displayed on the staff notice board in the Journal Room and included in the 'Didcot Flyer' e-newsletter.

Application process

All candidates must apply via the process requested in the job advertisement, including completing an Equal Opportunities Monitoring Form, and within the specified timeframe for their applications to be eligible for consideration.

Selection process

Candidates for interview shall be selected based on the how closely they meet the criteria specified in the advertisement. Staff and volunteers involved in the interview process must declare any relationship (personal or professional) with an applicant, whether past or current.

Interviews

Interviews with short-listed candidates that meet the selection criteria should take the form of face-to-face interviews with the departmental manager. After the interviews, candidates should be informed of the outcome and offered the option to receive feedback.

Conditional offer letters

Written offers of employment must be approved by the Chief Executive before being issued and include the details at paragraph 7. Offers will be conditional and dependent on the findings of the appropriate legal checks and suitable references.

Background checks

The applicant must not start work before references and their right to work in the UK, where applicable, have been checked and confirmed as acceptable. References may be written or verbal and the GWS reserves the right to contact previous employers. Following completion of background checks and confirmation of the offer, all papers relating to the interview should be destroyed.

Contract of employment

Once the conditional offer has been confirmed, Contracts of Employment must be approved and signed by the Chief Executive before being issued.

Probationary period

Staff are required to work a probationary period. If a satisfactory level of performance has not been achieved at the end of the probationary period(s) then the contract of employment shall be terminated.

14. Induction training

Employees shall undergo a formal induction process within the first three weeks of commencing employment, which will include the GWS Safety Management System. Employees and line managers must sign the induction checklist to confirm they have completed the induction process and all associated training.