Recruitment and Selection Policy

Applicability Statement

This policy applies to all recruitment activity undertaken on behalf of Sussex Cricket Limited and its wholly owned subsidiaries, Sussex Cricket Foundation and Sussex Cricket Estates Limited (collectively referred to as "the Organisation").

The policy applies to the recruitment of employees, workers, apprentices, interns and volunteers unless separate arrangements apply.

Policy Statement

The Organisation recognises that recruiting and selecting talented people is critical to achieving its strategic objectives and delivering excellence across cricket, commercial operations and community engagement.

The Organisation is committed to ensuring that all recruitment and selection decisions are:

- Fair, objective and transparent.
- Based solely on merit and role requirements.
- Conducted in accordance with employment legislation and best practice.
- Supportive of Equality, Diversity and Inclusion (EDI).
- Consistent with the ECB's Anti-Discrimination Regulations (ADRs) and Safe Hands safeguarding requirements.
- Designed to attract the widest possible pool of diverse and talented candidates.

The Organisation is committed to creating an inclusive recruitment process that enables all candidates to perform at their best and be assessed fairly.

Purpose

The purpose of this policy is to:

- Ensure a fair and consistent approach to recruitment and selection.
- Attract, recruit and retain talented individuals.
- Promote equality of opportunity.
- Minimise the risk of discrimination.
- Embed safeguarding principles into recruitment decisions.
- Comply with legal and regulatory requirements.
- Protect the Organisation's reputation.

Principles

The Organisation will ensure that recruitment decisions are:

- Based on objective assessment against role requirements.
- Free from unlawful discrimination.
- Supported by robust and transparent processes.
- Consistent with organisational values and behaviours.
- Subject to appropriate authorisation and governance.

No applicant will receive less favourable treatment on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

or any other protected characteristic under the Equality Act 2010.

Equality, Diversity and Inclusion

The Organisation is committed to increasing diversity across all areas of the workforce.

Recruitment processes will be designed to:

- Encourage applications from underrepresented groups.
- Reduce barriers to employment.
- Promote inclusive hiring practices.
- Ensure reasonable adjustments are available throughout the recruitment process.

For senior appointments, anonymised shortlisting may be utilised where appropriate to reduce unconscious bias.

Interview panels should, wherever reasonably practicable, be diverse and comprise at least two individuals.

All managers involved in recruitment are expected to be familiar with the Organisation's Equality, Diversity and Inclusion Policy.

Safeguarding

The Organisation is committed to safer recruitment practices and follows the principles outlined in the ECB's Safe Hands Policy.

Safeguarding considerations will form part of every recruitment process.

Applicants will be made aware of the Organisation's commitment to safeguarding and protecting children, young people and adults at risk.

Where a role involves regulated activity, employment will be conditional upon:

- An Enhanced DBS Check (including Barred List checks where applicable).
- Verification of identity.
- Verification of employment history.
- Satisfactory references.
- Completion of all mandatory safeguarding requirements.

Successful candidates may also be required to:

- Attend a safeguarding induction.
- Complete safeguarding training appropriate to their role.
- Comply with all safeguarding policies and procedures.

Workforce Planning and Approval

Before any recruitment activity begins, approval must be obtained from:

- The Chief Executive;
- The Finance Director; and
- The People Director.

Approval is required for:

- Replacement vacancies.
- New positions.
- Temporary appointments.
- Fixed-term appointments.
- Changes to grading or remuneration.
- Structural changes affecting headcount.

Where a new role or upgraded role is proposed, a business case must be submitted outlining:

- Organisational need.
- Budget implications.
- Expected outcomes.

This approval process must be completed prior to advertising.

Job Descriptions and Person Specifications

Prior to recruitment, the hiring manager and People Director must ensure that there is:

- An up-to-date Job Description.
- A Person Specification.
- A confirmed salary range.
- An agreed contract type.
- Appropriate safeguarding requirements identified.

The Person Specification should distinguish between:

- Essential criteria.
- Desirable criteria.

Criteria should be capable of being objectively assessed during the selection process.

Advertising Vacancies

Vacancies may be advertised internally, externally or both, depending on the role and business requirements.

Advertisements should:

- Accurately reflect the role and responsibilities.
- Promote the Organisation's commitment to EDI and safeguarding.
- Encourage applications from diverse backgrounds.
- Clearly state any required qualifications, experience or checks.

Advertising methods may include:

- Sussex Cricket channels.
- ECB recruitment platforms.
- Professional networks.
- Recruitment agencies.
- Executive search providers.
- Online job boards.
- Social media platforms.

The People Director must approve all recruitment advertisements prior to publication.

Recruitment Agencies and Executive Search Firms

Where recruitment agencies or executive search firms are engaged, they must:

- Operate in accordance with equality legislation.
- Comply with UK GDPR.
- Support the Organisation's safeguarding requirements.
- Provide transparent candidate assessment information.

Responsibility for the final appointment remains with the Organisation.

Selection Process

Selection methods may include:

- Application forms.
- Curriculum vitae (CVs).
- Interviews.
- Presentations.
- Work-based assessments.
- Psychometric or behavioural assessments.
- Assessment centres.
- Skills testing.

Selection methods should be proportionate to the role and designed to assess suitability against the agreed criteria. The selection method must be approved in advance by the People Director.

All candidates should be assessed consistently using the same selection criteria.

Selection decisions must be documented and evidenced.

Interviews

Interviews should normally be conducted by a panel of at least two people.

Interview questions should:

- Relate to the requirements of the role.
- Assess competence, experience and behaviours.
- Be applied consistently to all candidates.

Interviewers must not ask questions relating to protected characteristics unless legally justified.

Reasonable adjustments will be made where requested and appropriate.

Notes of interviews should be retained in accordance with this policy.

No offer of employment should be made at the interview itself.

Artificial Intelligence (AI) and Recruitment Technology

The Organisation may utilise technology and AI-assisted tools to support aspects of recruitment administration and candidate sourcing.

Any use of technology will:

- Comply with applicable data protection legislation.
- Be subject to appropriate human oversight.
- Not replace human decision-making in selection decisions.
- Be monitored to minimise bias and ensure fairness.

The final hiring decision will always be made by appropriately authorised individuals.

Offer of Employment

Any offer of employment will be conditional upon satisfactory completion of pre-employment checks.

Verbal offers should be followed by a formal written offer and contract documentation.

Only authorised individuals may issue offers of employment.

Pre-Employment Checks

Employment is conditional upon satisfactory completion of applicable checks, including:

Right to Work

All successful candidates must demonstrate their legal right to work in the United Kingdom before employment commences.

References

Normally two satisfactory references will be obtained.

References should preferably be obtained from:

- The current or most recent employer; and
- Another professional referee.

The Organisation reserves the right to withdraw an offer where references raise concerns regarding suitability.

Qualification Checks

Where qualifications are required for the role, evidence must be provided prior to appointment.

DBS Checks

Where applicable, DBS checks must be satisfactorily completed before commencement of duties.

Medical Information

Where appropriate and lawful, health information may be requested after an offer has been made to assess whether any reasonable adjustments are required.

Internal Recruitment

The Organisation encourages career development and internal progression.

Internal applicants will be considered fairly and assessed against the same criteria as external applicants.

Internal appointment decisions will be based on merit, suitability and organisational requirements.

Candidate Data and Record Retention

Candidate information will be processed in accordance with UK GDPR and the Data Protection Act 2018.

Recruitment records will be retained by the People Team for a maximum of six months following completion of the recruitment process unless a longer retention period is required by law or agreed with the candidate.

Applicant information will be stored securely and accessed only by those involved in the recruitment process.

Conflicts of Interest

Employees involved in recruitment must declare any actual, potential or perceived conflict of interest involving a candidate.

The Organisation reserves the right to amend panel membership or recruitment arrangements where a conflict exists.

Appointment Documentation and Onboarding

A successful appointment will not be considered complete until:

- All required checks have been completed.
- Contract documentation has been issued.
- The new starter process has been completed.
- Required safeguarding checks have been confirmed.
- Appropriate induction arrangements have been made.

All new employees will participate in the Organisation's induction programme.

This may include:

- Safeguarding induction.
- Health and safety training.
- Equality, Diversity and Inclusion training.
- Preventing Sexual Harassment training.
- Information security and data protection awareness.
- Role-specific training.

Complaints

Candidates who believe they have been treated unfairly during a recruitment process may raise concerns with the People Director.

Complaints will be investigated fairly and appropriately.

Nothing within this policy affects an individual's statutory rights under employment or discrimination legislation.

Breaches of Policy

Failure to comply with this policy may result in disciplinary action.

Any employee found to have:

- Discriminated against a candidate;
- Failed to follow recruitment procedures;
- Falsified recruitment records;
- Bypassed required approval processes; or
- Ignored safeguarding requirements

may be subject to disciplinary action up to and including dismissal.