



Staff Recruitment, Management & Development Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	27/07/21

2. OVERVIEW

- 2.1. It is PCI College policy to employ sufficient numbers of appropriately qualified staff to professionally deliver the programmes offered and to ensure efficient running of the College.
- 2.2. Staff recruitment is conducted with fairness and and without prejudice.
- 2.3. PCI College is an equal opportunities employer.
- 2.4. Clear requirements are in place for recruiting staff across each department.
- 2.5. All administrative, academic staff and Associate Lecturers must meet the minimum requirements for the specific available role.
- 2.6. There are clear management and reporting structures in place for all staff and Associate Lecturers.
- 2.7. Professional development opportunities are available to all staff and Associate Lecturers.

3. SCOPE

- 3.1. Recruitment policy and procedures are applicable to PCI College staff and Associate Lecturers. This includes staff working within various categories of provision, including taught programmes, online, blended learning and transnational provision.

4. GUIDING PRINCIPLES OF STAFF RECRUITMENT, MANAGEMENT & DEVELOPMENT

- 4.1. The following key areas as identified in the Strategic Position Statement ensure PCI College:
 - 4.1.1. Aim to employ academic staff with research experience, and facilitate research opportunities within the college
 - 4.1.2. Employ relevant qualified administrative and business staff to provide key support and resources for Business Development and the offering of new programmes.
 - 4.1.3. Employ staff (including Associate Lecturers) with HE experience and adult teaching qualifications and/or facilitate staff to gain adult teaching qualifications
 - 4.1.4. Employ staff (including Associate Lecturers) with experience relevant to the required mode of delivery, for example, blended learning
 - 4.1.5. Employ staff (including Associate Lecturers) with experience relevant to the required profession and associated pedagogy
 - 4.1.6. Provide scheduled team opportunities for dissemination of good practice and jointly building upon the quality of provision
 - 4.1.7. Facilitate staff training to support and enhance teaching practice
 - 4.1.8. Encourage staff membership of committees, boards and professional groups
 - 4.1.9. Provide forums for staff feedback regarding developments in their field
 - 4.1.10. Support staff and learners in developing knowledge and awareness to promote inclusivity throughout the colleges.
 - 4.1.11. Place staff welfare to the fore of our aspiration as a caring organisation
 - 4.1.12. Provide clear and transparent recruitment, selection, induction, pay, progression and promotion processes
 - 4.1.13. Provide and facilitate staff team support activities
 - 4.1.14. Encourage and support staff development and training opportunities
 - 4.1.15. Establish forums for receiving suggestions from the team which enhance college development
 - 4.1.16. Offer training and/or support for staff in terms of progressing to new roles at a more senior level
 - 4.1.17. Empower staff to make appropriate decisions

5. RECRUITMENT STRUCTURES

- 5.1. Heads of Department are responsible for ensuring staff roles and responsibilities are developed in line with industry standards, educational standards, professional body standards and meet the needs of the College.
- 5.2. The recruitment process ensures that all applicants are recruited and assessed fairly and transparently.
- 5.3. Role descriptions will be complete and accurate
- 5.4. Criteria for advertised roles are stated clearly when advertising roles
- 5.5. The recruitment process ensures that new recruits have sufficient experience and expertise to fulfil specific roles.
- 5.6. Recruitment for lecturing staff and Associate lecturers is guided by the relevant accrediting and validating body requirements.
- 5.7. Lecturing staff profiles are benchmarked against other providers through the application of the accrediting body minimum standards for core staff and lecturer recruitment.
- 5.8. Heads of Department, or a senior member of the department, is actively involved in the recruitment process to oversee role recruitment quality assurance
- 5.9. The Venues and Contracts Manager manages the application and interview process in line with best practice.

6. STAFF MANAGEMENT

- 6.1. Each department has a clear management structure, as outlined in the Governance Structures.
- 6.2. All roles and responsibility documents specify:
 - 6.2.1. The department within which the role sits
 - 6.2.2. The Head of Department
 - 6.2.3. The Line Manager
- 6.3. All new staff will undergo a period of induction, training and probation.
- 6.4. An appraisal process is applicable to all staff which facilitates a two way review process, providing feedback and review from the staff member and their manager.

7. STAFF DEVELOPMENT

- 7.1. A staff development plan is in place incorporating staff training needs at all levels including:
 - 7.1.1. Administrative development needs
 - 7.1.2. Academic development needs, including those related to assessment for all programme types, including blended learning
 - 7.1.3. Programme specific related development needs
 - 7.1.4. Strategic management development needs
 - 7.1.5. Profession specific development needs
 - 7.1.6. Technology based development needs – both delivery related (for example, blended learning delivery) and system related (for example, Click Dimensions training).
 - 7.1.7. Research specific development needs (primarily conducted through the Research and Ethics Committee)
- 7.2. Each department head is responsible for ensuring their department's training and development needs are represented within the staff development plan.
- 7.3. Further information in relation to Staff Development can be found within the Staff Handbook.

8. STAFF COMMUNICATION

- 8.1. There are formal and informal communication channels within each College department in addition to cross-departmentally.

- 8.2. Hierarchical meeting structures, as a fundamental communication mechanism, are outlined within the College's Governance documentation.
- 8.3. The primary mode of communication within PCI College is via the PCI College designated email address.
- 8.4. All formal meetings are minuted and minutes are made available to all stakeholders.
- 8.5. All formal updates are communicated via email.
- 8.6. There is a designated member(s) of the staff appointed to manage the communication channels with validating and accrediting bodies, namely the Institutional Link Tutor.

9. LINKED POLICIES AND PROCEDURES

Institutional Governance and Board of Directors Overview
Institutional Link Tutor Specification
Teaching and Learning Strategy
Staff Recruitment, Management and Development Procedure