



Staff Recruitment, Management & Development Procedure

Revision: 1.0
Issued: 27th July 2021

TABLE OF CONTENTS

1.	REVISION HISTORY AND APPROVAL	3
2.	INTRODUCTION	4
3.	RECRUITMENT PROCEDURE	4
4.	STAFF MANAGEMENT	5
5.	STAFF DEVELOPMENT	5
6.	STAFF COMMUNICATION	6
7.	LINKED POLICIES AND PROCEDURES	6

1. REVISION HISTORY AND APPROVAL

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

2. INTRODUCTION

- 2.1. There are clear and transparent recruitment procedures in place across all categories of employment within PCI College.
- 2.2. The Contracts and Venues Manager manages the recruitment process from application to contract stages.

3. RECRUITMENT PROCEDURE

- 3.1. 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 and that these are stated clearly within recruitment advertisements.
- 3.2. Advertisements for new staff and Associate Lecturers are placed through the Marketing Department.
- 3.3. Heads of Department annually review the criteria for required advertised roles to ensure that the above mentioned standards are up to date and applicable. These are provided to the Venue and Contracts Manager.
- 3.4. Criteria for lecturer recruitment is guided by the relevant accrediting and validating bodies requirements and will include:
 - 3.4.1. Relevant academic qualification
 - 3.4.2. Relevant professional membership
 - 3.4.3. Relevant teaching qualification
 - 3.4.4. Required teaching experience
 - 3.4.5. Required professional experience
 - 3.4.6. Core staff criteria
- 3.5. Lecturing staff profiles are benchmarked against other providers through the application of the accrediting body minimum standards for core staff and lecturer recruitment.
- 3.6. Heads of Department annually review staff and Associate Lecturer contracts to ensure they are fair, transparent, up to date and in line with all above mentioned standards. Updates are communicated to the Venue and Contracts Manager and approved by the College Director.
- 3.7. Following a recruitment advertisement, CVs are received through a dedicated recruitment email address and are evaluated by the Venue and Contracts Manager against the criteria provided by the Head of Department.
- 3.8. Suitable candidates are added to an interview schedule.
- 3.9. The Venue and Contracts Manager liaises with the Head of Department, or their delegates to arrange the interview panel and schedule interview dates.
- 3.10. Candidates are invited to interview as per the schedule.
- 3.11. Lecturing recruitment requires a presentation during interview.
- 3.12. Applicants are assessed against the specified role criteria and their presentation. In some cases, applicants may be requested to attend a second interview including the Head of Counselling and Psychotherapy or the College Director.
- 3.13. The Venue and Contracts Manager informs applicants of recruitment outcomes.
- 3.14. Successful candidates will be provided with a contract, role description and start date by the Venue and Contracts Manager. The contract provided will clearly outline the duties involved in the role, code of conduct, salary/rate of pay, the contract type and duration.
- 3.15. Unsuccessful candidates will receive feedback as to why they were not successful and may receive feedback on their performance at all stages of the recruitment process.
- 3.16. The relevant Head of Department will take responsibility for inducting the new team member.

4. STAFF MANAGEMENT

- 4.1. Heads of department inducts all new team members to the college
- 4.2. Head of Department oversee training and probation periods for all new staff and Associate Lecturers.
- 4.3. New team members receive live training and have access to written policies and procedures, shadowing opportunities, and department specific handbooks, for example Lecturer's Handbook.
- 4.4. All College departments contribute to the induction process.
- 4.5. An appraisal process is applicable to all staff which facilitates a two way review, facilitating feedback and review from the staff member and their manager. This is initiated 6 months into the new position and occurs bi-annually thereafter.
- 4.6. Requests for support, further training and general feedback is actioned by the staff member's manager following the appraisal process.
- 4.7. The college operates an open door policy encouraging all staff members to come forward with feedback/requests at any stage during their employment.
- 4.8. Regular All Lecturer Meetings, programme reviews and support procedures provide opportunities for Associate Lecturers to provide feedback to the College and receive updates in relation to their programme.
- 4.9. Associate Lecturers and lecturing staff are appraised on an ongoing basis via feedback from learners, through the peer observation process and through regular engagement with their lecturing team (Student Development and Progression Officers, Academic Team Leaders, Year Heads, Programme Leaders, Clinical Managers).
- 4.10. Annually, the Venue and Contracts Manager requests updates from the Lecturing Team in relation to their professional accreditation status and external training/qualifications to ensure that professional and pedagogical standards are maintained and that teaching offers are matched appropriately.
- 4.11. Formal credentials of all staff and contractors will be collated and maintained by the Contracts and Venues Manager.
- 4.12. Performance related issues are addressed by the relevant Head of Department/Line Manager.

5. STAFF DEVELOPMENT

- 5.1. A budget for staff development is allocated by the College Director at the beginning of each fiscal year and approved by the Board of Directors. This is informed by communication from manager's regarding training needs in each department.
- 5.2. The staff development plan is reviewed and updated annually by the Head of Counselling and Psychotherapy and the College Director.
- 5.3. Where gaps in training/education are observed, PCI College will support all staff to upskill in their area of speciality/need within the budgetary parameters.
- 5.4. Training needs related to academic development is collated by the Head of Counselling and Psychotherapy through:
 - 5.4.1. The Appraisal Process
 - 5.4.2. All Lecturer's Meetings
 - 5.4.3. Faculty Meetings
 - 5.4.4. Counselling and Psychotherapy Meetings
 - 5.4.5. Individual Requests
 - 5.4.6. Reviewing professional and accrediting body standards and requirements
 - 5.4.7. Reviewing the employment sector in conjunction with Marketing and the recruitment process
- 5.5. Training needs related to the administrative department is collated by the College Director through:

- 5.5.1. The Appraisal Process
- 5.5.2. Annual Staff Meeting
- 5.5.3. Heads of Department Meetings
- 5.5.4. Individual Requests
- 5.5.5. Reviewing the employment sector in conjunction with Marketing and the recruitment process
- 5.6. Staff availing of training outside of the staff development plan that is relevant to their role may request support from the College by submitting a request to the College Director. Further information on this is available within Section 1 of the Staff Handbook.

6. STAFF COMMUNICATION

- 6.1. The primary mode of communication within PCI College is via the PCI College designated email address.
- 6.2. The meeting structures outlined within the Governance documents illustrate the communication processes within PCI College, including the purpose/terms of reference for each meeting and how they are managed. These include:
 - 6.2.1. CCS Training Board Meetings
 - 6.2.2. PCI College Board Meetings
 - 6.2.3. Finance Meetings
 - 6.2.4. Senior Management Meetings
 - 6.2.5. Heads of Department Meetings
 - 6.2.6. Academic Council Meetings
 - 6.2.7. Research and Ethics Committee Meetings
 - 6.2.8. Programme and Module Review Meetings
 - 6.2.9. All Lecturer's Meetings
 - 6.2.10. Staff/Learner Meetings
 - 6.2.11. Operational Departmental Meetings
 - 6.2.12. Staff Meetings
 - 6.2.13. Training Events
- 6.3. Informal communication within PCI College is accessed via Teams Chat and via the College's open door policy.
- 6.4. External communication with validating and accrediting bodies is managed by the Institutional Link Tutor.

7. LINKED POLICIES AND PROCEDURES

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