

Equal Opportunities - Recruitment and Selection Policy

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Purpose This Document provides Information on our Equal Opportunities Policy with regard to Recruitment and Selection

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Who needs to know about this document? All staff, Governing Body & all candidates applying for posts in IADT

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Policy Owner HR Department

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EQUAL OPPORTUNITIES – RECRUITMENT AND SELECTION

1. Introduction

Dun Laoghaire Institute of Art, Design & Technology (IADT) is an equal opportunities employer and is committed to equality of opportunity for existing and potential employees and to ensuring compliance with legislative provisions as set out below. IADT seeks to promote a work environment which is free from discrimination on grounds of gender, marital status, family status, religious beliefs, sexual orientation, disability, age, race or membership of the traveller community.

This policy does not apply to any matter connected with, or related to, the employment of a person where the gender of the person is deemed to be an occupational qualification for the post. This exception is in accordance with the Employment Equality Acts, 1998 to 2007 and is dealt with under the broader remit of the Institutes EDI Policy.

2. Policy

The Institute is committed to equality of opportunity. Accordingly, employment and promotion decisions will be based on merit, qualifications, abilities, skills, knowledge and attitude required to perform the job effectively, efficiently and to the standards required now and into the future. Recruitment and selection policies, promotion policies, training and development policies and all associated documentation will reflect the Institute's commitment to our policy of equality of opportunity.

The Human Resource Manager is responsible for ensuring the effective implementation of this policy.

It is the responsibility of every manager in the Institute to support IADT's Equal Opportunities Policy and to communicate it to their staff. All employees of the Institute are expected to comply with this policy. Any employee who wishes to raise concerns or make a complaint in relation to the operation of this policy may do so without fear of reprisal or victimisation.

Any employee of the Institute who is found to have engaged in any form of discrimination in contravention of our Equal Opportunities Policy or other related policies will be liable for disciplinary sanction in accordance with the provision of the Institutes Disciplinary Procedures.

A copy of this Equal Opportunities Policy is published on www.iadt.ie/vacancies , interact and is also referenced in our published Terms and Conditions which are available to applicants using our e-Recruitment online application process.

3. Discrimination

The Employment Equality Acts (1998-2007) outlaws discrimination on nine distinct grounds – gender, marital status, family status, race, religion, sexual orientation, disability, age or membership of the traveller community.

- 3.1** Direct Discrimination is taken to occur where one person is treated less favourably than another person is, has been, or would be, on any of the nine grounds.
- 3.2** Indirect Discrimination on gender grounds occurs where an employer sets down a provision which cannot be justified and that provision disadvantages a substantially higher proportion of one gender and cannot be justified by objective factors unrelated to their gender.
- 3.3** On non-gender grounds indirect discrimination occurs where an employer sets down a provision which cannot be justified and that provision operates to the disadvantage of one of the eight categories covered, and can only be complied with by a substantially smaller proportion of that group and cannot be justified as being reasonable.

4. PROCEDURE

4.1 Overview

The Institute is committed to equality of opportunity for all job applicants and selects those suitable for employment solely on the basis of merit. Job advertisements, job descriptions, job specifications, application forms and publicity material seek to encourage applications from all suitable candidates and will not discriminate on grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race or membership of the traveller community.

4.2 Recruitment/Application Forms

Recruitment documentation and publicity material will confirm that the Institute is committed to a policy of equality of opportunity in employment.

Our online application form seeks to elicit necessary information in a consistent way so as to support the different stages of the Recruitment and Selection process. To support the evaluation process our online Application Form has been constructed to assist:

- (a) The applicant to highlight those qualities such as qualifications knowledge, skills, experience, etc, which they believe match those set out in the Job / Person Specification as 'essential' and 'desirable' for the role advertised.

(b) The screening and short-listing panel to decide who should be short-listed when measured against the 'essential' and later 'desirable' criteria set out in the Candidate Information Booklet.

4.3 Selection

There will be no bias against candidates at interview on any of the nine grounds prohibited under the Act. Interviewers will not make assumptions about the suitability of individuals for certain types of work based on any of these grounds. Interview boards will not be comprised of persons of one sex only.

Questions at interview will be related to the requirements of the job. Where it is necessary to assess whether personal circumstances will affect performance (e.g. where the job involves unsocial hours or extensive travel) the same relevant questions, where deemed absolutely necessary, will be asked of all candidates.

The Institute will ensure that persons involved in making employment-related decisions are aware of their responsibilities, the Institute's policies, and the legal requirements.

Feedback forms are available to applicants for each stage of the screening, short-listing and selection stages of the process. Applications for same should be directed to the Human Resource Manager.

4.4 Career Development and Promotion

Opportunities for promotion and career development will be given without regard to a person's gender, marital status, family status, race, religion, sexual orientation, disability, age or membership of the traveller community. Promotional procedures will not discriminate either directly or indirectly on any of these grounds. It will not be assumed that family commitments lead to limited career aspirations.

4.5 Documentation

The Institute is committed to the use of non-discriminatory language in all documents both internal and external, in recognition of the fact that language used can play an important role in conditioning attitudes. Words which have no gender (e.g. person and applicant) and text that specifically refers to both genders will be used as far as possible.

4.6 Conditions of Employment

The Institute will not discriminate unfairly in relation to working conditions, or access to overtime, shift work or transfers, where the circumstances in which staff are employed are not materially different.

4.7 Mutual Respect

Dun Laoghaire Institute of Art, Design and Technology is committed to promoting an environment within the Institute that is free of harassment (including sexual violence and harassment) and bullying and will strive to ensure that all members of the Institute will be treated with dignity and respect.

The Institute values an environment where people are comfortable in their daily interactions. It is therefore important that a balance is struck between preserving the freedoms of expressions and intellectual enquiry so vital to third level education and ensuring that those freedoms are not abused so as to leave members of the Institute feeling harassed, sexually harassed or bullied.

It is recognised that harassment and bullying can seriously damage working and social conditions, and it will not be tolerated during the course of work, study or any other activity of the Institute. Further information on such matters, to include procedures for processing complaints, is set out in our Mutual Respect Policy.

4.8 Redress

Any person who wishes to raise issues concerning alleged discrimination during the Recruitment and Selection process (either open or confined competitions) should do so, in the first instance by writing in confidence to the Human Resource Manager. Internal staff may also process such issues through a recognised Trade Union. Advice and information on equality issues is also available from the Equality Authority. The Institute is committed to ensuring that all issues concerning alleged breaches of this policy will be dealt with seriously, promptly and with appropriate regard for confidentiality.

5. Review

All aspects of personnel policies and procedures will be kept under review to ensure that they actively promote equality of opportunity in employment.

Human Resources Department

March 2023