

The main objectives of Lawray's recruitment and selection policy are:

- To appoint the right person to carry out the role
- To carry out the process quickly, efficiently and effectively
- To enhance and support the existing workforce
- To ensure all practices used in the process are fair, non-discriminatory and follow the Equal Opportunities & Diversity Policy

Once a vacancy has been identified and agreed by the senior management (Directors and Practice Manager), following consultation with the relevant office teams, a job description and person specification are drawn up.

The use of job descriptions and person specifications make it easier to carry out the recruitment and selection process effectively. They create a clear understanding, for all parties involved in the process, of what competencies are required.

Many of the jobs within Lawray, particularly the architectural roles, are based around a standard job description that has variables added or amended dependant on some of the following factors: -

- level of seniority
- location
- specialist skills
- training or study commitments

Compiling the description helps our interviewers develop the questions they will need to ask to assess competencies in the tasks to be carried out and gives a fuller understanding of the role. Applicants for the vacancy will also be clear on what they will be required to do, whom they are responsible to and for and if they have the appropriate skills to carry out the role.

Once the job description is completed, the person specification is compiled. Again this is affected by various elements of the role, including the factors listed above, as well as the team the person will be working with. The person specification is a list of our essential and preferred requirements.

In addition to the pre requisites of knowledge, competencies and experience we look for staff who can:

- Team working ability
- Plan and organise
- Communicate clearly
- Have ambition to develop within our organisation

Preferred requirements may include decision making skills, commercial awareness, marketing skills, practical knowledge of certain software programs such as 'AutoCAD', 'Microstation', 'Vectorworks' or 'Microsoft Office', experience in other organisations of leading a team or managing a cost/time budget, appropriate professional study or qualifications, presentation skills, 3-D or model making experience, knowledge of Construction Design and Management (CDM) regulations, ability to display experience in a particular sector.

All of these criteria are used in tandem with the job description in choosing suitable candidates, from the letters of introduction and CV's/applications received, for interview and thereafter to aid decision-making in the final selection.

Before the interviews commence the interviewers, usually the office Director, Practice Manager and a senior member of the design team where required, review the job description and person specification to develop a set of appropriate questions and the overall structure of the interview in accordance with best practice procedures.

Having this guide in place helps to ensure all the interview candidates are treated fairly, asked the same base questions and evaluated on their interview performance and their responses. Candidates are asked to bring proof of eligibility to work in the UK with them to the interview, and should they be successful this information is held on their staff file.

Following the completion of the interview an evaluation and assessment is made of the candidates and a decision taken as to which candidate will be most suitable for the role and offered the position, pending reference checks.

For senior roles a second interview with the full Board of Directors may be required for final approval. This takes the same format as the previous interview, but the questions and structure are amended to take into account previous responses and information gathered.

Please refer to Practice Manager with any queries.

(See also Equality and Diversity Policy)