

Information pack for applicants

Professional Standards Committee member

Vacancy for an REC member

Closing date: 12 noon on Monday 26 April 2021
Interviews to be held: Thursday 27 May 2021

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1 Overview

The REC Board has delegated authority to the Professional Standards Committee (PSC) to consider complaints and evidence of non-compliance in respect of the REC codes, by any REC member. The PSC can impose disciplinary sanctions against those investigated and found to have breached the codes. The PSC has full power to investigate complaints against members, in whatever manner it deems appropriate.

REC members who serve on the Professional Standards Committee are able to bring their sector perspective to the work of the Committee.

Successful candidates will be expected to think strategically and influence decisions at a senior level. They will need to establish consultative relationships with stakeholders including Board members, staff and recruiters.

Indicative timetable for the process

Vacancy opens: Monday 29 March 2021

Applications close: 1200 on Monday 26 April 2021

Shortlisting completed by: Monday 10 May 2021

Interviews held: Thursday 27 May 2021

Induction: to be confirmed

Appointment start date: Thursday 25 June 2021

Competencies required

Outlined on page eight.

Eligibility

This post is open to any REC Member.

Remuneration

Travel and subsistence expenses are refundable within limits set by the REC. Expenses are subject to periodic review. The role is unpaid.

Time commitment

The Professional Standards Committee will meet as required, but at least four times per year, usually for a 1/2 day, with additional time required for reading meeting papers.

Remaining 2021 meetings

- Wednesday 30 June
- Wednesday 22 September
- Wednesday 8 December

2022 meetings

- Wednesday 23 March
- Wednesday 29 June
- Wednesday 21 September
- Wednesday 7 December

Term of office

The initial appointment is for three years. Individuals may be reappointed to the Professional Standards Committee for a further term, up to a maximum of six years, subject to satisfactory performance and the needs of the REC.

Contact

For information regarding the selection process, please contact:

Tracey Marshall, Head of HR

Tel: 020 7009 2162

Email: tracey.marshall@rec.uk.com

2 About the Recruitment and Employment Confederation (REC)

Stretching back almost a century, the REC has a long record of championing the power of jobs to transform people's lives. Following the 'great depression', placing workers into employment became not just a government priority, but a UK necessity. After embryonic growth, by 1930 market, legislative and economic factors led a group of like-minded, dedicated employment agencies to come together and form the first recognised recruitment industry trade body, LEAF - the London Employment Agencies Federation. This is the REC's heritage.

We drive standards and empower recruitment businesses to build better futures for their candidates and themselves. We are champions of an industry which is fundamental to the strength of the UK economy.

We provide legal advice, business support and training to help recruiters, and we celebrate the individuals involved in this industry, which contributes £39 billion to the UK economy.

REC members are recognised for their professionalism and the value they provide to clients and candidates. We work with recruiters and employers across the UK. Our team includes legal, compliance, policy, qualification and account management experts who have specific experience working with recruiters to help their businesses thrive.

Code of Professional Practice

REC members are recognised for their professionalism and the value they provide to clients and candidates.

Our Code helps recruiters get it right. It goes further than the legal obligations and makes sure that they are always acting ethically. If they are displaying the REC logo, it's a sign of quality. It tells candidates and clients that they have passed our Compliance Test and adhere to our Code.

To learn more about our strategic aims, please review the corporate documents available on our website at <https://www.rec.uk.com/>, including the REC Annual Report and Accounts at <https://www.rec.uk.com/about-the-rec>

3 The role and composition of the Professional Standards Committee

Committees of the REC Board are: Audit and Risk, Professional Standards and Remuneration and Appointments. These committees report to the Board, but make decisions on an independent basis.

The REC Professional Standards Committee (PSC) is the body which considers serious breaches of the REC's Codes of practice. The Committee has the authority to issue reprimands, compliance orders and reviews and to expel members (either a corporate member or an individual member (a RecPro)) from membership.

Responsibilities

- To undertake a detailed review of all case paperwork provided by REC ahead of PSC meetings
- To review cases submitted by REC at PSC meetings as a member of the Committee
- To determine whether the cases submitted involve any breaches of the REC Codes
- To decide on any sanction in line with the REC Complaints and Disciplinary Procedure for members in relation to the cases found proven
- To attend at least four meetings a year plus any extra meetings (will need to give time to attending meetings and travel to the REC offices when possible)

Membership

- Membership of the Committee will be eight. Committee size may only be changed by a revision of these terms of reference by the Board
- No one person can be a member of more than one REC committee at the same time.
- Committees will comprise:
 - At least one REC Board member (appointed by the REC Board)
 - Up to five REC members (appointed by the Board, on the recommendation of the Remuneration and Appointments Committee)
 - At least one independent, non-REC member (appointed by the Board on the recommendation of the Remuneration and Appointments Committee and on the basis of the skills required to compliment other members of the Committee)
- The CEO or a member of the REC executive team nominated by him/her has the right to attend meetings and may offer advice, but is not a member of the Committee.

The Committee will elect one of its members to be the **Chair**, who will serve in that role for a term of up to three years (subject to them otherwise remaining a member of the Committee). Members of the REC Board may sit on the Committee, but only in the role designated for a Board member; they may not chair the PSC.

Meetings

- The Committee will meet as often as required to complete its business.

- If necessary (and by agreement with the Chair in advance), Committee members may join meeting via video or teleconference, but it is expected that members will attend at least 75% of meetings in person. Meetings are usually held at the REC's office in London.
- A member of REC staff will join meetings to take minutes, and other members of the team may be invited to join meetings for relevant agenda items.

4 Competencies required for the role

Listed below are the core competencies and the evidence that will be applied when assessing candidates for membership of the Professional Standards Committee.

Competence	Evidence
Understanding of the role of the REC	<ul style="list-style-type: none"> • demonstrates a clear understanding of the role and purpose of the REC, including its status as a membership body. • fully endorses the REC's role in promoting equality and diversity.
Managing relationships and team working	<ul style="list-style-type: none"> • Ability to effectively manage agency representatives and complainants that attend PSC. • Able to build and maintain effective working relationships with the members of the PSC.
Planning and organisation	<ul style="list-style-type: none"> • Able to review documentation prior to PSC to effectively contribute to the discussion on cases and other PSC related documentation.
Judgement, decision making and Resilience	<ul style="list-style-type: none"> • Able to demonstrate balanced and objective judgement based on a thorough understanding of compliance and in line with the REC Complaints and Disciplinary Procedure. • Ready and able to take the initiative and be responsible for the consequences of decisions. • Manages personal effectiveness by managing emotions in the face of pressure, setbacks or when dealing with provocative situations. Demonstrates an approach to work that is characterised by commitment, motivation and energy.

5 Diversity and equality of opportunity

We value and promote diversity and are committed to equality of opportunity. All appointments are made on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience. We undertake that your application will be dealt with fairly and that all decisions we make about it will be based on merit and your ability to meet the candidate specification.

The REC has an absolute commitment to the principles of equality, diversity and inclusiveness and the Board is determined to ensure that its governance structure reflects that commitment.

6 On appointment

Members are appointed to the Professional Standards Committee for a period not exceeding three years. Candidates will be advised of their individual term on appointment.

Re-appointments can be made at the end of the first period of appointment for a further period not exceeding three years, subject to consistently high performance and the needs of the REC.

No person may serve on the Professional Standards Committee for longer than an aggregate of six years.

7 Applying for a post

All applicants are required to complete both application forms enclosed with the information pack and include a CV.

We must receive your completed application before the closing date and time of Monday 12 April 2021 at 1200h. Late applications will not be accepted.

The REC will ensure that the appointment is made in a way that is open, transparent and fair to all applicants. All appointments are made on merit.

Equality of opportunity – we welcome applications from all sections of the community and from people with diverse experience and backgrounds.

Electronic applications, which must be in Microsoft Word or PDF format, should be emailed to recruitment@rec.uk.com