Information pack for applicants

Professional Standards Committee member

**Closing date: 5pm - Monday 9 May 2022**

**Interviews: Monday 13 June 2022**

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# **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 can 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.

For more information on the work of the REC visit [www.rec.uk.com](http://www.rec.uk.com) including the REC Annual Report and Accounts at [www.rec.uk.com/about-the-rec](https://www.rec.uk.com/about-the-rec)

**Indicative timetable for the process**

Vacancy opens: Wednesday 30 March 2022

Applications close: 5pm on Monday 9 May 2022

Shortlisting completed by: Friday 20 May 2022

Interviews: Monday 13 June 2022 (in person)

Appointment start date: Thursday 16 June 2022

Induction: Thursday 22 September 2022

**Competencies required**

Outlined on pages seven - 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 half a day, with additional time required for reading meeting papers.

**2022 meetings**

* Wednesday 23 March
* Wednesday 29 June
* Wednesday 22 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:

Clare Flower

Member Compliance Manager

Email: clare.flower@rec.uk.com

# **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.

**Codes of Practice**

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

Our Codes helps recruiters (at organisational and individual levels) 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 the REC Compliance Assessment and adhere to our Codes.

Read our Professional Code of Ethics for Corporate Members [here](https://www.rec.uk.com/recruiters/REC-professional/professional-membership/code-ethics), and the Code of Professional Practice for Individual Members [here](https://www.rec.uk.com/recruiters/compliance/code-professional-practice).

# **The role 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 companies (either a corporate member or an individual member) from REC 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)

# **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 | * 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 | * 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 | * 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 | * 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. |

# **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.

# **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.

# **Applying for a post**

All applicants are required to complete both [application forms](https://www.rec.uk.com/download_file/4064/0) enclosed with the information pack and include a CV, with covering letter.

We must receive your completed application before the closing date and time of Monday 9 May 2022 at 5pm. 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.

Electronic applications, which must be in Microsoft Word or PDF format, should be emailed to [compliance@rec.uk.com](mailto:compliance@rec.uk.com)