

# LONDON CITY AIRPORT

2013 SECTION 106 ANNUAL PERFORMANCE REPORT

## APPENDIX 16

# LONDON CITY AIRPORT LIMITED RECRUITMENT POLICY 2013-14

08 July 2014

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[LondonCityAirport.com](http://LondonCityAirport.com)

London City Airport   
Get closer.

## 1. Applications

- 1.1. London City Airport advertise all vacancies on their dedicated career's page on [www.londoncityairport.com/careers](http://www.londoncityairport.com/careers)
- 1.2. Jill Pearman, Recruitment Manager (Tel 020 7646 0011) manages this careers page and posts all vacancies.
- 1.3. It is a core value of London City Airport to ensure that:
  - All applicants are dealt with in a courteous, respectful, fair and diplomatic way
  - All applicants are properly informed at all stages of the progress of their application.
- 1.4. In some limited specific instances, vacancies of a specialist nature may be advertised on both the LCY website and via specific aviation or other recruitment agencies and job boards. In this instance, advertising and procedure will remain the same as that for all other vacancies to ensure consistency.
- 1.5. Notwithstanding the above, where recruitment for more than one position is initiated simultaneously, London City Airport will advertise such vacancies through a local employment agency (e.g. Newham Workplace and/or others), notify local recruitment centres of such vacancies and advertise through the LCY website.
- 1.6. London City Airport works in partnership with the Local Authority (via Newham Workplace) to deliver into-work training for unemployed Newham residents. In some instances, candidates from this training programme may be recruited directly by London City Airport Limited (Jill Pearman /Anthony Angol<sup>1</sup>) from Newham Workplace.
- 1.7. London City Airport endeavours to employ people living in the vicinity of the airport to share its economic and social benefits. Specifically, the airport has agreed targets with the Local Authority to endeavour to employ:
  - 70% of its employees from the "local area"<sup>2</sup> including 35% from the London Borough of Newham.
- 1.8. A standard application form is used to assist in filling all vacancies as a way of obtaining the same information from each candidate.
- 1.9. Applicants will have the opportunity to register their interest in specific areas of the business and upload their CVs to our website. We will hold this information on our data base for future consideration and will notify applicants directly when relevant roles are available.

- 1.10. All documentation relating to selection of new staff (e.g. completed application forms) that is not retained must be disposed of securely (i.e. shredded).

## 2. Selection

- 2.1. A candidate will not be appointed without first being interviewed by persons with the authority to select.
- 2.2. The purpose of the interview is to:
  - Assess the skills and knowledge of the applicant
  - Assess the attitude of the applicant
  - Identify the strengths and weaknesses not apparent from the application form
  - Probe details or inconsistencies submitted by the applicant
  - Establish suitability for employment
  - Give information about the job and working conditions.
- 2.3. All interviewers are trained in Recruitment and Selection Skills and Employment Law to be aware of legal requirements and the Company's equal opportunities policy.
- 2.4. All interviews are conducted by two or more authorised people.
- 2.5. All interviewers are senior to the vacant position.
- 2.6. All interviews are conducted in private and in a place without distractions. Where appropriate, the candidate is shown the environment in which he/she will work if successful.
- 2.7. Interviews reflect Company philosophy, observe legal requirements, are conducted courteously and give full details of terms and conditions of employment and benefits.
- 2.8. Written records are kept of all short-listing decisions in case of query at a later stage.
- 2.9. Written records are kept of all interviews conducted using a standard 'Interview Assessment Form'.
- 2.10. Successful applicants will receive a standard offer of appointment letter. This is arranged by Jill Pearman.

## 3. Equal opportunities policy

- 3.1. The recruitment policy will aim to select the most suitable person for the job in respect of experience and qualifications and the Company will comply with its equal opportunities policy in this regard.
- 3.2. All recruitment publicity positively encourages applications from suitably qualified, experienced people and avoids any stereotyping of roles.
- 3.3. Vacancies are advertised in a variety of ways to ensure that a fair cross section of potential applicants have access to the advertisement, including via:

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<sup>1</sup> Anthony Angol – Community Relations Executive, London City Airport Limited

<sup>2</sup> The "local area" is defined by the London Borough of Newham as the 11 East London Boroughs of Newham, Tower Hamlets, Hackney, Waltham Forest, Redbridge, Barking & Dagenham, Havering, Bexley, Greenwich, Lewisham and Southwark.

- Local Authority “one stop shops” including Newham Workplace, Skillsmatch and Greenwich Local Labour & Business
  - All Job Centre Plus outlets, via their electronic system, Newham College (CIPS) and Anchor House Homeless Charity (entry level roles only).
- 3.4. All vacancies are advertised on London City Airport’s website ([www.londoncityairport.com/careers](http://www.londoncityairport.com/careers)).
- 3.5. The application form only includes those questions that are necessary at the initial stages of selection. All questions on the application form are relevant and non-discriminatory
- 3.6. At interview, questions or assumptions about a candidate’s personal and domestic circumstances or plans will only be asked where necessary with regard to the role. Where the requirements of the job affect the candidate’s personal life (e.g. shift work, unsociable hours or travel) this will be discussed objectively.

#### **4. Selection criteria**

- 4.1. Only those qualifications and skills that are important to the job are criteria for selection. These include, but are not limited to, education and professional qualifications, experience and physical abilities. However, such formal academic or professional qualification requirements may be waived if candidates can demonstrate their suitability for the job by other means including previous experience and a willingness to undergo further training.
- 4.2. All applicants will receive with the application form:
- an outline job description
  - a person specification, detailing essential and desirable characteristics
- 4.3. All applicants short-listed for interview will receive interview details in writing.
- 4.4. All candidates who are not short-listed receive a standard rejection letter immediately after the short-listing process has been completed with details of employability skills programmes available locally.
- 4.5. In the event that two candidates, after interview, equally meet the person specification, the candidate living closer to the airport will normally be given priority.
- 4.6. Positions will only be filled with suitable candidates. Unsuitable candidates will not be appointed.
- 4.7. All unsuccessful short-listed candidates will receive Notification informing them of the result of their assessment / interview within 7 working days.
- 4.8. All unsuccessful internal applicants will have a debriefing interview where the reasons for their non appointment will be explained and, where appropriate, general guidance will be given on areas for improvement.

#### **5. Selection tests**

- 5.1. Selection tests are used to ensure that applicants have the skills and aptitude requirements for the job.
- 5.2. All such tests are valid, reliable and free from gender or race bias and are non-discriminatory. Tests are developed in conjunction with education professionals to ensure a level of suitability to the role applied for.

#### **6. Other criteria**

- 6.1. Any requirements in relation to age, ability, experience and qualifications will be applied for the particular vacancy in a non-discriminatory way.
- 6.2. All concessionaires/service partners at London City Airport have a contractual obligation to London City Airport to use all reasonable endeavours to recruit locally.
- 6.3. London City Airport has an Employers’ Forum in which supports on-site partners with a range of issues, one of which is local recruitment.

