

DCA Inclusive Recruitment Policy - Statement

Promoting equity and valuing diversity are fundamental to DCA's core values and mission, with the principles of inclusiveness, tolerance and fairness central to all of our work. We believe that working towards social justice is our civic responsibility, central to our success and a vital part of how we deliver public benefit in Dundee and across Scotland.

Our commitment is to be as inclusive, diverse and equitable as possible: we understand that certain groups are disproportionately underrepresented in the cultural sector, and we are committed to ensuring we are fair, consistent and compassionate.

As well as the protected characteristics outlined in the 2010 Equality Act, which cover age, disability, gender reassignment, marriage/civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation, we also note paternity, gender, the menopause, socio-economic background and parenting and caring responsibilities, amongst other potential areas of discrimination and unequal treatment. DCA will not accept unfair or less favourable treatment, or any form of discrimination, on the grounds of these characteristics, backgrounds, circumstances, and identities.

DCA takes a competency-based approach to recruitment, that focuses on candidates' demonstrated skills, knowledge and abilities relevant to a specific job role. Candidates are asked to evidence, through an application form and at interview stage, should they be shortlisted, that they can demonstrate these competencies. We acknowledge that bias exists and we attempt to mitigate this by requiring all recruiting managers to undertake training to address this and also ensure that two or more people carry out both shortlisting and interviewing.

At each stage of the recruitment process, we will offer support to ensure that applicants have their access needs met wherever practicable and reasonable.

Information about posts is made available through the DCA website, and posts are advertised on DCA social media, as well as on Creative Scotland, ASVA, Disability Arts online, and both Dundee and Abertay University websites.

As a Disability Confident employer, all disabled candidates who meet the minimum requirements (essential criteria for the role as stated in the job description) for each post will be invited to interview. When invited for interview, candidates will also be asked for any access or support needs that they might have and all reasonable adjustments will be considered.

DCA will only employ workers who are legally entitled to work in the United Kingdom, and all foreign nationals will have to obtain appropriate documentation as required by UK Visas and Immigration.

DCA will retain, for one year, all records arising through the recruitment process, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates. DCA makes a commitment to ensuring that personal data, including special categories of personal data and criminal offence data (where appropriate), is retained in line with the General Data Protection Regulation (GDPR) and the current Data Protection Act and all its employees conduct themselves in line with this, and other related, policies.