

Universal Jobmatch – Terms and Conditions

Background

Employers using both the Universal Jobmatch (UJ) self-service and managed account (formerly ED) routes must agree Terms and Conditions before a job posting can be displayed. The Terms and Conditions cover use of the Service, legal requirements such as National Minimum Wage and the Equality Act 2010, together with DWP policy requirements such as the advertising of jobs in the adult entertainment industry. The Terms and Conditions also cover employment/recruitment agencies, therefore Service Level Agreements for these organisations will no longer be required.

Requiring all employers to accept the UJ Terms and Conditions will ensure that they are all treated equally.

A decision was also made to remove all potentially discriminatory words and phrases that would result in a job posting being rejected by UJ. As a result, the Terms and Conditions have been strengthened by the addition of an annex listing all the potentially discriminatory words and phrases. Revised Discrimination Guidance will be available from 19 November 2012. It is also planned to add a disclaimer to jobs posted on UJ.

Job postings notified by telephone or e-mail through the managed account route and identified as containing unacceptable and potentially discriminatory content will be challenged and exception stencils issued where appropriate. This provides:

- a stronger case when tackling discrimination issues with employers;
 - a greater incentive for employers to self serve on Universal Jobmatch;
 - protection for jobseekers against unscrupulous employers.
- It will also strengthen DWP ability to handle complaints and will protect DWP from complaints and legal challenges as it can be identified who posted the job – employer or managed account route.

Action

Job postings can only be displayed if the employer has accepted the UJ Terms and Conditions and employers must be informed of this.

If there is no record that the employer has accepted the UJ Terms and Conditions, the attached process must be followed.

Job postings will need to be temporarily expired whilst awaiting return of the Terms and Conditions (together with clearance of any identified discrimination issues), following which the job posting can be resurrected and advertised.

The current planning assumption is that expired accounts/job postings will be purged by UJ after 18 months.

Contact:

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