# A HR Guide to Redeployment

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Point number** | **Question** | **Page number** |
| **1** | What is Redeployment? | **2** |
| **2** | Am I eligible for Redeployment? | **2** |
| **3** | Will redeployment be within my own department or faculty? | **2** |
| **4** | How does the redeployment pool work? | **2-3** |
| **5** | Who will see my redeployment candidate profile? | **3** |
| **6** | How long will my candidate profile remain available for potential matches? | **3** |
| **7** | How will my suitability be considered? | **3** |
| **8** | How will I be notified of potentially suitable vacancies? | **3** |
| **9** | Can I turn down an interview for a proposed vacancy or an offer of redeployment post? | **3** |
| **10** | During my redeployment period, can I apply for other vacancies? | **3** |
| **11** | If I am redeployed will I have a trial period? | **4** |
| **12** | What happens if the trial period is successful? | **4** |
| **13** | What happens if the trial period is unsuccessful? | **4** |
| **14** | What will happen if I am unable to find alternative employment at the end of the redeployment period? | **4** |
| **15** | What happens if I don’t engage in the redeployment process? | **4** |
| **16** | What support will I be given to me? | **4** |

|  |  |
| --- | --- |
|  | **What is Redeployment?** |
| Redeployment is the appointment of a member of staff at risk of redundancy, to a position which may be different in terms and conditions to the current post. An employer has a legal obligation to look for Suitable Alternative Employment (SAE) for staff “at risk” of redundancy. The suitability of the offered position would depend upon:   * the similarity of the work to your current job; * your skills, abilities and personal circumstances; * the pay and benefits of the job; * hours and location of the job. | |
|  | **Am I eligible for Redeployment?** |
| Redeployment is available to all College staff with a permanent contract. This also extends to staff members on fixed-term contracts with a minimum of 2 years length of service at the date their current contract expires. | |
|  | **Will redeployment be within my own department or faculty?** |
| Initially, staff affected by change will be considered for any SAE or redeployment opportunities within his/her current department or faculty.  If there are no such opportunities available within your department or faculty, you will be registered in the College’s Redeployment Pool, to enable you to be considered for cross College vacancies. | |
|  | **How does the redeployment pool work?** |
| Staff “at risk” of redundancy will be registered in the Redeployment Pool until their last day of service. Your Manager & an HR Advisor will meet with you to carry out a redeployment interview which includes completing a skills profile with details such as:   * your desired employment (it is essential for this section to be completed); * your skills, knowledge and experience; * any transferable skills you have; * any specific areas of expertise or interest you have; * your level of responsibility; * any relevant training you have undertaken; * your ambitions/aspirations ; * if appropriate, any personal circumstances relevant to undertaking a new position.   The information you include in your candidate profile will be used to assess your suitability for vacancies that arise against the criteria in the Person Specification. The Person Specification is specific to each vacancy and is drafted by the recruiting department and agreed with Human Resources.  It is also essential for you to take responsibility for updating your redeployment profile to ensure that it best reflects your skills which may be relevant to the positions you wish to be considered for. It is recommended that you are open to different opportunities to give you the best chance of redeployment.  Staff members registered in the redeployment pool are provided with priority consideration for College job vacancies, in advance of these opportunities becoming available to the wider College or to external candidates.  Redeployment candidates will be considered for opportunities where they meet the essential criteria for the position or could do so with reasonable and appropriate training.  Redeployment will normally be made to a position at the same grade as your current post; however, you may also consider a position at the grade below. Where a member of staff is offered, and accepts redeployment to a lower graded post, the College will offer transitional pay protection. | |
|  | Who will see my redeployment candidate profile? |
| Staff within Human Resources will be able to view your redeployment profile as well as Recruiting Managers. | |
|  | How long will my candidate profile remain available for potential matches? |
| Your candidate profile will remain in place until your last date of service. | |
|  | How will my suitability be considered? |
| Your manager and Human Resources will consider you for all suitable positions. The suitability of your redeployment to a position would depend upon:   * The nature of the work; * Qualifications, skills and experience required to carry out the work; * Aptitude and capability of the individual to undertake the work; * Working arrangements i.e. hours of work, shift arrangements etc; * Level of responsibility relative to the previous role; * Grade and pay; | |
|  | How will I be notified of potentially suitable vacancies? |
| You will be contacted by Human Resources who will give you details of posts available within the College. | |
|  | Can I turn down an interview for a proposed vacancy or an offer of redeployment post? |
| Where priority consideration and/or a guaranteed interview and/or an offer of a post through the redeployment process has been made and refused without valid reasons, the College reserves the right to proceed to dismissal on the grounds of redundancy, where applicable. | |
|  | During my redeployment period, can I apply for other vacancies? |
| It is important to consider all job opportunities, both internal and external to the College.  Vacancies advertised on the College’s portal and external website are also open to redeployees. However, for these vacancies, redeployees will be considered for the positions in open competition. This means that you will not be provided with priority consideration for these positions.  In all cases, you will be provided with reasonable time off to attend interviews for alternative employment. | |
|  | If I am redeployed will I have a trial period? |
| If you are offered an alternative position through redeployment, your appointment will be subject to the completion of a trial period, details of which will be included within your new appointment/change of appointment letter, sent to you from Human Resources .  A trial period is usually for a maximum of four weeks with effect from the date of appointment. On some occasions, the length of the trial period may be more than these four weeks, dependant of the new position and the likely period of transition. In all cases, your new manager will discuss and agree with you the appropriate length of the trial period.  A trial period is utilised to assess the suitability of the position, by both the department and yourself. | |
|  | **What happens if the trial period is successful?** |
| If your appointment to your new position is subject to the completion of a trial period, these will be included within your new appointment/change of appointment letter, sent to you from Human Resources. If you successfully complete your trial period, your appointment will continue based upon the terms and conditions set out in your new appointment/change of appointment letter. | |
|  | **What happens if the trial period is unsuccessful?** |
| If the trial period is unsuccessful, your manager will discuss the reasons with you and will explore the options now available to you. | |
|  | What will happen if I am unable to find alternative employment at the end of the redeployment period? |
| You will normally have been served notice of the termination of your employment at the same time as you were registered in the Redeployment Pool, and your period of redeployment will normally run in concurrence with your notice period.  Your manager and Human Resources will work with you throughout this period to try to help you find alternative employment. However, if this has not been possible, your contract of employment will end of your notice period, on the grounds of redundancy. | |
|  | What happens if I don’t engage in the redeployment process? |
| By not engaging in the redeployment process, you may lose your entitlement to redundancy, where applicable. | |
|  | What support will I be given to me? |
| A range of support is available to you during your time on Redeployment.  Your manager and Human Resources will also provide advice and support to you, as required, and they will also take an active role to try to find you alternative employment.  If you have any questions about your current contract of employment or how the Redundancy Procedure will be applied to your situation you should discuss these with your Line Manager or HR Advisor. | |