UNIVERSITY OF
BIRMINGHAM

**REDEPLOYMENT PROCEDURE**

The Redeployment Procedure sets out how eligible employees can access the University's Redeployment Service and the process for seeking "suitable" alternative employment and for redeploying redeployment candidates to a new post.

The definition of what is considered to be "suitable" alternative employment is set out in the Redeployment Policy (Section 2).

This procedure should be read in conjunction with the Redeployment Policy.


**1.     Access to Redeployment**

Redeployment candidates can access redeployment as set out below:-

**1.1    Redeployment due to Redundancy**

1.1.1   College/Budget Centres will consult with employees about the potential redundancy and means of avoiding the redundancy in accordance with relevant procedures and notify eligible redeployment candidates of the contact details for the HR Adviser.

1.1.2    The HR Adviser will arrange to meet with the redeployment candidate as soon as possible after the employee has expressed an interest in finding out about redeployment.

1.1.3   Where the redundancy is not due to the potential end of a fixed term contract or the potential funding end date on a permanent contract, the HR Adviser will contact the employee(s) concerned once notified by the HR team of those "at risk" of redundancy and will offer to meet with the employee(s).

**1.2    Redeployment due to Medical Reasons, long-term sickness, or in circumstances where there are personal rather than organisational reasons for redeployment**

1.2.1    Should an employee be seeking redeployment for a reason other than redundancy, the HR Adviser will be informed by the relevant HR team and will contact the employee concerned and offer a meeting.


**2.     The Redeployment Meeting**

2.1    The purpose of the initial meeting held between the redeployment candidate and the HR Adviser is to ensure that the redeployment candidate is supported as fully as possible and has access to all appropriate information during the redeployment period.  A redeployment candidate can, if they wish, be accompanied at this meeting by a TU representative or a friend who is an employee of the University.

2.2    At the meeting the redeployment candidate will be encouraged to discuss:-

- their knowledge, skills and experience
- the types of role(s) which the redeployment candidate is seeking
- any reasonable training they may need to secure the role(s) they are seeking

- if there are any current vacancies that the redeployment candidate is interested in or has applied for

2.3   The HR Adviser will:-

2.3.1   Inform the redeployment candidate about the Redeployment Policy and Procedure

2.3.2   Provide information about the Redeployment Website.

2.3.3   Inform the redeployment candidate how to search for vacancies using the e-recruitment system, and inform them of the procedure to follow when applying for a vacancy, how to set up job alerts or be notified of vacancies via an alternative means.

2.3.4   Where appropriate, give advice on compiling a CV (and inform the member of staff about other support available e.g. help in writing application forms and interview practice).  Individuals will be directed to the Employee Advice and Support Services as appropriate.  A Frequently Asked Questions (FAQ) sheet is also available (see Appendix A).

2.3.5   Where appropriate, provide advice to individuals as to which (external) publications/websites would be appropriate to search for suitable vacancies.

2.3.6   The redeployment candidate will be asked at the end of the meeting to sign and date the Redeployment Meeting Form (Appendix B) to confirm that all relevant information has been given.


3.   **Procedure for recruitment and selection to vacant posts**

3.1   Once funding approval and job evaluation have been completed the vacancy details will be advertised exclusively to redeployment candidates on the e-jobs website for 5 working days (except for Professorial posts and Senior Officers). No wider recruitment advertising will take place until after this period.

3.2   Applying for a post

3.2.1   Redeployment candidates are strongly encouraged to search the University's e-jobs website for vacancies www.birmingham.ac.uk/staff/jobs and to explore the potential suitability of a vacancy by meeting with the named informal enquiry contact for the post prior to the closing date.  Where there is no named informal enquiry contact the redeployment candidate can contact the HR Adviser who will help arrange a meeting with the person responsible for filling the post in the College/Budget Centre. The objective of this meeting is to give the redeployment candidate and the College/Budget Centre an opportunity to explore the potential suitability of the post at an early stage.

3.2.2   Where a redeployment candidate applies for a post, he/she must ensure that they apply the relevant flag on their application in order to ensure that the application is flagged as redeployment.

3.3 Shortlisting Redeployment Candidates

3.3.1 Following the published closing date for the vacancy, the College/Budget Centre will be alerted to redeployment candidate(s) who have applied for the post.

3.3.2 Where one or more redeployment candidate(s) have applied for a post and appear (to the shortlisting panel) to meet the essential criteria for a post, it will be deemed to be potentially "suitable" and the redeployment candidate(s) will be shortlisted for the post.

3.3.3 Where a redeployment candidate does not appear to the shortlisting panel to meet (from the evidence provided on the application form) the essential criteria for the post, the Chair of the shortlisting panel will be required to give detailed written feedback against the job criteria. This feedback will be given to the redeployment candidate by the Chair of the panel or the Chair's nominee. A redeployment candidate has the right to appeal against this decision. The procedure for doing so is set out in section 5 below. The appeal procedure should be carried out expeditiously to ensure as far as possible that the appeal decision is made prior to the selection decision for the vacant post.

3.4 Selection Interviews involving Redeployment Candidates

3.4.1 Following the published closing date for receipt of applications a selection interview will be set up for redeployment candidate(s) who are shortlisted. Redeployment candidates should, where possible, be interviewed at an earlier date than other shortlisted candidates in order to avoid raising the expectations of non-redeployment candidates who may otherwise be invited to interview.

3.4.2 Panel members will assess redeployment candidates in terms of whether or not they are appointable, ie does the candidate at interview (together with other evidence obtained from their CV, application form and any selection test(s)) demonstrate meeting the essential criteria for the post.

3.4.3 In assessing the suitability of the candidate for the post, the panel will need to consider how far an individual's skills, knowledge and experience match the job description for the vacant post. If there are gaps, the panel is required to assess if training can bridge these gaps within a reasonable period and consider whether this is a viable option. The panel will need to be able to demonstrate that the decision to appoint or not to appoint is reasonable in the circumstances. To aid decision making the Redeployment Matching Form may be used (See Appendix C).

3.4.4 Where a sole redeployment candidate meets the essential criteria for a post it will be deemed to be potentially "suitable" and they will be appointed to it.

3.4.5 In circumstances where more than one redeployment candidate is considered appointable the reason for the redeployment will determine which redeployment candidate should be offered the post first. Priority should be given as follows:-

1. Redeployment candidates on maternity/adoption/shared parental leave who are at risk of redundancy and redeployment candidates seeking redeployment for medical reasons where appointment to the vacant post would constitute a reasonable adjustment for a disability
2. Other redeployment candidates at risk of redundancy
3. Employees seeking redeployment for another reason

3.4.6   Where two or more redeployment candidates of the same priority as set out in paragraph 3.4.5 are considered appointable to the post, the selection panel shall appoint the candidate who in its judgement is the best/better candidate.

3.4.7   Where a redeployment candidate is not considered appointable, clear written reasons relating to the job description need to be given to the HR Adviser/Lead dealing with the vacancy. The feedback will be given to the redeployment candidate by the Chair of the panel or Chair's nominee.

3.4.8   In circumstances where a redeployment candidate is interviewed at the same time as candidates who are not  redeployees, the redeployment candidate will be appointed in preference to non-redeployment candidate(s) providing the selection panel determines s/he is appointable to the post whether or not the redeployment candidate is considered to be the best of all those interviewed.

3.4.9   A flowchart representing the recruitment and selection procedure for redeployment candidates is shown in Appendix D.


## 4.   Trial Period

4.1   The trial period will be financed by the receiving College/Budget Centre, however if the trial period is not successful, any redundancy costs associated with the employee will remain the responsibility of the originating College/Budget Centre.

4.2   A Trial Period Review form (Appendix E) may be used during the course of the trial period in order to provide a framework for discussions during the trial period.  Where used, this form should be completed by the receiving College/Budget Centre.

4.3   Following consultation with the redeployment candidate, at the end of the Trial Period the College/Budget Centre will decide whether the appointment can be confirmed.  The College/Budget Centre will confirm their decision, in writing, giving reasons, to the HR Lead for the area.

4.4   Where the College/Budget Centre decides that the trial period has been successful, the redeployment candidate will be confirmed in post. If a redeployment candidate does not wish to be confirmed in post, s/he should submit to HR written reasons detailing why the job is unsuitable.

4.5   Where the decision made by the College/Budget Centre is to decide that the post does not constitute "suitable" alternative employment for the redeployment candidate the College/Budget Centre must provide justifiable reasons for the decision.

4.6   For further information on Trial Periods please refer to the Redeployment Policy (Section 13).


## 5.   Procedure for Appeal

5.1   Where a redeployment candidate does not agree with a decision made by the College/Budget Centre (eg a decision not to shortlist, a decision not to appoint, a decision not to make adjustment(s), a decision not to provide training and/or a decision not to 'confirm' an appointment at the end of a trial period), the redeployment candidate may appeal against the decision in writing, giving reasons detailing why they perceive the decision to be unreasonable.  The College/Budget Centre, with advice from HR, will respond to this in writing and, following consideration of the evidence, will either

change or uphold the decision based upon the information provided.  The College/Budget Centre decision will be in writing and will be given to the redeployment candidate.

5.2    If, after the above process the appeal has not been resolved to the satisfaction of the redeployment candidate the case will be forwarded to the Pro-Vice-Chancellor (Resources) or nominee (eg, a Deputy Pro-Vice Chancellor) who will, with the assistance of HR, review the written evidence and make a decision which will be communicated in writing to the redeployment candidate and include (where appropriate) any measure(s) the University will take to deal with the consequences of a successful appeal.

1 June 2009
Updated March 2018

## FREQUENTLY ASKED QUESTIONS

**What is the redeployment service and to whom does it apply?**

The redeployment service has been set up in order to provide assistance to those employees whose employment contracts will end by reason of the end of a fixed term contract, or are otherwise facing redundancy or who are looking for alternative employment within the University for some other reason, e.g. medical reasons. Alternatively there may be some other substantial reason, which would mean that the use of the service is an option to explore.

**What is the definition of "suitable" alternative employment?**

"Suitable" alternative employment is defined as a post which is broadly comparable to that previously held in terms of the duties of the post, and the knowledge, skills and experience required. The grade/band of the post, salary, status hours of work, patterns of work and working environment should also be taken into account. None of these factors on its own is definitive and therefore suitability for a post will be determined on a case by case basis.

A "suitable" post may be one which could potentially become "suitable" for the redeployment candidate with reasonable training. Training may be both formal (courses) and informal (coaching/mentoring) to support any training need(s) identified.

**How can I contact a HR Adviser?**

Please contact HR through the HR Service Portal hrserviceportal.bham.ac.uk or call 58425.

**What is the process?**

a) Redeployment due to redundancy

College/Budget Centres will consult with you about the potential redundancy and means of avoiding the redundancy. You will be notified about redeployment. In addition, HR will also write to you offering you a meeting with the HR Adviser. If you wish to find out more about redeployment or are seeking redeployment the HR Adviser will arrange a meeting with you.

Where the redundancy is not due to the potential end of a fixed term contract or the funding date on a permanent contract the HR Adviser will be informed that a post is "at risk" of redundancy the HR Adviser will contact the employee(s) concerned to offer a meeting.

b) Redeployment for Medical reasons

If you are no longer medically capable of performing the duties of your post and this is confirmed following consultation with Occupational Health, you will be contacted by the HR Adviser and invited to a meeting to discuss redeployment. If you are seeking redeployment on medical grounds, redeployment to a post will be subject to agreement from Occupational Health.

c) Redeployment for some other reason

If you are seeking to be redeployed elsewhere in the University for some other reason (in circumstances where there are personal rather than organisational reasons for redeployment e.g. a breakdown in relationship(s)), and the College/Budget Centre and/or HR have agreed that redeployment is appropriate you will be contacted and invited to a meeting with the HR Adviser to

discuss redeployment.

**What will happen at the meeting with the HR Adviser?**

You will be invited to discuss your knowledge, skills and experience and encouraged to identify the kind of job/work you are seeking.

At the meeting you will be informed about the redeployment procedure and provided with advice and support to facilitate redeployment.

CV advice will also be given (where needed or appropriate) and individuals will be given information on other sources of internal and external help and information (e.g. Employee Support as well as advice on publications/websites which may be appropriate for an individual).

**What practical help can I expect?**

Practical help in writing your CV can be given at the meeting with HR and if required, interview practice can be arranged. Support can also be provided in writing applications. Training and development courses such as CV Writing and Interview Skills are available through the People and Organisational Development (POD) Team (https://intranet.birmingham.ac.uk/staff/development/index.aspx).

**How do I search for potentially "suitable" vacancies and what is the procedure for applying for a job?**

You are strongly encouraged to view new vacancies on the University e-jobs website www.birmingham.ac.uk/staff/jobs in order to identify a "suitable" post. In cases where you are not sure how "suitable" the vacancy might be you are encouraged to contact the informal enquiry contact named on the Further Particulars, or contact your HR Adviser who will help set up a meeting with the manager responsible for filling the post in the College/Budget Centre in order to explore the potential suitability of a post.

You should complete the online application form which will ask you to state whether you currently work for the University. When you state that you do, you will be asked to confirm that HR has acknowledged in writing that you are a redeployment candidate. You will then be asked to specify the grounds on which you are seeking redeployment. When you confirm that you are redeployment candidate, your application automatically gets flagged as being from a redeployment candidate. HR will then make sure that all applicants that are flagged as redeployment candidates are offered an interview if they meet the person specification for the vacancy. The following screenshot provides an example of the redeployment questions on the application form. We do not ask about redeployment on the electronic application form for Professorial and equivalent posts. This is because the posts are so specialised at that level of seniority it is unlikely that we will be able to redeploy applicants into such posts. However if you do wish to be considered for redeployment into a Professorial or equivalent post then please inform your HR Adviser of your application for a Professorial or equivalent post on or before the published closing date for the vacancy.

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**Progress Tracker**

× Personal Details

× Personal Details (continued)

× Qualifications

× Present or most recent employment

× Previous Employment

× CV

× Other Information

× Equal Opportunities

× Source of Application

× References

## Personal Details (continued)

Have you ever worked for the University of Birmingham?

Yes, I currently work for the University ▾ *

National Insurance Number (Please enter without any spaces (ie LLNNNNNNL))

Please quote your University person reference number. This can be found on your University of Birmingham payslip or on your honorary contract letter. If you cannot locate this information then please enter n/a. (Please do not enter your University Birmingham student number should you have one.)

n/a *

Has HR confirmed that you are a redeployment candidate being supported by HR in finding alternative work?

Yes – I currently work for the University and I am currently seeking redeployment to alternative work ▾ *

Please specify the grounds on which you are seeking redeployment.

Select

**Which vacancies are advertised to redeployment candidates in advance of other staff and how do I find them?**

All posts except for Senior Officers and Professorial posts are advertised for five working days on the Redeployment website in advance of the vacancy being posted on the main vacancy website. The easiest way to access the redeployment website is to log into my.bham – the staff portal. The portal can be accessed from the home page of the University's webpage or directly from www.my.bham.ac.uk. Accessing the portal through the direct link also provides you with a mechanism to obtain a username and password, should you find your adf username and password do not work. (Access to my.bham is automatically suspended if you have not used it for some



time but can be easily reactivated by logging a call with the IT Helpdesk.)

You will see a link to the Redeployment website from the "my. Workplace" tab in the portal. In addition to the Redeployment website you will also find links to other relevant information here.

On the sixth day, the vacancy will be advertised on the main vacancy site. You do not have to submit your application in the first five days that the vacancy is advertised, you can submit it at any point before the closing date.

**How do I set up job alerts?**

Provided that you have access to the Internet and email you will be able to set up job alerts. Alternatively, if you do not have access to the Internet or email an alternative means of notifying you of vacancies will be agreed with your HR Adviser.

From the main vacancy page, you should select "Register for Job Alerts" from the left-hand menu. If you have not already done so, you will be prompted to log-in. (To create a personal account you need to submit a valid email address and a strong password. You will need an e-recruitment account to make an application.) You will then be able to choose the criteria of the jobs that you would like to be alerted to. There is no limit on the combination of email alerts you can specify and you can choose to be alerted every time we post a job if you wish. When we post a job on our main vacancy site (not our redeployment site as this receives some vacancies up to five working days in advance of the normal advertising period), you will receive an email alerting you to this. The email will contain a URL that will take you directly to the vacancy details. You can unsubscribe from receiving these alerts, or change the criteria of posts that you are being alerted to by logging back into this page at any time.

**Do I have to consider any job?**

No. However if you decline to be interviewed or later turn down an offer of a job that is judged as "suitable" alternative employment by the University, you may lose your right (if entitled) to a redundancy payment at the end of your contract should no other "suitable" alternative employment be available or accepted prior to the end of your contract.

**If I am successfully redeployed will I have a trial period?**

No, not necessarily. This will depend on the job and how closely it matches your skills, experience and knowledge. However, in cases of redundancy, employees have a statutory right to a trial period of up to four weeks in any "suitable" alternative employment to which they are appointed where the capacity and place in which they are employed, together with other terms and conditions of employment, differ (wholly or in part). The employee does not have a statutory right to a trial period where their contract of employment will be renewed on the same terms. Equally, the University may propose (following consultation with the College/Budget Centre, the redeployment candidate and HR) a trial period.

**Am I allowed time off for job hunting?**

If you've been continuously employed for two years by the date your notice period expires you're allowed a reasonable amount of time off during your notice period to look for another job or to arrange training. How long you can take will depend on your circumstances, but for example if you attend an interview or two and do not take excessive amounts of travelling time then this is likely to be reasonable.

**What if a trial period doesn't work out?**

Where an individual is offered a post on a trial period which is later deemed unsuitable by either the College/Budget Centre or the redeployment candidate (or both), and provided that the individual is still within their redeployment period (as defined in Section 5 of the Redeployment Policy), they will remain eligible for other redeployment opportunities which may become available and which may (if appropriate) involve another trial period(s).

**If I am unable to be redeployed will I still receive a redundancy payment?**

If you have been employed for two years or more continuously, you will be entitled to a redundancy payment. The amount of this payment will be communicated to you in a letter from Human Resources.

If, despite efforts to redeploy you in to another job, and (where applicable) supporting you through a trial period, it is assessed by either the College/Budget Centre or the redeployment candidate (or both) that the post ultimately is not "suitable", this will not preclude you from receiving a redundancy payment if appropriate.

If, however, during the redeployment process you are offered a "suitable" alternative post that you do not in the end wish to accept, and your contract of employment with the University subsequently ends, you may not be eligible for a redundancy payment.

**If I am offered redeployment to another post, will my salary be protected?**

Your salary on redeployment will be protected to the extent that the University Policy on Pay Protection allows.

**I hold a Tier 2 Certificate of Sponsorship – does this affect the redeployment process?**

In most circumstances, the University is required to carry out a Resident Labour Market Test (RLMT) before it can sponsor a migrant for a role. This is to ensure that there is no suitably-qualified or skilled settled worker available to take the role.

For the purposes of the RLMT, **settled workers** includes: British citizens; EEA and Swiss nationals (and in some circumstances their non EEA / Swiss family members); British Overseas Territories Citizens, (other than those from the British sovereign base areas in Cyprus); individuals with UK ancestry rights; and individuals who are settled in the UK (eg, non EEA nationals with indefinite leave to remain, or those who have permanent residence under EU law).

The University is required to assess any applicants against the required qualifications, experience or skills listed in the advert. **We cannot discount any settled worker candidate for not having any qualifications, skills or experience not asked for in the advert.**

In order to appoint a migrant who requires sponsorship, there must be no suitable settled worker available to fill the job, whether or not such an applicant is the best candidate. The only exemption to this test is where a job falls within one of the PhD SOC codes; The PhD SOC codes most relevant to sponsorship at the University are 2119 (Natural and social science professionals not elsewhere classified) and 2311(Higher education teaching professionals). These codes cover most research jobs at grade 7 and 8 and teaching jobs at grade 8, 9 or 10.

Redeployment candidates who require a Certificate of Sponsorship are not eligible for priority consideration over settled workers, however, they will have priority over non-redeployment candidates who require a Certificate of Sponsorship. They will also benefit from all other areas of the Redeployment Service in terms of support, including interview practice, help with writing a CV or writing applications.

Individuals should contact the HR Adviser should they wish to access this support.

**REDEPLOYMENT MEETING**

| | |
|---|---|
| Date of meeting: | Name of HR Adviser: |
| Name of employee | Telephone contact number(s) |
| Contact email address | College/School/Budget Centre |
| Current Salary/Band | Current Job Title |
| FTE / Hours: | Certificate of Sponsorship required: **Yes / No** Impact of Certificate of Sponsorship on redeployment process explained: **Yes / No / N/A** |
| Redeployment status: | Key Dates in redeployment process: |
| Is Redeployee currently absent from work? | Redeployee accompanied by: |

**Information provided to redeployee**

- Right to be accompanied explained ☐

- Purpose of Redeployment meeting explained ☐

- Redeployment process explained ☐

- Briefed on resources available to redeployee and how to access them explained ☐

- Confirm employee has access to the Internet, knows how to search for vacancies, set up job alerts.  If not, other way of alerting vacancies to the employee agreed ☐

- Support for redeployees explained ☐

- Roles in the redeployment process explained ☐

- "Suitable" alternative employment explained ☐

**Knowledge, skills and experience of redeployee and types of post being sought**

| |
|---|
| **Knowledge, skills, experience, research interests:** |
| **Types of role(s) the redeployment candidate is seeking:** |
| **Amount of hours / times of the week available for work:** |
| **Any reasonable job specific training required to secure the roles redeployee is seeking:** |

| | |
|---|---|
| **Up to date CV provided:** | Yes / No |
| **Advice on CV given:** | Yes / No |

| |
|---|
| **Any current vacancies that the redeployment candidate is interested in or has applied for**<br>Yes / No<br><br>**Any action taken:** |

**Any other information (including any adjustments required for disability):**

I confirm that I have been informed about the Redeployment Procedure and understand that if I apply for a vacancy I must confirm that I am a Redeployment candidate where asked on the application form and that I must submit my application prior to the end of the published closing date for receipt of applications otherwise it may not be considered as a redeployment application. I understand that should I have any difficulties with this I will contact my Human Resources Adviser.

**Signed: …………………………………….. Date: ……………………………**

| College / Corporate Services: | School /Department: | | | Vacancy grade: |
|---|---|---|---|---|
| **Manager doing the matching:** | **Vacancy details:** | | | |
| **Redeployee:** | **Matching assessment -** the degree to which the redeployee matches the selection criteria.  Please tick the appropriate column:<br><br>✓ = Match     ? = More information to be sought     × = Not a match | | | |
| **Person specification criteria (list these below)** | ✓ | ? | × | **Manager's comments/notes (for use as feedback to Redeployee)** |
| | | | | |
| | | | | |
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| | | | | |
| **Summary of feedback for Redeployment to convey to the individual**: | | | | |

 **To be completed and returned to HR within 3 working days of the interview taken place**

**FLOWCHART REPRESENTING THE PROCEDURE FOR RECRUITMENT AND SELECTION TO NEW POSTS**

Post released (funding confirmed and job evaluation completed).

- Vacancy is advertised to redeployment candidates for 5 working days prior to wider advertising (not Professorial or Senior Officer posts)
- Redeployment candidates can register for vacancy alerts
- Redeployment candidates notify the HR Adviser of application for the post prior to the end of the closing date

Redeployment candidate(s) apply for the post and College/Budget Centre are alerted to the application(s)

No redeployment candidate(s) apply for the post

Redeployment candidate(s) not shortlisted

Redeployment candidate(s) shortlisted for interview

Proceed to shortlist non-redeployment candidates

College/Budget Centre provide written feedback to HR against the essential criteria

Where possible, interview for redeployment candidate(s) set up ahead of non-redeployment candidate(s)

Written feedback is given to the redeployment candidate

Redeployment candidate meets the essential criteria for the post (with or without reasonable training

Redeployment candidate does not meet the essential criteria for the post (with or without reasonable training)

College/Budget Centre continue to recruit to post from non-redeployment candidates

Redeployment candidate appointed to the post

College/Budget Centre provide written feedback to HR against the essential criteria

Written feedback is given to the redeployment candidate

College/Budget Centre continue to recruit from non-redeployment candidates

## TRIAL PERIOD REVIEW FORM

| | |
|---|---|
| **Name:** | |
| **Trial Post Title:** | |
| **Date Trial post commenced:** | |

| |
|---|
| **Week 1/2/3 Review Meeting** |
| Date Meeting Held: |
| Present at Meeting: |
| **Content of discussion**: (discuss any identified problems and any training identified (and action/objectives completed/not completed for meetings held after week 1. |

| |
|---|
| **Agreed action/objectives (and dates to be completed by):-** |

Signed*:* …………………………….……… Dated: ………………………….
(Line Manager)


Signed: …………………….………………….. Dated: ………………………..
(Employee on trial period)

**RETURN TO HR**