

REDEPLOYMENT Profile

Employee Guidance

Introduction

The purpose of this document is to direct and support you in the completion of your redeployment profile.

Background

The Council has a commitment to redeploy employees in meaningful employment and to explore and exhaust all options available to the employee. The council will make every effort to redeploy employees and every attempt will be made to match the existing terms and conditions of service as far is reasonably practicable.

However, there will be no guarantee that employees will be redeployed into a post at the same wage/salary, hours of work, location etc. and therefore, there will be no entitlement to preservation of the previous terms and conditions of employment, including salary/wages **unless** the redeployment arises as an alternative to redundancy. In such circumstances, salary protection will be in place for up to 18 months.

Guidance

This guidance should be read in conjunction with the [Workforce Change policy](#).

This guidance will direct and support you in the completion of your redeployment profile. The purpose of the form is to capture as much information about you including all of the skills and attributes you have that could be redeployed within another area of the council.

This form will be completed by you in the presence of your line manager or an appropriate ER Advisor or HR Business Partner. Your line manager will be in a position to help, support and guide in particular with recognising the skills and competencies you use in your current role.

On completion of this form, this information will be provided to the Redeployment Coordinator who will then arrange to meet you. The information you provide will be used to match you to any suitable posts that become available. Your information will be held in accordance with data protection and GDPR [Regulations](#).

Section 1 – Personal Details

Complete your personal details, including:

- Name
- Salary
- Department/Location
- Contract details

Section 2 – Current Working pattern

Record your current working pattern, also record if you are willing to change your current pattern, including additional working hours.

Section 3A – Qualifications

Record all qualifications you hold including subject, grade and date if this information is available.

Section 3B – Skills, Knowledge and Competencies.

Record **ALL** your experience and skills gained either within your working environment or within a voluntary sector or at home. Please remember to include all your working experience not just the skills and experience from your existing role.

This section is to gain as much information from you as possible to allow us to skills match them to a post. Remember you will have transferable skills that are not work related, and this could be an opportunity for you to change career.

Section 3C – Other relevant information

This section is an opportunity for you to tell us more about you and the skills you have gained out with the working environment, this can include, caring responsibilities for a family member of friend, volunteering in the community etc.

Section 3D – Other posts

This provides you with an opportunity to record anything you feel is relevant to your redeployment and the roles within the council that are appealing to you. There is potential for you to change career and be trained and developed in another area of the council.

Section 3E – Training

Please list any further training or development that you would consider or alternatively, training your current line manager may suggest would be beneficial to you.

Section 3F – Personal Skills/Qualities

Please use this section to discuss what personal qualities/life skills/life experiences you have which are relevant to the roles you are interested in. It may be the case that you can find examples from personal life experience to help support your application.

Section 3G – Additional information

Please use this to note any additional information that you feel is relevant or would like to be considered when being matched with posts.

Section 3H – Disability /Health

Please record any information you think is relevant. This information is to allow us to make any adjustments or arrangements when considering interviews or support you require to carry out a job.

Section 4 – Consent

Please take time to read over and consider your form. This information is about you, the more detail you provide will allow us to consider all suitable options available to you.

This consent acknowledges that your current line manager will provide you with a reference that will incorporate their assessment of your skills and performance.

Remember to sign and date.

This form should now be sent to Ashleigh Hamilton and John Doherty, the Redeployment Co-ordinators within the Recruitment team. They can be contacted on ESC-Redeployment@northlan.gov.uk.