

# REDEPLOYMENT Profile

## Manager Guidance

## **Introduction**

The purpose of this document is to guide you as a manager to assist your employee in the completion of the 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 as is reasonably practicable. However, there will be no guarantee that employees will be deployed 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 the re-deployment registration form. The purpose of the form is to capture as much information about the employee including all of the skills and attributes they have that could be redeployed within another area of the council.

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

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

## **Section 1 – Personal Details**

The employee's personal details should be added here, including:

- Name
- Salary
- Department/Location
- Contract details

## **Section 2 – Current Working pattern**

Record the current working pattern, also record if they are willing to change their current pattern, including additional/less working hours.

## **Section 3A – Qualifications**

Record all qualifications the employee holds including subject, grade and date if this information is available.

## **Section 3B – Skills, Knowledge and Competencies.**

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

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

## **Section 3C – Other relevant information**

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

This provides them with an opportunity to record anything they feel is relevant to their redeployment and the roles within the council that are appealing to them.

## **Section 3D – Other posts**

This provides the employee with an opportunity to record anything they feel is relevant to their redeployment and the roles within the council that are appealing to them. There is potential for them 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 the employee would consider or alternatively, training you as their current line manager may suggest would be beneficial to them.

## **Section 3F – Additional information**

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

## **Section G – Disability /Health**

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

#### **Section 4 – Consent**

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

This consent acknowledges that you as the current line manager will provide the employee with a reference, if required, that will incorporate your assessment of their skills and performance.

Remember to ensure the employee signs and dates the form.

This form should now be sent to the Redeployment Co-ordinators within the recruitment team; Ashleigh Hamilton and John Doherty. They can be contacted on [ESC-Redeployment@northlan.gov.uk](mailto:ESC-Redeployment@northlan.gov.uk).