

## Business Planning – Structural Revision Example Scenario

Where a new structure is approved within existing budget, the recruiting manager should meet with their designated [HR Business Partner](#) to discuss and agree the widest possible candidate pool, bearing in mind potential repercussive effects and consultation with staff. Consultation, should include the affected group (including the offer of one-to-one consultation meetings) and wider consultation within the College/PSU,

### Example

You have 3 existing Grade 8 posts in your structure but need to introduce a new structure to two Grade 8 posts and one Grade 9 to meet new business needs. Consideration should be given to whether all Grade 8 post holders would be eligible to apply, plus the potential implications of the appointment of each current member of staff within the potential pool.

If the skills of the current occupants of the three grade 8 posts are transferrable, all three should be included in the candidate pool, whichever of the three members of staff are appointed to the new post the remaining posts can be filled by the existing staff.

If either the new or remaining posts require specific skills and/or professional expertise, consideration should be given to the skill set of the three in the potential pool, both in terms of the new and remaining roles.

1. If **all** existing grade 8 members of the team have the required skills and/or professional expertise for all jobs, all should be included in the candidate pool.
2. If **two** existing grade 8 members of the team have the required skills and/or professional expertise in terms of all jobs, both should be included in the pool, as the successful and unsuccessful candidates could undertake the new post and the remaining post.
3. If it can be objectively demonstrated that **only one** existing grade 8 member of the team has the required skills and/or professional expertise to undertake the new higher grade, there will be a pool of one and a panel conversation should take place with that member of staff to ensure they can undertake the requirements of the new post