

## Business Planning – Structural Revision (Guidelines)

### Key questions and messages:

- 1. Individuals approach you to say my job has grown and I would like to apply for promotion:**  
There is no longer a process for Professional Staff to apply for promotion. The route for attaining any new professional services role will be through application and appointment.
- 2. Managers approach you to say a member of my staff has approached me about applying for promotion.**  
There is no longer a process for Professional Staff to apply for promotion. The route for attaining any new professional services role will be through application and appointment and if you need to create a new role to meet your priorities then this is the process to be used.
- 3. I need to create a new structure to deal with ..... priority and I have been awarded additional funding**  
In this situation you should use the University's external recruitment process
- 4. I need to create a new structure to deal with ..... priority but I have not been awarded additional funding**  
In this situation you will need to discuss with your Business partner, create the business case, consult widely and this is the process to be used to identify the pool of applicants and to carry out an internal recruitment process
- 5. I need to revise my structure to deliver .....**  
In this situation you will need to discuss with your Business partner, create the business case, consult widely and this is the process to be used to identify the pool of applicants and to carry out an internal recruitment process
- 6. What is an internal recruitment process?**  
For internal recruitment a fair and transparent selection needs to take place:
  - a. If there is only one application, a **panel conversation** will take place with the Head of Section and HR representative, to ensure that the member of staff understands and accepts the revised role description and fully recognises and adopts the professional services / leadership values.
  - b. If there is more than one applicant, a **competitive interview** scenario will take place to agree the successful candidate, with an appropriate panel.