



| | | |
|--|--|-----------------------------|
| Policy Name: | Professional Services Review Implementation Policy | Ref: P1516-262 |
| Policy Owner: | D G Williams | |
| Issue Date: | September 2015 | Review Date: September 2017 |
| Relevant Legislation / ACAS guidance if applicable: Equality Act 2010 | | |
| Documents being replaced: N/A | | |
| <p>Policy Statement:</p> <p>Swansea University is seeking to drive transformational change across its workforce, to assist in achieving its goal of being a Top 20 University by 2018. To meet this objective, the University is implementing the PSR (professional services review), a realignment process which commenced in March 2015. The aim of the PSR is to secure professional service functions which operate seamlessly across both campuses that are customer focussed, appropriately structured and fit for purpose. All staff delivering professional services will work consistently within the agreed University Values.</p> <p>This policy aims to set out the elements of the PSR process and to ensure consistency and fairness in all aspects of the PSR implementation. The PSR process will observe the following stages:</p> <ul style="list-style-type: none"> • Identifying the realignment group • Developing new function structures and roles • Consultation • Realignment of roles • Displacement, redeployment and external recruitment <p>This policy will be supported by guidelines for line managers and staff, which will explain the process in more detail.</p> <p>The roles and structures created under PSR are 'new' and will be formulated to ensure they are fit for purpose within the new professional service framework. The professional services values will be embedded into job descriptions as part of the essential criteria for each role.</p> <p>The PSR process allows that some new roles might be open to more than one applicant whilst others are not. Where there is no competition for a role, a 'light touch' approach will be adopted by slotting the person into that role following a Panel Conversation focussed on the</p> | | |

values to ensure that the member of staff fully recognises and adopts the professional services values.

Staff may apply and be successful in gaining a position at a higher grade. If a member of staff is displaced and consequently finds themselves on a lower grade, their current salary grade will be capped and protected for four years (during this time no annual increment or pay rise will be added) from the point of acceptance of the new post. If, after four years, the member of staff has not gained a post at a higher grade, or, the post has not been developed into a higher grade, the member of staff will be put onto the highest discretionary point of the assigned grade (add in link to pay spine).

If a member of staff is unsuccessful in obtaining a lower grade post they will be placed on the Redeployment Register whereby they would be able to apply for posts at their substantive grade (with no financial detriment). If the member of staff accepts a post at a lower grade through the Redeployment Register, this will also be afforded the four year protection. If a member of staff purposely applies for only lower grade posts, then the four year protection will not apply unless it is in the management interest.

In such cases and if, after all other avenues have been explored the member of staff decides that they no longer wish to continue with their employment at Swansea University, they may apply for voluntary severance by writing to the Director of the service or the Director of HR. Should an application be accepted payments will be made in accordance with statutory redundancy guidance, (add link to redundancy guidelines).

Following the realignment, line managers and members of staff appointed to new roles should conduct a Professional Development Review. The objectives should align with the new role and should reflect the development needs of the member of staff.

Progress against the objectives should be measured regularly during the year following the realignment.

The University commits to undertake consultation and engagement activities with affected staff and Trades Unions throughout the PSR process.

Definitions of HR terms used in this policy:

For the purposes of this policy, the term 'PSR' is used as an abbreviation for professional services review.

Supporting Procedures/Guidance Documents/Codes of Practice with P Nos. and hyperlinks:

Professional Services Review Implementation Guidance Notes