

SWANSEA UNIVERSITY **REDEPLOYMENT PROCEDURE**

Part I - Application and Scope

Swansea University values the contribution that all staff make to the University, irrespective of the nature of their funding or contract. We invest in our staff and therefore seek to retain staff wherever possible. We recognise our legal obligation to staff employed on fixed term funding streams and fixed term contracts at risk of redundancy, including the requirement to seek suitable alternative employment.

This procedure applies to all staff employed by Swansea University (other than those staff employed on a casual basis) with eight months or more continuous service and less than four months left of their fixed term funding or fixed term contracts, or indefinite staff deemed to be at risk of redundancy.

Part II - Procedure

Human Resources will operate a redeployment list, automatically generated from its database. Where staff satisfy the conditions in Part I and there is no confirmation of further funding for their post, they will be added to the redeployment list. Whenever possible the list will be updated weekly, giving staff the maximum amount of time on the list.

All vacancies, (except those vacancies as designated by the Director of Human Resources, that would not be eligible for applications from those on the redeployment list,) will be posted to the circulation list. Recipients will be given seven calendar days to submit an application for the vacancy. The standard Swansea University on-line application form will be used.

At the end of the seven day period, any applications received will be forwarded to the recruiting manager for shortlisting. The usual shortlisting process will be applied and any applicant meeting the essential criteria of the specification for the post will be invited to interview. The Recruitment Team will scrutinise the reasons for not shortlisting any applicants. If no suitable applications are received, the post will proceed to external advertisement.

If redeployment applicants are to be interviewed, a full appointment panel, appropriate to the grade of the post will be convened. An HR Officer will normally be expected to participate on the panel. At interview, staff will be considered as appointable to the post if they demonstrate they can meet the essential criteria specified for the post. Evaluation of applicants will take place in accordance with Section 15 of the University's Recruitment and Selection Guidelines:

[http://www.swansea.ac.uk/media/Recruitment%20&%20Selection%20Guidelines%20\(Jul10\).pdf](http://www.swansea.ac.uk/media/Recruitment%20&%20Selection%20Guidelines%20(Jul10).pdf)

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Where appropriate, consideration will be given to a supported trial period in cases where a candidate can demonstrate that they would meet all the essential criteria for the post following a brief period of training. Duration and associated costs of a trial period will be considered on a case by case basis.

Staff will be offered the opportunity to unsubscribe from the list at any time. However, staff who have elected to unsubscribe from the list will have to notify the HR Department should they wish to re-subscribe to the list at a later date (subject to eligibility to do so).

It is not intended that staff should have preferential access to promotion opportunities via the redeployment list. Therefore, if a post applied for under the redeployment process is of a higher grade than the grade currently held, applications will be held over until such time as the post is advertised more widely and will be considered alongside any other applications, unless previously filled under the redeployment process.

Vacancy notifications will be sent to staff e-mail addresses as they are held on the HR database. Staff must therefore ensure that they have a valid Swansea University e-mail address if they wish to receive postings from the list.