**Redeployment**

NDM are committed to trying to find suitable roles for staff who are on fixed term contracts that are coming to an end. Redeployment is a process that attempts to match these staff wherever possible to suitable roles arising within the department and allows eligible staff to apply for appropriate vacancies as a priority candidate.

Links to the University’s redeployment information can be found here:

[Redundancy and end of fixed-term contracts](https://hr.admin.ox.ac.uk/redundancy-and-end-of-fixed-term-contracts)

Priority [Candidate](https://hr.admin.ox.ac.uk/priority-candidates) [Information](https://hr.admin.ox.ac.uk/priority-candidates)

**The redeployment process**

**Stage 1:** No later than 4 months before your contract end date the department will consider alternatives to ending the contract.

**Stage 2:** If no alternatives to ending your contract have been found,no later than 3 months before your contract end date, you will be reminded of your contract end date and offered a meeting with a member of the HR team.

Before the meeting, the department will prepare a priority candidate cover letter (pro forma P1) for you. It confirms your grade, job title and contract end date, as well as briefly explaining the reason why your contract will end by reference to the original justifications for your fixed-term contract.

**Stage 3:** You will be consulted with and redeployment will be considered where staff wish to attend a meeting.

At the meeting:

* You will be advised of the likelihood that your contract will end, and the reasons for this;
* You will be given the opportunity to put forward any suggestions as to how the post might be continued. Any such suggestions will be considered.
* You will be advised that you are entitled to time off during the working day to attend interviews or relevant training; and that there is the possibility of assistance with obtaining a place on relevant training courses within the University.
* You will be asked about your own career plans and whether you wish to be considered for suitable alternative employment within the University. This process is referred to as redeployment, and the period between you being given notice and that of your actual contract end date is the redeployment period.
* You will be advised that assistance is available, if necessary, with use of the e-recruitment system;
* You will be advised that guidance and advice on job search skills are available for all staff from the University Careers Service website. For research staff additional assistance is available, such as one-to-one meetings with careers advisers and workshops.
* The priority candidate process will be explained to you.

**Following the meeting:** Local redeployment support can vary with your requirements, but can consist of one or more of the following:

* Short catch-up meetings with your redeployment contact, where you decide on the frequency to support your needs;
* Use of an ongoing log that is designed to keep your search on track;
* Receipt of a weekly email distribution to highlight up and coming jobs in your unit;
* Access to a dedicated redeployment contact for support throughout your search.

**Useful links for staff who are approaching the end of a fixed-term contract**

**Looking for work within the University:** If you wish to seek further employment with the University you will find that the University vacancies are advertised through The Internal Jobs Board. This is accessed via HR Self Service. You will need to be connected to the VPN before you can log in at <https://my.corehr.com/pls/coreportal_uoxp/corePortal/#EmpDash> with your SSO. Once logged in you will be presented with an unfiltered list of job titles, but by clicking on the ‘advanced’ option at the top of the page, you can use the filtering facilities which are used on the main jobs pages.

# **Looking further afield:** The University’s Jobs pages also give links where you will be able to find information about vacancies available within Colleges and other affiliated organisations, as well as the University’s Temporary Staffing Service. The University Careers Service “[Useful careers resources](https://www.careers.ox.ac.uk/career-resources/)” also suggests a range of other places to search for jobs beyond the University.

# **Help with CVs and job applications:** If you would like some help with job search skills such as preparing a CV, writing cover letters, interviews, etc. there is a lot of expert guidance on the University [Careers Service’s website](https://www.careers.ox.ac.uk/)

**The Priority Candidates Support Scheme (PCSS):** Information about the Priority Candidate Support Scheme can be found at <https://hr.admin.ox.ac.uk/priority-candidates-support-scheme>. The PCSS support the redeployment of priority candidates and offer help identifying suitable roles, across the University. The PCSS will offer guidance to priority candidates on how best to represent transferrable skills, will help identify current vacancies that match their skills, and ensure they are supported in making the best possible application. PCSS can be contacted on [pcss@admin.ox.ac.uk](mailto:pcss@admin.ox.ac.uk).

**Recommended action for staff within the redeployment period**

We would recommend that you actively engage with the redeployment process by:

* regularly checking the University’s jobs pages
* submitting applications for appropriate posts
* asking for assistance as required
* seeking training where this may improve employability

**Priority Candidates**

A priority candidate is a University employee who applies for a vacancy at the University at the same or lower grade than their existing post and who is either:

* a member of staff with 2 or more years’ continuous service with the University (ie a contract of employment with the Chancellor, Masters and Scholars of the University)who has either been told that they are at risk of redundancy, or is within 3 months of the end of a fixed-term contract and has confirmed that they wish to seek redeployment
* a disabled member of staff for whom redeployment to a more suitable post is being sought

Details of how to apply as a priority candidate will be explained to you during your redeployment meeting, and the process is also explained on the priority candidate letter (proforma P1) that you will be issued with at the meeting.

As a priority candidate:

* As a priority candidate, the department will provide careful and preferential consideration to your application.
* If you identify any posts within the department that might represent a suitable redeployment opportunity, an informal discussion about the role can be arranged.
* Where you have applied for a post and meet the selection criteria for the post, you will be shortlisted for interview, wherever possible
* You will be offered the opportunity to be interviewed before other candidates (for example as the first candidate of the day) if you wish
* If you are not selected for a post, a letter will be issued to you (proforma P2) explaining where your application fell short of the required criteria, to assist you in your job search going forward.
* If you are offered a post, you may request to accept the post on a trial basis for up to one month. The purpose of the trial period is to offer an opportunity for you to assess whether the post represents a suitable redeployment opportunity, without losing your entitlement to a redundancy payment in the event that the post is not suitable. If, within the agreed trial period, you decides that the new post is not suitable for you, you may ask to end the trial period and at this point your employment with the University will end and the redundancy payment you were due be made.

**Additional information for hiring managers**

Priority candidates can often be in this position simply due to their current funding coming to an end, due to the end of the current research or project that they are working on. Priority candidates can hold a wealth of experience that would make them a valuable asset to your team.

The priority candidate process, as well as being beneficial to redeployees, also offers a number of benefits to hiring managers. For example:

* Appointing a priority candidate can be quicker than regular recruitment, as once a priority candidate who is a suitable match for the post is identified they can be offered the post without the need to advertise.
* As priority candidates come from within the University, many will hold a large amount of relevant experience, training and knowledge that will allow them to adapt quickly to the challenges of the new role.
* Priority candidates are still required to complete pre-employment checks, which include obtaining a reference from the most recently employing department, so you can be assured of their suitability for the post before appointment.

**Before placing a job advertisement:**

* Those involved in the recruitment process should consider whether the post could be offered as an ‘internal only’ vacancy. This is most likely to be appropriate where it is likely that there are a number of people currently employed by the University who would have the appropriate skills and experience to do the job, for example in roles such as administration, finance, personnel, etc.

**At the shortlisting stage:**

* Any priority candidate who applies to your role will attach a ‘redeployment letter’ to their application, explaining that they wish to be considered as a priority candidate for your vacancy.
* Priority candidates who have applied will also be highlighted to you at the shortlisting stage by your recruitment contact.
* You should ensure that where a priority candidate appears to meet the selection criteria for the post they are shortlisted for interview, wherever possible
* The panel should review and discuss priority candidates before other applications are considered. You may consider interviewing them before considering other applicants.
* if the priority candidate is to be shortlisted together with other candidates, they should be offered the opportunity to be interviewed before the other candidates (for example as the first candidate of the day) if they wish

**Selection:**

* It is for the selection panel to judge whether a particular priority candidate meets all the essential selection criteria, bearing in mind the applicant’s skills, abilities and experience as evidenced by the application, inter-departmental references and the interview and associated tests.
* Where a priority candidate has applied to your vacancy, they should be given preferential consideration for the post.