PAS SELECTION APPROACH

Agreed principles for the selection and recruitment to posts as part of the PAS Review

The Consultation Group have agreed a fair and consistent set of principles with regard to selection which will be used across each workstream and which will recognise current posts as well as providing as many opportunities as possible for staff to apply for new posts, recognising that many current roles do not sit exclusively within a single workstream.

The proposed approach, therefore, aims to provide many opportunities for staff to apply for posts for which they can demonstrate that they meet the skills and experience required for that post.

The agreed principles for selection are;

1. Individuals will be ‘matched’ to new posts when their current duties represent 80% of the duties in the new post; measured in relation to current and future job descriptions. Matches will be identified through the consultation process, involving the workstream leads, current line managers, HR Partners and UCU/Staff Forum Representatives. Individuals matched to a future role, will be offered the post without the need for a further selection process and given a period of time to confirm their acceptance of the match. Once a match is accepted they will not be matched to any other post.

   a. If an individual does not wish to accept the match because they wish to seek out a different opportunity, they would need to confirm that they do not accept the match and they may then apply for other posts through internal advertising as described below
   b. Where there are fewer posts in the new structure than the number of individuals matched to those posts using the above criteria, then those matched will be invited to submit expressions of interest for the available posts and an interview will be used to select. This will be limited to those matched to the post in the first instance.
   c. Matching will be applied to substantive posts only, not acting up, interim or secondment posts. Matching will apply to those on part time contracts in the same way as those working full time.
   d. Individuals matched to a post may still consider applying for another role through advertising should this become available at a later date, they will not be restricted from applying for other posts.
   e. If at the end of the PAS Review, an individual has rejected a match and not been appointed through internal advertising to any other posts and their current post is redundant, we will consult in respect of redundancy
Individuals matched to posts will be offered a trial period – trial periods will be a minimum of 6 weeks but may be extended to 12 weeks by mutual agreement by both the individual and the new line manager.

2. During the workstream consultation processes, individuals who deem that they should have been matched can raise this with the Consultation Group for that workstream and any requests will be considered. In order to raise a potential match, individuals will need to provide an up to date job description, signed off by their line manager.

   a. If it is considered that the role does match to the required level - 80% - then the individual will be offered a match as set out above
   b. If it is not considered to be a match, this will be confirmed to the individual with the reasons. These individuals will of course have the opportunity to apply for any posts which are then advertised as set out below.

3. After the matching process has been completed, the remaining positions will be advertised to all staff for “internal applications only”. Any individual may submit an application for a role which has been advertised irrespective or current grade or post. Individuals may therefore apply for posts in different workstreams which may be quite different from their current role, and must demonstrate through the application process that they meet the criteria outlined in the person specification for that post. This will allow people who have broader skills and experience than their current post to seek new opportunities within the new structures. Trial periods will apply as described above.

   a. Applications for posts will be made via the online recruitment portal; however for some posts – particularly where staff do not regularly use a PC - it may be possible to submit applications in another format; this will be confirmed as part of the individual workstream.

Where staff are appointed to posts on the same grade, they will remain on their current spinal point (including contribution points). If appointed to a role that is above the current grade, then staff will be appointed at the first spinal point for that grade. If appointed to a role at a lower grade than their current grade, the spinal point will move to the highest spinal point in the normal grade range. Any further pay protection will be subject to consultation with the PAS Consultation Group

PAS Consultation Group
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