Selection Approach

Frequently Asked Questions

January 2016

These questions, together with more information on the Professional Administrative Services Review, will be available for staff on the PAS Webpages. For any questions or queries about PAS please email PAS@reading.ac.uk

Why have you agreed this selection approach?
This is a complex process involving 8 workstreams seeking to effect different levels of restructuring. We have tried to agree a fair approach to selection which will both recognise roles that are not significantly changing, as well as providing as many opportunities as possible for staff to apply for new roles which will use their skills and experience.

The details on selection talk about matching to posts. How will this be carried out and who will be involved?
The workstream lead and the HR Partner supporting the workstream will facilitate the matching process. Existing job descriptions will be used to inform the matching process, but will not be the only source of information; Heads of School/Function and other line managers will be consulted where appropriate. The workstream lead will share the outcomes of the matching process with the workstream trade union and staff forum representatives. Through the matching process, we will consider your existing job duties and compare them to the new roles.

My job description is out of date. Will this be used for the matching process?
If you do not have a job description or you feel the existing one is out of date, you can discuss this with your line manager and, where appropriate, update your job description to properly reflect the work you are doing. Please note that the matching process will normally only apply to substantive posts, not to any additional duties you may be covering on an interim or secondment basis.

My role is very varied. Will I match to any new posts?
It has been agreed with your staff representatives that your current job will need to match by a minimum of 80% to the new role in order that a match can be agreed. If your role combines an even mix of, for example HR, Finance and Marketing duties, then it is unlikely that you will match to a new post. There will, however, be roles across the various workstreams which are unlikely to be filled via the matching process. These will be advertised for internal applications only in the first instance, so you will have an opportunity to apply for roles in the new structure.

How will I know whether I have been matched to a role?
Anyone proposed to be matched to a post will receive written confirmation of this. You will then be given a period of time, around a couple of weeks, but this may vary by workstream or individual post to decide whether you wish to accept the match. If you accept you will receive confirmation of your new post in writing.
If I have been matched to a post but I want to apply for a different role later in the process, can I do this?
If you have been matched and you accept the matched post, you may still apply for another role as these become available via the PAS process and are advertised on the university website. Such posts which continue to be advertised on an internal-only basis in the first instance. Roles will only be advertised externally once the internal appointment process has been completed and if no appointments have been made.

What if more people are matched to a role than the number of posts available?
If the number matched to a particular post exceeds the number of such posts available in the new structure, those matched will be invited to submit expressions of interest for the available posts and an interview will be used to select appointments to the post. HR Partners will work with colleagues in this position so that they know what they need to do and the relevant timescales.

How will I know if I have not been matched to a role and whether my job is at risk of redundancy?
We will be writing to staff to inform them of the outcomes of the matching processes, the impact this may have on their current role and what their options are. The timing for this will depend on the progress of the various workstreams, however we have previously indicated that we hope to do this by the end of February.

I think I should be matched to a particular role. What can I do about it?
If you believe that you should have been matched to a particular role, please check the relevant consultation paper in respect of the timing for a particular role and contact the HR Partner for the relevant workstream, you will be advised as to the next steps. Each workstream is taking steps to ensure that those who believe they should match have the opportunity to be considered.

How will I know what jobs I can apply for?
Once the matching process for a particular job has been completed, any available posts will be advertised on the University website for internal applications in the first instance. Individuals may apply for any post for which they feel they meet the requirements as detailed in the person specification, irrespective of their current role or grade.

What happens if I apply for a role and am not successful?
If you are not successful in any application, you can apply for other roles as they become available. There is no limit on the number of posts you can apply for and you are not limited to applying for roles within only one workstream, however you do need to ensure that your skills and experience meet the person specification for the roles you want to consider.

Will there be support for applying for new jobs?
We have already started to run a series of training courses on ‘Writing an expression of interest’ and ‘Interview skills’. These courses can be booked via People Development and are open to any staff. We will continue to review the attendance at these courses in line with the jobs being advertised and can arrange more dates as necessary.

If I apply for jobs at the same grade, will I retain the spinal point that I am currently on?
Yes, if you are appointed to a new post which is the same as your current grade, then you will be appointed at your current spinal point, including contribution points. If you successfully apply for a higher grade post, you will be appointed at the first spinal point of that grade (unless you are already in receipt of a contribution point in which case, you will be appointed at the same spinal point as you are currently on). If you apply for or are appointed to a lower graded post, you will
move to the highest spinal point in the normal grade range, subject to any further agreements regarding pay protection for staff.

If I work part time and all jobs are advertised as FTE, can I still apply? 
Yes, you can use the application to express the working hours or flexible work pattern that you would prefer to work. We cannot guarantee that you will be offered these exact hours but the University continues to be committed to supporting those wishing to work flexibly or on a part time basis. Term time only contracts will also be considered where these fit the needs of the University.

What is the trial period referred to in the selection information? 
There is a statutory right to a four-week trial period in a redeployment process; with the agreement of your staff representatives, we have extended this to a minimum of a six-week trial period. A trial period allows you (and your line manager) to decide if the new role is suitable, and gives you the option to withdraw should you so wish. HR will support staff who find themselves in this position and will take the time to explain their available options.

If I don't apply for VR and am made redundant, what redundancy payments will I receive? 
As the information on Voluntary Redundancy makes clear, the VR scheme will close at a yet to be specified date, but likely to be mid-March. Once the scheme has closed, anyone who is not appointed to a role in the new structure and who is subsequently made redundant will receive a statutory redundancy payment.

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