Guidance for Individually At Risk Employees

1. Accessing job vacancies before other employees

Most of the Council's vacancies are now advertised to individually at risk employees for a period of 5 working days before being advertised either internally (to Council employees) or externally (open to everyone to apply).

As an individually at risk employee you have access to all Derbyshire County Council job adverts. There are 4 types of advert;

- Those that are advertised exclusively to people 'individually at risk for a period of 5 days.
- Those advertised as part of a review or re-organisation; often referred to as ring-fenced posts.
- Internal adverts that are open to all Council employees.
- External adverts for which anyone can apply.

Your redeployment officer will make you aware of the types of vacancy for which priority consideration will apply to you. You will be eligible for priority consideration for a job if you meet the essential requirements or could do so with reasonable training/support.

To have online access to job adverts open exclusively to employees who are 'individually at risk' you will need to have been formally told by your Departmental HR team that you are 'individually at risk', and be held on the 'redeployment register'.

To take full advantage of the all job opportunities available you are advised, if possible, to register on the Jobs Derbyshire website. You can do this if you have access to the internet, whether this is at home or work.

This is a simple process but to do so you will need an email address and access to the internet. The Jobs Derbyshire website can be accessed from a desktop computer, laptop, tablet or smart phone. The view of the system will vary, but you will be able to access all fields and pages easily on all devices.

If you are not able to do so, don't worry, you will still receive the internal and external vacancy bulletins on a weekly basis and be able to apply offline for jobs. Your redeployment officer will continue to support you to look for redeployment.

Register for FREE to receive...

Jobs by email, saved searches and recorded application history.

REGISTER TODAY

Already registered

Sign in | A Text options ˅

DERBYSHIRE
County Council

Jobs home | Your application | Ways to apply | Our working terms | About us | Apprenticeships | Guidance

2. Benefits of registering on Jobs Derbyshire website

As you are individually at risk, registering on the Jobs Derbyshire website will enable you to

- Access and apply for vacancies as soon as they are advertised including those that are advertised for 5 days to individually at risk employees only.

- Set up job alerts using various criteria. If you register for alerts you will receive an email if a job meeting your specified criteria was advertised the previous day. As most jobs are initially advertised to individually at risk employees for a short period of time, setting up an alert will allow you maximum time to complete an application. ***Please be aware that you need to have registered on the Jobs Derbyshire website to set up an alert.***

- Enter information during the registration process that will then pre-populate each job application you make. This will make it quicker and easier to apply for jobs.
- Part complete a job application, save it, then return to it later. You will also be able to view your completed application once submitted, even after the job has closed.
- After the closing date as well as being able to view your completed application form, you will be able to access the details of the job advert including the job and person profile.
- Track the progress of any application you make for a Council job; for example you will be able to see if you have been shortlisted.
- Through the 'My dashboard' screen see an overview of jobs you have;
    - applied for,
    - started applying for, or
    - 'bookmarked' to apply for later.

- Easily find an advert that you have seen previously using the bookmark feature
- Receive communications concerning you job applications by email rather than by post. It is likely, however, as you are individually at risk, that if you are invited to a priority consideration interview this may be arranged directly by the recruiting manager.

3. How to register

Registration is simple. You need to go the Registration Page on the Jobs Derbyshire website. This page can easily be navigated to from Derbyshire County Council external website.
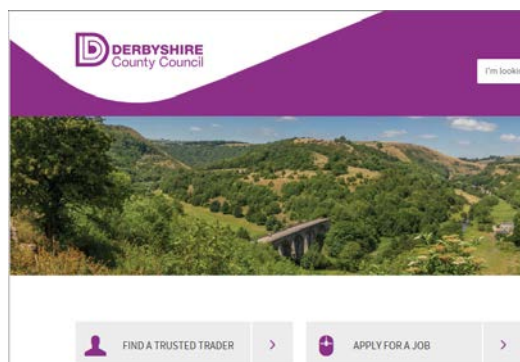
Click on 'Apply for a job' and then click on the 'Register today' button.
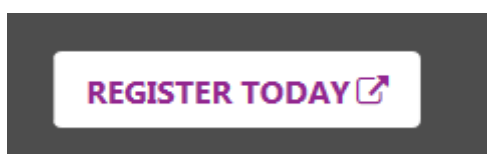
You then need to complete all the mandatory fields on the registration page on the Jobs Derbyshire website.

Register

To register on the system please use the form on this page. You will be able to update your details and add further information such as employment and education history once you have an account.

If you have already registered, please sign in.

Login details

Email *	
Confirm Email *	
Username *	
Password *	
Confirm Password *	Confirm your new password

My details

Title *	
First Name *	
Surname *	

Contact details

Address *	
Town/City *	
County *	
Postcode *	
Telephone - Evening	
Telephone - Day	
Telephone - Mobile	

Current status

Are you an employee of Derbyshire County Council or a partner organisation? No

I am not a robot

What is the **2nd** letter of the word shown in bold: **starting** *

Terms and conditions agreement * By submitting this form you agreed to our Privacy Notice

☐ Agree

REGISTER

It is extremely important that you complete the section title 'Current status'.

This is the area that will be used to ensure you see the Council's internal and 'at risk' job vacancies. You need to select Derbyshire County Council as your employer and then enter your payroll number as well. As an individually at risk employee you will see all the jobs the Council advertises on the website.

Your payroll number should consist of 8 numbers.
It should not contain any letters. You need to use the number that appears on your monthly payslip. If it has fewer than 8 numbers please add zero/s in front of the number to increase the number to 8 as payslips 'drop' any leading

zeros. If you are unsure about the number you should be entering please contact your redeployment officer.

Please be aware that your employee number (and therefore access to all internally advertised vacancies) is validated overnight so you will not be able to access these adverts until the day after you register. If you are then not able to see the appropriate adverts you should contact either your redeployment officer or the Advertising Team at the Shared Services Centre on 01629 535118 or extension 35118 option 1.

You need to compete the 'I am not a robot' question and read the Privacy Notice using the link before confirming your agreement to the 'Terms and conditions' by clicking on the Agree button.

Once you have clicked Register you will get an email (see below) with a link to click which then validates your account. This link is only active for two hours. If you do not receive the email within a few minutes you should also check your junk mail to ensure it has not gone there rather than your inbox.

Thank you for registering on the Jobs Derbyshire website.

To complete your registration you should click on this link.

This link will only remain active for a short period following registration.

Ensure our emails reach your inbox by adding (noreply@jobs.derbyshire.gov.uk) to your address book.

Now that you are registered you can:

- Set up to five different email alerts for jobs that you want to be notified about
- Search for any vacancies available within Derbyshire County Council and our partner organisations
- Apply for vacancies on-line
- View a history of your previous job applications
- View the status of your application along with any communication you receive
- Keep an up-to-date record of your personal details, employment history and qualifications by updating My Dashboard. This will be added to every application automatically to help save you time.

The Advertising Team
01629 535118 - Option 1
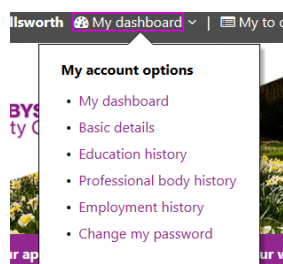
Once you have registered you can complete the additional sections above, which will then pre-populate the relevant sections of each application form. These sections can be accessed from 'My dashboard' and are:

- Education history – this section holds all your education and training history and can be added to and updated as required.
- Professional body history – here you record membership of any organisation that is required for certain types of employment for example the Health and Care Professions Council (HCPC).
- Employment history - this section holds all your employment history and can be added to and updated as required.

Once you have applied for a job and if you choose to complete the equalities data section on the application form, any future job applications will be populated with this data also. This data can be amended before the form is submitted
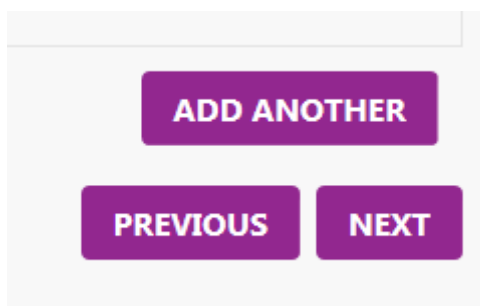
4. Applying for a job

When you see a job that you would like to apply for you do so by clicking on the 'Apply for this job' button.

Job term	Full Time
Hours	22 Hours 30 minutes per week
Closing Date	30 July 2018

APPLY FOR THIS JOB 🗗   ★ Bookmark this job

You will then be taken to the online job application; part of which will already have been pre-populated.
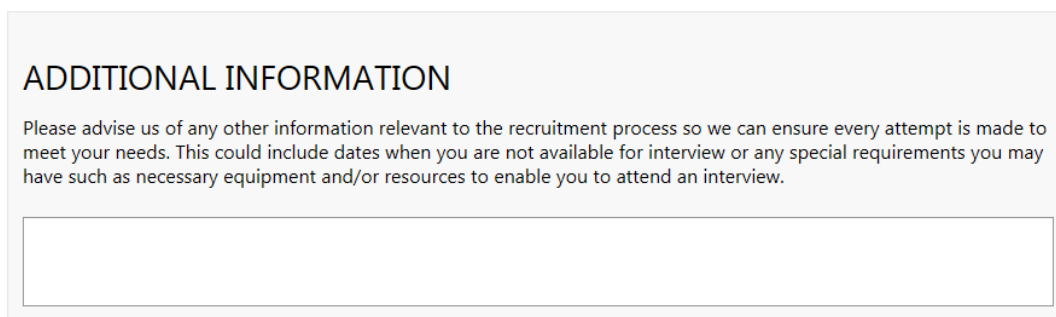
If you want to add, for example, an additional job that you have undertaken you can add this direct to your application form by clicking the 'Add another' button; but please be aware this will not be added to the Education history section in My dashboard so will not pre-populate any future job application.   In order for this detail to be pulled through into your future applications you need to update the relevant section via 'My dashboard'.

There are a number of sections that will not have been pre-populated and it is important that you complete all mandatory fields. If any mandatory fields remain uncompleted you will not be able to either move to the next section on the form or submit the form.   An error message will list all the mandatory fields that need completing.

Although it is not a mandatory field you should complete the section 'Suitability for job' as this will be used by the recruiting manager to determine if you meet the requirements for the job. You need to use the details in the job and person profile to fill in this section. Please contact your redeployment officer if you need any help completing this (or any other section) on the application form.

Please ensure that you include at the top of the 'Suitability for job' section that you are individually at risk so the manager can easily identify this.

There is also a section titled 'Additional information'. It is important that you use this section to make the recruiting manager aware of any dates you would not be available to attend an interview or of any special requirements you may have in order to attend an interview.

When you submit your application form you will receive email confirmation that the form has been submitted. If you do not receive the confirmation please check your

junk email. If you don't locate the email then you should ring the Advertising Team at the Shared Services Centre on 01629 535118 or extension 35118 option 1.

5. Searching and setting up job alerts

You can search on the Jobs Derbyshire website for any jobs you are eligible to view. These jobs will be those advertised by Derbyshire County Council and a number of its partners. Please be aware that you will not get priority consideration for any posts advertised by our partners or in schools where you would be engaged directly by the Governing Body.

You can search using the following criteria

- Occupational Group (eg catering, cleaning or finance)
- Salary
- Location
- Full-time or part-time
- Appointment type – permanent or fixed term

After you have undertaken a search you will be given the option to set up a job alert using the criteria from the search. You can set up numerous searches to cover different types of jobs that you are interested in. If you register for these alerts you will receive an email to make you aware that a job meeting your specified criteria was advertised the previous day.

It is very important that you register for these job alerts, as jobs that are advertised initially to individually at risk employees are done so for a short period of time and setting up an alert will allow you maximum time to apply for any appropriate jobs.

Email alerts (example below) provide a link which, if you are logged into your account, will take you to the advert.

Subject: Jobs Derbyshire Email Alert

You have registered to be notified when new jobs that meet your selected criteria are posted onto the site.

[Business Services Assistant](#)
Salary: 7
Location: Turnoaks Business Park, Efficiency Works Burley Close, CHESTERFIELD
Job Term: Full Time
Closing: 30/07/2018

[School Support Worker](#)
Salary: Grade 7 £19,795 - £21,578 per annum
Location: Ambergate School
Job Term: Full Time
Closing: 30/07/2018

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6. Who is the job being advertised too ?

The 'audience' is the group of people that are entitled to view the job advert. The Council has the following audiences;

- People who are 'individually at risk'.
- Those going through an re-organisation or restructure
- Internal
- External

As an individually at risk employee you are entitled to view all Derbyshire County Council adverts. Your redeployment officer will advise you on your eligibility for priority consideration for specific posts.

When you look at the overview of an advert you cannot see which audience the advert is being advertised to. If an advert appears in a job alert with a very short closing date it is likely that it is being advertised to the 'individually at risk' audience but this may not always be the case.

To see which audience an advert is being advertised to you will need to view the full advert by clicking on the title of the job. All adverts with exception of an external advert will have a clause that clearly states who is eligible to apply for the job. If there is no clause this indicates the jobs is being advertised externally. The clauses are below:

Jobs advertised to 'individually at risk' employees only

This vacancy is only available to any employee who has been advised by their Manager or Redeployment Officer that they are 'individually at risk' of redundancy, who can satisfy the eligibility criteria for priority status and meet the key requirements of the job. Please ask your Manager or Redeployment Officer if you are unsure of your status, eligibility or need further advice.

Jobs open to 'group at risk' employees within a ring fence, and 'individually at risk' employees

This is a Ringfenced vacancy and is only available to: - Employees whose current job is directly affected by an organisational review and who have been advised that they are within a specific ring fence, and have priority status for vacancies within that ringfence Any employee who has been advised by their Manager or Redeployment Officer that they are 'individually at risk' of redundancy, who can satisfy the eligibility criteria for priority status and meet the key requirements of the job. All eligible applicants will be considered for these posts on an equal footing. Please ask your Manager or Redeployment Officer if you are unsure of your status, eligibility or need further advice.

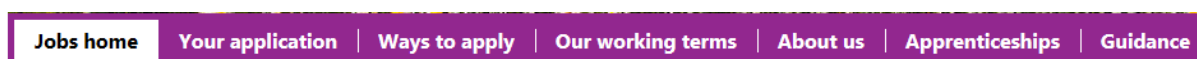### Jobs open to all employees

This is an Internal vacancy and is only available to employees of Derbyshire County Council, including temporary and relief employees and agency workers engaged by the Council. Employees specifically identified as 'individually at risk' of redundancy have priority interview status, and employees on pay protection have guaranteed interview status, for vacancies at the same grade or below. When applying for jobs please note that it is your responsibility to ensure that this status clearly stated on your application form. Please ask your manager if you are unsure of your status. School based employees who fall under the responsibility of the Governing body of an LA School are only able to apply for these posts if they are subject to notices of redundancy issued by the relevant school

August 18

You will receive priority consideration status, where relevant for relevant jobs in <u>all</u> audiences but as most jobs are advertised to individually at risk employees first, you should look out for these and apply for jobs at this point if at all possible.
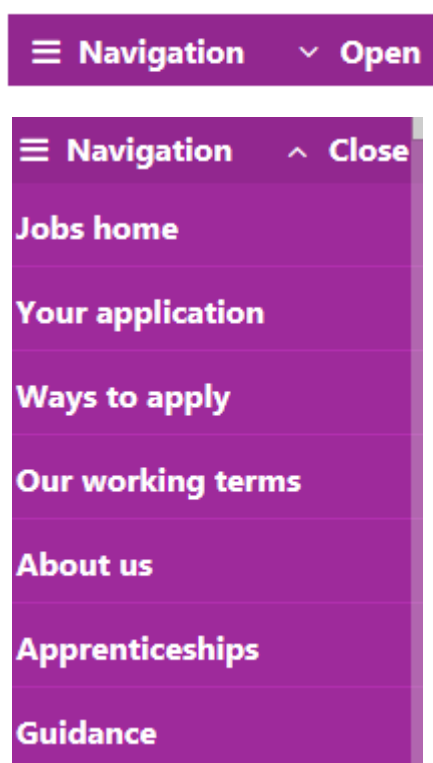
7. Navigating the Jobs Derbyshire website

The Jobs Derbyshire website has been built using responsive design which means that the site displays content in the form most suitable for the device being used, whether a smartphone, tablet, laptop or desktop. The way the site works varies depending on the device being used; this means that although all content can be viewed by all devices navigation to the content may vary slightly.

For larger screens you view information displaying on the main tabs that appear near the top of the page.

| Jobs home | Your application | Ways to apply | Our working terms | About us | Apprenticeships | Guidance |

On a mobile device these tabs display as the word 'Navigation' and 'Open'. Once opened the tabs cascade down the page. To close this list you need to click on close.

☰ Navigation ⌄ Open

☰ Navigation ⌃ Close

Jobs home

Your application

Ways to apply

Our working terms

About us

Apprenticeships

Guidance

Once you have registered it is always best to log into your account when viewing jobs this ensures you can view all jobs and not just external ones. You log in by clicking on 'Sign in'.

REGISTER TODAY 🔗 | **Already registered**
➡ Sign in | **A** Text options ⌄

If you are using a mobile site you will sign in using the arrow symbol as there will be no text.
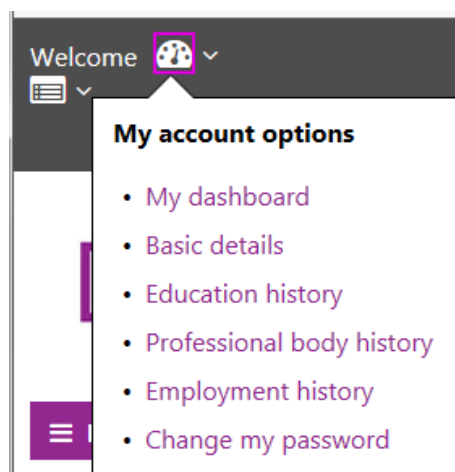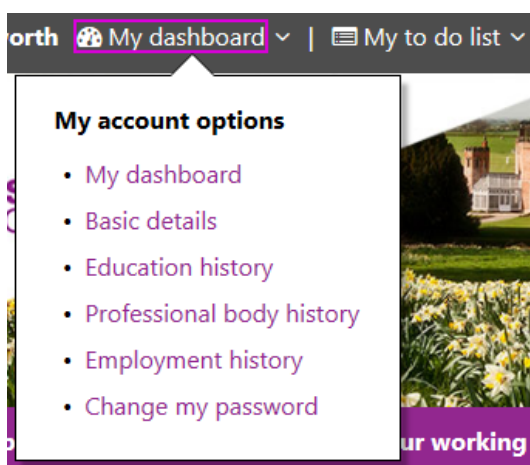
➡

Once signed in you are taken to the 'My dashboard' area of Jobs Derbyshire. This page allows you to search for jobs and also set up job alerts. Any job alerts you have already set up display as follows;

- In the right hand pane for larger screens.

My email alerts

All jobs   ✖
☑ Send me alerts
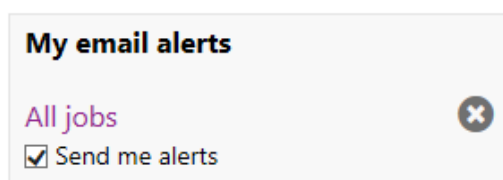
- For smaller devices you need to scroll down to near the bottom of 'My dashboard'.

If you move from this page you can return to 'My dashboard' by clicking on the icon in the ribbon at the top of each page.

orth 🎨 My dashboard ⌄ | 📖 My to do list ⌄

My account options

- My dashboard
- Basic details
- Education history
- Professional body history
- Employment history
- Change my password

Welcome 🎨 ⌄
📖 ⌄

My account options

- My dashboard
- Basic details
- Education history
- Professional body history
- Employment history
- Change my password

As well as navigating directly to 'My dashboard' you can also go to one of the other options displaying in the list.

'My dashboard' is a really useful page where you will find the following

- **My to do list –** which provides you with
  - A list of any jobs you may have booked marked earlier to apply for at a later date. The option to book mark any job is given when you view a job on the website. Book marking a job ensures that you can easily access it when you next visit the site.

     o   Any incomplete job applications where the closing date has not yet passed.

📧 My to do list

- **You have 1 incomplete application** Complete application ›
- **You have 1 bookmarked job** Apply for this job ›

- **Completed applications –** Here you can view all previously completed job applications, along with a copy of the advert and any attachments (eg job and person profile). This section shows at what stage the job is at and also the progress of any job application that you have submitted. You can also see any communication (eg interview notification) that may have been sent to you.

Completed applications

Applications which you have completed and submitted.

School Business Officer | View completed application form ›
ⓘ **Current status:** Application Received

Business Services Assistant | View completed application form ›
ⓘ **Current status:** Shortlisted for Interview

Ecology Manager | View completed application form ›
ⓘ **Current status:** Invited to Interview

Communications

✉ **Letter (Z_DCC Interview invite with DBS)**	Type: Word	Date: 26/07/2017
📧 **Email: DCC Interview Invite with DBS**	Type: Email	Date: 25/07/2017

- **Incomplete applications** – as well as being listed in 'My to do list' incomplete applications are listed here where it also shows you how many days are left before the job closes.

Incomplete applications

Applications which you have started but have either not yet completed or submitted.

School Support Worker
ⓘ **Current status:** Last updated on 21:22, 22 July 2018
📋 **To do:** Complete application form and submit

8 Days Left

- **Applications not completed on time –** This is list of applications started but not completed before the closing date.

Applications not completed in time

Applications that have been started but not completed in time.

BSA Interview
ⓘ **Current status:** Position closed 31 August 2017

Any of these applications can be deleted by clicking on the white cross in a grey circle. Please be aware, however, that if deleted this action is irreversible.