3. THE NEW 'AT RISK' ADVERTISING STAGE

- 3.1 Vacancy control exceptions to the 'normal' process
- 3.2 At risk advertising process flow chart
- 3.3 After the closing date
- 3.4 Identifying at risk employees
- 3.5 Redeployment support
- 3.6 Eligibility for priority consideration at other advertising stages

To support the council's commitment to retaining talent and minimising redundancies wherever possible, the normal process will be for jobs to be initially **open to individually at risk employees only** for a **minimum of 5 working days at the start of the recruitment process**. Once the manager has set up the job, the HRSSC will set the closing date, for 7 working days' time. This allows 5 working days for applications, and 2 days for the job to go live in the event the manager doesn't action it sooner.

Employees who are 'individually at risk' on the redeployment register will be automatically given access, via SAP integration, to view and apply for jobs at this stage and can set up alerts to be notified of any jobs added to the jobs site.

The benefits of this new approach:

- Enables employees to receive genuine 'priority consideration' for vacancies before other employees or the public.
- Gives employees seeking redeployment timely, direct online access to all vacancies as they arise, reducing reliance on manual processes and the chances of redeployment opportunities being missed.
- Signals the council's commitment to supporting employees at risk of redundancy.

3.1 Vacancy Control exceptions

Any exceptions to a job being advertised to 'at risk' employees first i.e. where a job bypasses the 'at risk' stage and goes straight out to internal or external advert - must be approved through the Departmental vacancy control process, summarised below.

Departmental vacancy control process

Through the usual Departmental vacancy control (VC) process, authorisation given:

- 1. To fill the vacancy.
- 2. For any exception to the normal process of the job being advertised to individually at risk (IAR) employees first (before being advertised internally, then externally).
- 3. For any exemption to the requirement to advertise jobs internally before externally.



Vacancy control approval given for one of these recruitment routes:

a. Advertise through the normal process

 to individually at risk employees first, and if unfilled, internally, then externally. b. Advertise to individually at risk employees first, then if unfilled, externally.

c. Advertise internally without being advertised to individually at risk employees first.

d. Advertise externally without being advertised to either individually at risk employees or internally first.

3.2 The 'at risk' advertising process

Below is a summary showing both the process of setting up a 'normal advertising process' and when a vacancy control exception has been agreed to bypass the 'at risk' stage.

Manager sets up job and submits advert to HRSSC

Exception to normal process

approved at vacancy control – advertise internally or externally without being advertised to 'at risk' employees first.

HR SSC:

- set the closing date (usually allowing 2 weeks, for a Sunday),
- submit back to manager to make live (or job goes live within 2 days whichever is the sooner).

Manager makes the job live.

Job advert is published on the jobs website and is viewable by the relevant audience e.g. DCC employees for internal jobs, the public and all employees for external jobs.

Any individually at risk employees applying for internally or externally advertised jobs are eligible for priority consideration in line with the council's policies.

Normal process

Job to be advertised through the normal process - to 'at risk' employees first.

HRSSC:

- set the closing date for 7 working day's time. This ensures the advert is open to 'at risk' employees for 5 working days minimum, allowing up to 2 days for the job to go live if not actioned sooner by the manager.
- submit the advert back to the manager to make live (or job goes live within 2 days, whichever is sooner).

Manager makes the job live

Job advert is published on the jobs website and viewable by individually at risk employees only (and Redeployment Officers/Deptml HR) for a minimum of 5 working days. They should apply either on or off line, by the closing date.

IAR employees registered for alerts receive an email alert when any new job goes live (to any audience).

3.3 After the closing date - 'at risk' advertising stage

If applications from individually at risk (IAR) employees have been received

SSC process any off line applications and confirm when all applications have been submitted.

Manager views applications on their dashboard.

Manager contacts IAR applicants who meet the essential criteria for the post or could do so with reasonable training/support, to arrange a mutually convenient time to meet, in order to establish their suitability (in line with DCC policy).

No applications have been received from individually at risk employees

The advert will be moved by HR SSC to either internal or external advert (as approved by the original VC decision), with appropriate closing date.

The advert is submitted to the manager to review and make live (automatically goes live after 2 days).

The manager has the opportunity to review and amend the advert details and original interview date (entered when setting the job up) before making the advert live.

Manager appoints an individually at risk employee. End of process.

Manager decides no IAR applicants are appointable.

Completes and send Priority Candidate

Assessment form(s) (Appendix 1) to

Departmental HR for approval, to justify reasons for not appointing. One form for each applicant.

Departmentall HR approve (or challenge) priority candidate assessment form(s).

If approved, Departmental HR send email to HR SSC quoting the job reference number, confirming the job can be moved to the next advertising stage – internal or external – as approved at VC.

Priority candidate assessment forms are retained within the Department.

HRSSC amend the closing date and process the job to be advertised either internally or externally (as per original VC decision).

HR SSC submit job to the manager to review and make live (automatically goes live after 2 days). Manager can amend the proposed interview date set at the start of the process, before making the advert live. (See Making an advert live, guidance section 4.4)

3.4 Identifying 'At risk' Employees

Although managers can see the 'audience' an employee belongs to in each applicant's record on the Recruit system, and if they are 'At risk', employees will also be asked to indicate their 'individually at risk' status on their application form.

3.5 Redeployment support

Individually at risk employees will be encouraged to register for alerts, and become familiar with looking at and applying for jobs online. Redeployment officers will continue to support employees seeking redeployment, liaise with recruiting managers where necessary, and will also have access to all vacancies. Employees who cannot use the system to search and apply for vacancies online will be given support to look for and apply for redeployment opportunities off line.

3.6 Eligibility for priority consideration at other advertising stages

Individually at risk employees are eligible for priority consideration at whatever stage they apply for a job, including if the job has moved to the internal or external advertising stage, having been through the 'at risk' advertising stage. It is expected that this should happen less frequently with the introduction of the new 'at risk' stage of advertising.