

3. THE NEW 'AT RISK' ADVERTISING STAGE

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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

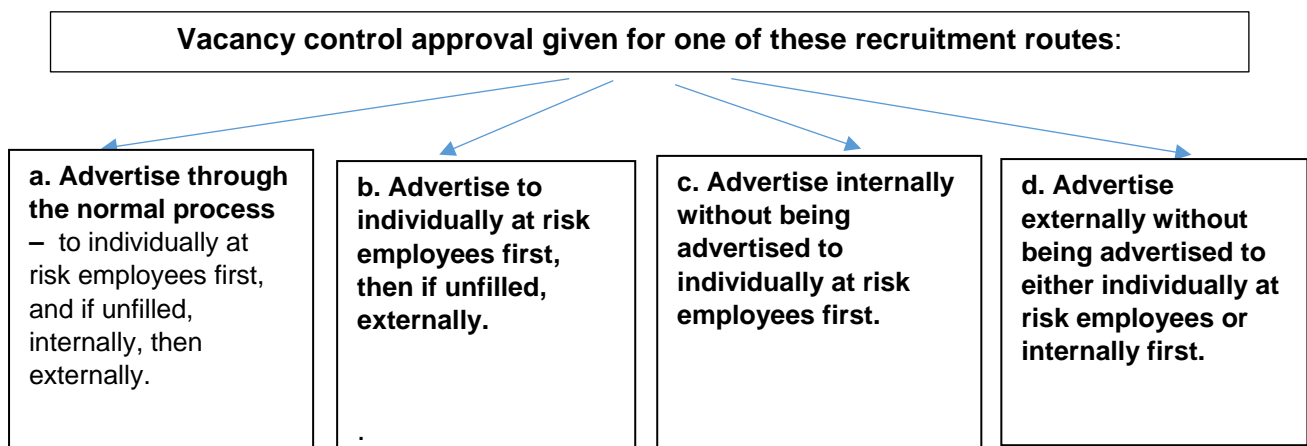
Any exceptions to a job being advertised to 'at risk' employees first i.e. where a job bypasses the 'at risk' stage and goes straight out to internal or external advert - must be approved through the Departmental vacancy control process, summarised below.

Departmental vacancy control process

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

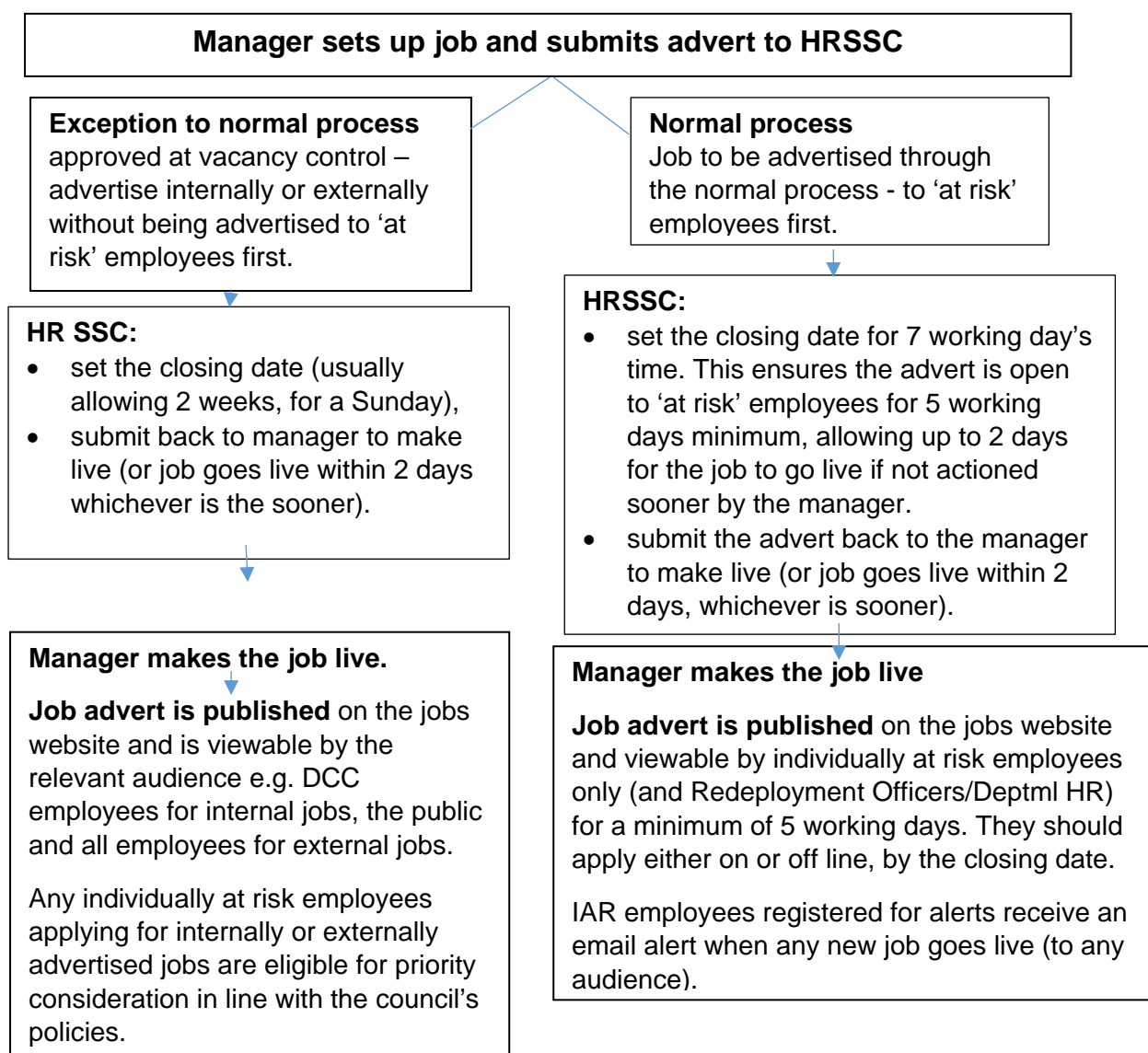
1. **To fill the vacancy.**
2. **For any exception to the normal process of the job being advertised to individually at risk (IAR) employees first (before being advertised internally, then externally).**
3. **For any exemption to the requirement to advertise jobs internally before externally.**



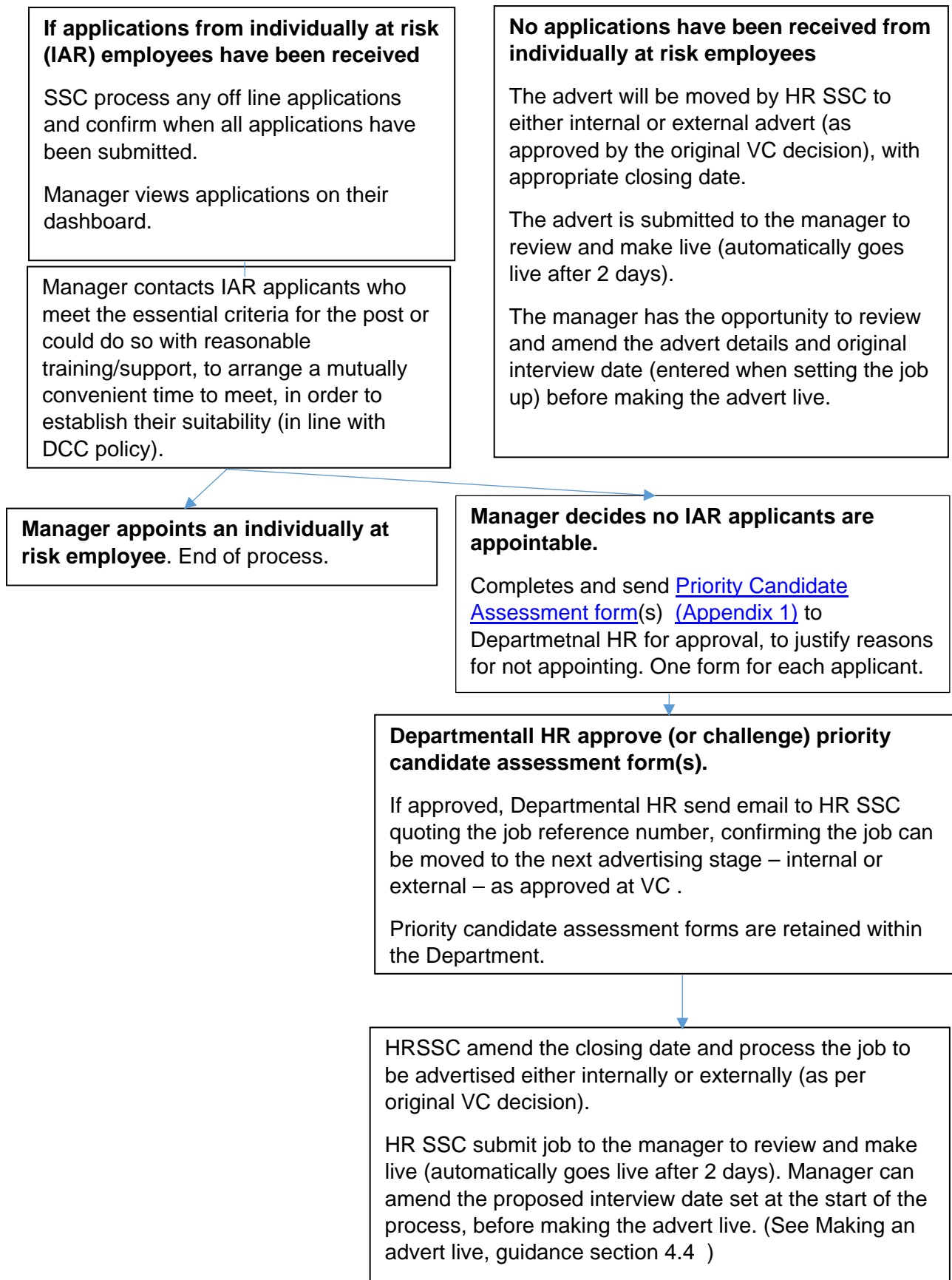


3.2 The 'at risk' advertising process

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.



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



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.