

Option 3

Line manager creates a secondment opportunity in their department - invites applicants from within their team



Manager speaks with People Partner to gain their support and discuss practical issues as necessary.

If the opportunity is positioned as an acting-up arrangement or additional responsibility for a finite period, the manager may advertise the opportunity via an internal email circulated to all staff within the team

The Manager contacts the Recruitment team to draw up a fixed-term contract of employment for the successful secondee, covering the period of secondment.

An open selection process takes place, using a fair and objective recruitment process, as in a standard recruitment exercise.

The unsuccessful applicants are informed.

Successful candidate begins secondment once the contract is issued.

The recruitment team advises on the process to follow.

If the opportunity involves a formal secondment arrangement, a formal internal advert will be required. This may be circulated only within the manager's team.

Consideration must also be given to more significant contract changes that may be required because of the secondee moving into a higher grade for the duration of the secondment, if applicable.

The successful candidate will be informed in writing.

Planning for secondment is finalised, including setting objectives, planning regular check-ins throughout the secondment, and planning a debrief and evaluation of impact at the end of the secondment.

Regular check-ins to be implemented.

