

Option 6

Project work opportunity



The manager or project lead identifies an opportunity for individuals to join their project team on an informal basis, for a number of weeks or months, duration to be clarified in advance.

Manager or project lead advertises the opportunity through online portal (Viva Engage)

If interested, the individual staff member speaks with their line manager during their ARC or other career planning conversation, and sets out their rationale for wanting to get involved in the project, giving as much detail as possible about the benefits they feel this will bring to them and the wider team/department.

“Sending” manager approves or declines the request in principle, providing robust evidence for either decision (see FAQs and best practice guidance). If the request is declined, the staff member must be informed that there is no right of appeal and that the decision is final.

If approved, the sending line manager speaks with the “hosting” project lead to confirm that a project work opportunity is available and to discuss the details, duration and any other important aspects.

The “Sending” manager speaks with the People Partner to gain their support and discuss practical issues, particularly with regard to this opportunity possibly not requiring an open selection process

Note - several staff members may apply for the same project opportunity. If this is the case, a fair and competitive internal selection process must be followed, leading to the successful candidate being offered a fixed-term contract of employment.

If necessary, the sending manager contacts the Recruitment team via a “Request to hire” form, and follows the standard recruitment process

The Sending manager and project secondee keep in touch during the period of the project opportunity, and at the end of the project period, a debrief is to be carried out, to evidence the learning that has taken place, and to identify ways in which the new knowledge can be used in the person’s substantive role

