

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
<b>BUSINESS SUPPORT</b>		<b>BSS/HRM/025</b>
<b>ADMINISTRATIVE DEVELOPMENT REVIEW PROCESS</b>		ISSUE 001
Approved By: <i>A J Williams</i>	A Williams	Issue Date: 30/7/03
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## 1 Purpose & Scope

1.1 This procedure describes the Directorate's Administrative Development Review process for career planning and skill development. This procedure complements the HSE T&D strategy and the corporate procedures for personal development.

1.2 All staff in Bands 4, 5 & 6 are covered by this procedure, including any NSD staff who are on attachment/secondment from the Directorate.

## 2 Policy

2.1 NSD's policy on the personal development of Band 4, 5 & 6 administrative staff is to:

- provide continuing professional development – where appropriate;
- provide a worthwhile, challenging and varied career balancing personal preference with business need and maximising the potential of staff, for mutual benefit;
- maintain an adequate cadre of staff with up to date expertise and a broad base of experience of NSD work.

2.2 The Development Review Process is designed to promote the personal development of NSD staff in line with the development policies above by examining the deployment, expertise and experience of staff and initiating appropriate career moves.

2.3 NSD's policy on participation in the Development Review process is that involvement is encouraged - but voluntary.

2.4 The Development Review process will operate with due regard to HSE's Post Filling Principles: Section 3 of HSE's DCT Guide - Post Filling in HSE.

2.5 All personal information provided by a jobholder will be treated "in confidence" and in accordance with the Data Protection Act.

## 3 Responsibilities

**Unit 4F (HRU) are responsible for:**

3.1 Providing guidance, procedures and any other support required to operate the ADR process - in the context of HSE's DCT 2000 arrangements.

3.2 Co-ordinating all MAPs (both internal and external).

3.3 Carrying out a matching exercise when vacancies are notified to them and advertising the posts within NSD.

## **Line Managers and Vacancy Holders**

3.4 Discussing and agreeing development moves with staff and in conjunction with the individual completing the MAP form. All MAP's should be forwarded to HRU.

3.5 Assisting HRU to cascade vacancies to staff.

3.6 Notifying HRU of all admin. vacancies providing brief details of where and what post is.

3.7 When MAPs held by HRU are matched to their vacancy they should consider the suitability of the individual as set out in the DCT Guidance Section 3 para. 26. Alternatively follow the same procedure if the post is advertised around the directorate and a member of staff expresses an interest.

3.8 If no NSD staff are interested in the post you should follow the central DCT procedures for vacancy filling.

3.9 When a move has been agreed the importing line manager should complete a PER 3 form and send it to Personnel Division, copying it to NSD's Finance and Planning unit (Unit 4E).

### **Band 4, 5 & 6 staff wishing to express an interest in a post**

3.10 Staff who are actively seeking a development move can complete a MAP and forward it to HRU in advance of posts being advertised.

3.11 Staff who wish to express an interest in an internally advertised post should discuss the position with their line manager. This should determine whether you can be released from your current post within a reasonable timescale and set out what developmental benefit the vacant post can provide.

3.12 Contact the named vacancy holder and arrange to discuss the development move with them.

## **4 Definitions**

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|-----|-------------|---|
| 4.1 | PER3 Form = | Formal notification by the importing line manager of a transfer into their Unit/team staff move.  |
| 4.2 | MAP =       | Move Action Plan & Career History; the means by which staff may request a managed level move within NSD or to another D/D. See HSE's DCT Guide. |

## **5 Procedure**

5.1 All MAP's should be completed by the individual and line manager following discussion and agreement that a development move is appropriate.

5.2 Completed MAP's must be forwarded to HRU who will register and action the document. This will include holding MAP's that are seeking a move within NSD only OR circulating to the other D/D contacts MAP's seeking a move outside of NSD.

5.3 All MAP's will be held for a maximum period of 12 months. If a match has not occurred in this period HRU will return the MAP to the individual so that they can make a decision to submit a further MAP or not.

5.4 All admin vacancies arising in NSD should be forwarded to HRU who will carry out a matching exercise to the NSD MAP's held. If a match exists HRU will forward the MAP to the vacancy holder to take forward.

5.5 On receipt of a MAP from HRU the vacancy holder should approach the individual to establish if they are interested in the post. If they are an informal interview should be arranged in line with the DCT guidance (Section 3 para.23 and annex 9).

5.6 If no NSD MAPs are suitable for the vacancy HRU will advertise the vacancy internally by sending the details to all B4 managers who should then cascade it to the appropriate staff.

5.7 Staff who are interested in the post will be referred to the vacancy holder for more details.

5.8 If the vacancy holder receives an interest from a member of NSD staff they should arrange an informal interview and once again follow the DCT guidance (Section 3 para.23 and annex9).

5.9 If more than one person expresses an interest the vacancy holder should carry out a short interview with each person and give clear reasons for the decision to appoint one person over another. Feedback should also be given to the unsuccessful person(s), as you would in the case of a competitive process under DCT.

5.10 If there is no interest in a post by either of these 2 methods the line manager should then follow the corporate procedures by going back to HRU to see if there are any other MAP's from staff outside of NSD. The vacancy holder should also contact Personnel Division to establish if there is anyone suitable on the priority list.

5.11 If this does not identify a suitable person the vacancy holder should complete a job advert using the HSE smartmaster and send the vacancy to Personnel Division (post filling section). The central vacancy filling process will be followed i.e. expression of interest and then promotion. ( DCT Guide Section 3 para 27 to 36 and annex 10)

## **6 Associated documents**

6.1 HSE's "Developing Careers Together": available only on the Intranet.