

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM		
BUSINESS SUPPORT <b>CAREER DEVELOPMENT REVIEW PROCESS (Bands 1 - 4)</b>		<b>BSS/HRM/002</b>
		ISSUE 004
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## 1. Purpose & Scope

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

1.2 Bands 1 to 4 are reviewed by the Career Development Review Group (CDRG) including any NSD staff who are on attachment/secondment from the Directorate.

## 2. Policy

2.1 NSD's policy on the personal development of nuclear inspectors and other staff is to:

- 1) provide continuing professional development, (CPD) in discipline specialist areas and regulatory skills; and where appropriate for non inspectorial staff.
- 2) provide a worthwhile, challenging and varied career balancing personal preference with business need and maximising the potential of staff, for mutual benefit.
- 3) maintain an adequate cadre of nuclear inspectors and staff with appropriate up to date expertise and a broad base of experience of nuclear technical, regulatory activity and other NSD work.

2.2 The CDRG 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. For inspectors this will include moves in line with the development model for inspectors set out in BMS/HRM/024.

2.3 NSD's policy on participation in the Development Review process is that individual statements of preference is encouraged - but voluntary. However, to

enable effective succession planning and to promote continuous development, the CDRG will consider **all** NSD jobholders in scope during the review, taking account of but not bound by statements of preference.

2.4 The CDRG will operate with due regard to HSE's Post Filling Principles:

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

### **3. Responsibilities**

#### **The Director of NSD & MB Members**

3.1 The Director of NSD chairs the CDRG which comprises all NSD Division Heads. CDRG make decisions on career moves in line with the development policy, the development model for inspectors and business needs.

#### **Head of Division 4**

3.2 The Head of Division 4 is responsible for presenting collated CDRG information to the CDRG meeting.

#### **All Division Heads**

3.3 Division Heads are responsible for preparing their own Division management proposals for CDRG, in consultation with their Heads of Units, and NTLs ahead of CDRG meetings. Proposals for CDRG should be in line with the development policies, the development model for inspectors and business needs taking account of individual preferences as appropriate.

3.4 They will also, following the CDRG meeting, disseminate the outcomes to Unit Heads as a matter of urgency explaining the reasons for decisions; and take feedback on issues before any wider communication to staff occurs. Where necessary, Division Heads may refine their CDRG outcomes to reflect unforeseen substantive issues - ensuring they consult other Division Heads where there could be a knock-on effect.

#### **NTLs**

3.5 NTLs provide line managers and inspectors with advice on personal development and career moves for their topic group members, taking account of the development policies and the development model for inspectors.

#### **All Unit Heads**

3.6 Ensure, prior to the CDRG meeting, that their Division Head is briefed on relevant staffing matters for all staff in their Unit e.g. confirming the Unit members who are seeking a move and those who have expressed a desire to stay in their current post and why. Discussing with the Divisional Head who should be considered for a move in line with the development model for inspectors, taking account of, but not bound by individual's preferences.

3.7 Will, following briefing by their Division Head, disseminate the outcomes of the CDRG process to relevant Unit members.

3.8 Should ensure they inform their Division Head immediately, if unforeseen substantive issues are raised by Unit members which could materially affect planned staff moves.

### **Head of Unit 4F (HRU)**

3.9 The Head of NSD Human Resources Unit is responsible for collating information for presentation to the CDRG meeting by the Head of Division 4 and for collating, coordinating and communicating outcomes.

### **Unit 4F (HRU)**

3.10 Staff in The Human Resources Unit are responsible for providing guidance, procedures and any other support required to operate the CDRG processes - in the context of HSE's DCT 2000 arrangements. This will include notifying other D/Ds of the outcomes of C/DRG where they have an interest.

## **4. Definitions**

4.1 CDRG = Career Development Review Group - which conducts the CDRG process.

4.2 PER3 Form = Formal notification by the importing line manager of a transfer into their Unit/team staff move.

4.3 Development Model = The model for Guiding the Development of Nuclear Inspectors set out in BMS/HRM/024

4.4 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 Guidance.

4.5 DRG1 = Form for supplying information to development review groups - see attached.

## Procedures

### **5. Outline, (See attached diagram)**

5.1 The Career Development Review Group will normally be held in November/December each year and any moves will usually take effect from 1 April the following year.

5.2 HRU will issue a timetable each year (usually in August/September) confirming specific details and dates by which staff and managers will be asked to provide information for the Development Review.

5.3 Information will usually be sought immediately after the mid year checkpoint/reviews at the end of September/early October so that staff can review progress with their development objectives/plans with their line manager as a basis for considering the desire/need for a career move.

#### **NSD staff in Bands 1- 4 wishing to express a preference in the Career Development Review Process**

5.4 Staff who wish to express a preference for a move in the Development Review procedure should provide details to their head of Division (via their Unit Head) on Form DRG1 completing the relevant section. This should be done by the date specified in the published timetable.

5.5 Staff who are interested in a move outside NSD should also complete an HSE MAP form.

#### **NSD staff NOT wishing to express a preference in the Career Development Review Process**

5.6 Staff should prepare or update a DRG1 form and indicate 'No' on the relevant part of the form.

5.7 Unit Heads include a recommendation to the Division Head on whether a move should be considered in line with the development policy and the inspector development model. Line managers and staff may wish to consult NTLs about personal moves. This should be done by the date specified in the published timetable.

5.8 Once completed the DRG1 form should be retained by the individual for updating and resubmitting in subsequent years.

## Preparing for the CDRG Meeting

5.9 Division Heads should prepare their proposals for CDRG moves taking account of DRG1s and the development policy and model and any consultations with the relevant NTL. The proposals should identify moves which can be accommodated within the Division and those which involve a move outside the Division.

5.10 DRG1s and Division proposals (and MAPs if supplied) should be forwarded to the Head of HRU by the deadline published in the annual timetable. The Head of Division 4, supported by the head of HRU, provides an overview of the feasibility, and implications of the proposals in line with the development policy taking account of the current skill profile and deployment of staff across the Directorate.

5.11 Under the Data protection Act HRU will use the information submitted in MAPS and DRG's to inform the Development Review process. Once the process has been completed all copies will be destroyed which is why staff are asked to retain copies.

### CDRG meetings

5.12 The CDRG meet to discuss possible staff moves in response to the information provided, taking into account individuals' development requests and needs, the business needs of NSD, and any possible requirements for positive vetting of staff.

5.13 Following the meetings, the head of HRU will collate the outcomes of the CDRG meeting to enable members to discuss their findings with their Unit Heads. A meeting will be arranged promptly following the CDRG meeting at which the CDRG members will discuss their outcomes with SI's.

### Communication of Results/Timing of Moves

5.14 The Head of Human Resources Unit will take instructions from the CDRG/Unit Heads discussions - including feedback from other D/Ds where appropriate; and make any necessary modifications to the initial outcomes. Head of HRU will then relay the revised, near final outcomes to Unit Heads for discussion with relevant staff - which should be within 7 days of issue.

5.15 Unit Heads **must** discuss the outcomes of the CDRG with **all** staff in their Unit/team affected by related decisions: i.e. those who have requested a move which was agreed; those who did not request a move but to accommodate another will need to be moved; and those whose request for a move was denied. Once final outcomes have been agreed they must also inform **all** staff within their unit.

5.16 Managers **must** ensure that they understand and so are able to explain to

relevant Unit/team members the reasons for CDRG decisions: and give the members of staff affected an opportunity to make any comment about the outcomes of the CDRG process. Where important substantive issues arise which might require CDRG to revisit decisions, Unit Heads **must ensure they raise such matters with their Division Head as a matter of urgency.**

5.17 If Division/Unit Heads are satisfied that a job holder has presented evidence which warrants revisiting a CDRG decision they must **immediately** notify Head of Division 4 who will then facilitate any discussions necessary to review the validity of the original decision and coordinate either: reaffirmation that the decision is to stand; or that a change has been made and what the new outcome will be. Once final outcomes have been agreed Unit Heads must inform **all** staff within their unit.

5.18 When the above process is complete - normally within two weeks of the CDRG meeting - the Head of Human Resources Unit prepares a message, on behalf of the Director, to inform all staff of the timetable of the CDRG planned moves. Moves will normally take effect from 1 April.

5.19 Every effort will be made to time moves at a convenient point. Line Managers/ Jobholders should implement moves with due regard for induction/handover training.

## **Evaluation**

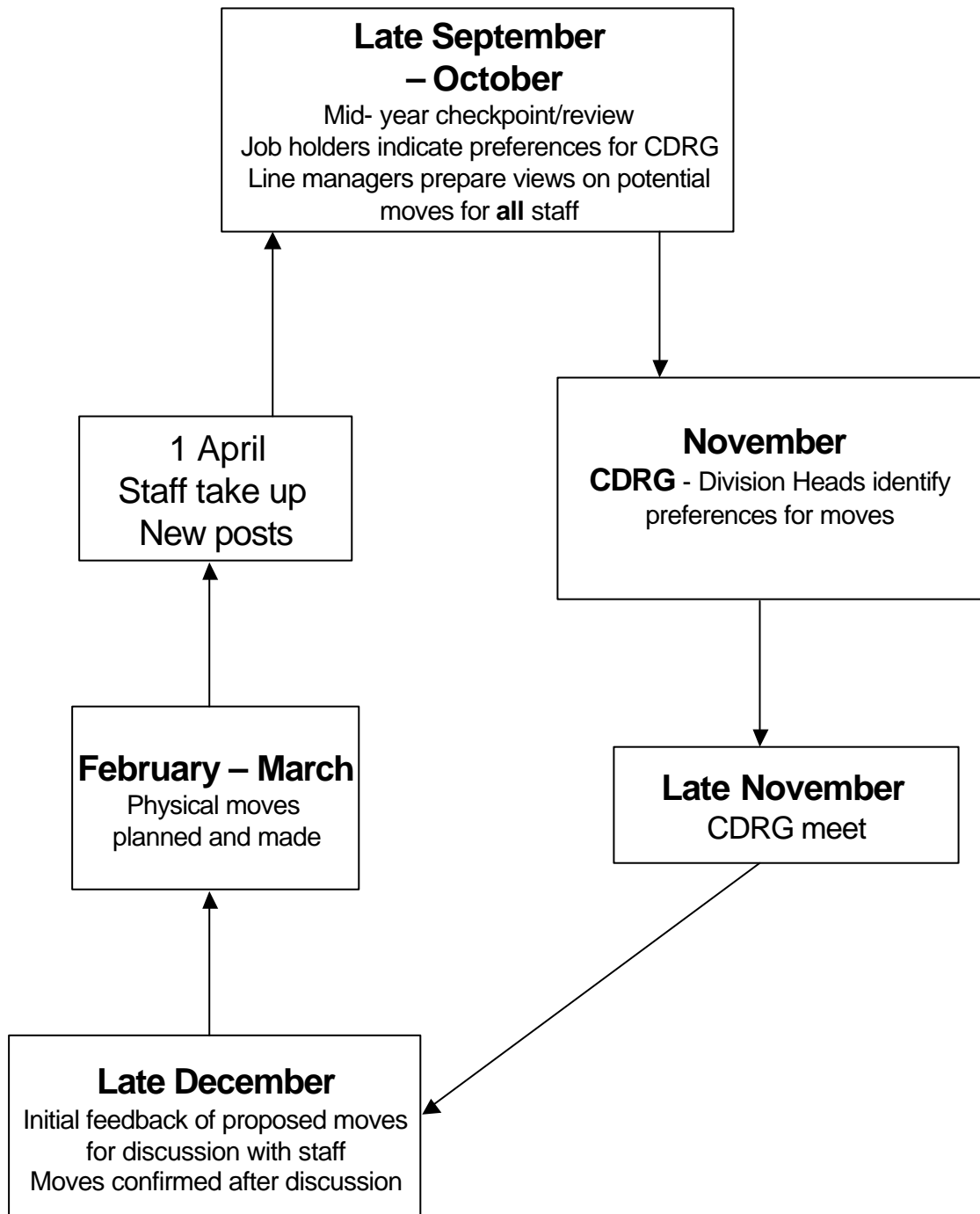
5.20 The impact and effectiveness of moves resulting from the CDRG process will be reviewed and revisited at the following CDRG meeting.

5.21 Unit Heads will be asked to prepare a report that reviews how the outcome of the CDRG has impacted on 3 main areas; the individual involved in a move, the delivery of the business targets of the unit, how the deployment of resources has improved or otherwise as a result of the move.

## **6. Associated Documents**

- 6.1 HSE's "Your Performance Matters": available only on the Intranet.
- 6.2 G/BSS/HRM/024 - Guiding the Personal Development of Nuclear Inspectors
- 6.3 BSS/HRM/025 - Administrative Development Review Group Process
- 6.3 BMS Annex 6 - Nuclear Topic Leads and Groups and Nominated Specialists

# The NSD CDRG Cycle



**DRG1 – NSD’s CAREER DEVELOPMENT REVIEW GROUP (CDRG) FORM**

**Name:**

**Unit:**

*To be completed by postholder*

**Career History**

Current Post

Dates		Category*	Unit	Band	Role and Key Responsibilities
From	To				

\*Categories

A – Assessment  
S – Secondment

SI – Site Inspection  
ST – Strategy

PI – Project Inspection  
DO – Director’s Office

R – Nuclear Safety Research  
IS - International Support Activities

Previous NSD Experience (please list the most recent first)

Dates		Category*	Unit	Band	Role and Key Responsibilities
From	To				

Non-NSD Experience (where relevant)

Dates		Organisation / Division	Role and Key Responsibilities
From	To		

**Are you seeking a move?** YES / NO (please delete)

If YES, please state type preference for next post.

**Personal Factors**

Record here any personal factors which should be taken into account when CDRG considers your development. **This will be treated in confidence.**

**Signed:**

**Date:**

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*To be completed by Line Manager*

**Line Manager's Comments**

Should a move be considered in line with the NSD development policy and developmental model for inspectors?

YES / NO (please delete)

Other comments on feasibility / desirability of a move at this time.

**Name:**

**Unit:**

**Signed:**

**Date:**

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The Data Protection Act 1998 – the Health and Safety Executive will process personal data in this form within the provisions of the Act. You have the right to ask for a copy of the data and to ask for any inaccuracies to be corrected.

