

## Definitions:

### SAE

When appointed to a role that is deemed as 'suitable alternative employment' employees have the right to a trial period of six weeks which will be used to assess the employee's suitability for the role, and for the business to decide whether the new job is suitable. The six-week trial period can be extended by mutual agreement to allow for additional training or a full assessment to be made.

### Appointment

Employees are directly appointed into a role and will receive written confirmation of the role into which they have been appointed. The terms and conditions of the job will also be confirmed in the appointment letter issued.

Employees identified as in scope in accordance with the RSRP policy, this flow chart shows the steps involved.

Employee is sent 'in scope' letter confirming their status

Employees are engaged with options and sent relevant information on preferencing, roles and pooling.

Employee fills in an Expression of Interest form (EOI) and details up to 3 preferences one inside their pool. This allows flexibility and options to move between role families. The EOI form also details flexible working arrangements and reasonable adjustments which may be required during the A&S process.

The A&S methodology will be a paper based exercise and constitute the following:

- Employee CV will not be scored but used for information on career history/experience and any SAE if required.
- Cover letter for employees to set out a) how they meet the skills, knowledge and experience for the role, b) an answer to a scenario which asks how they would deal with an issue/problem. This section will assess a limited number of competencies relevant to the role including leadership where this is applicable to the role.

A minimum benchmark will be applied and each element will be scored.

Interviews will be used by exception including if there is:

- More detail is required to make a decision
- If more detail is required to assess capability or validate information
- Where there is a tie for a role
- Or as a reasonable adjustment

Employee successful in meeting criteria and appointed in either preference 1 or preference 2 or preference 3

If the employee is unsuccessful for preference 1 or 2 or 3 other roles across Engineering will be considered based on the SKE evidenced in the CV and covering letter.

**Option a)** employees can be appointed to any role within Engineering if employees have demonstrated SKE for that role. Appointments can be made with an upskilling plan where an employee demonstrates some evidence of the SKE required for the role but with knowledge gaps/room for development.

**Option b)** employee is offered a role as SAE. SAE is offered where roles are not broadly transferable. Where SAE is identified, there will be a 6 week trial to assess suitability.

**Option c)** Where no roles are identified within the pool, and SAE opportunities have been exhausted and not identified employees will be put at risk of redundancy. Official notice of redundancy will not be issued until the end of the consultation period in line with the RSRP.

## **Scoring**

CV – not scored but used for information on experience and career history.

A scenario detailing how they will solve a problem scoring 3 competencies including leadership where this applies to the role.

Competencies – rating 1-5 as per the usual recruitment process ratings.