Guidance Notes for Redeployees

Human Resources (HR) will add your details so that you have access to the redeployment vacancies website and you will receive an e-mail with a link to the website and confirmation of Redeployee ID.

Priority consideration and suitable vacancies

All adverts are placed on the redeployment vacancies website for a period of 7 calendar days before they are advertised externally.

The objective of priority consideration is to enable staff to continue in employment in a new position that is comparable to their previous position in contractual terms such as: grade, rate of pay, hours of work, type of contract, and in occupational terms such as: type of work, skills and competencies required.

Ideally, suitable redeployment opportunities will be at the same grade but in the absence of vacancies at that level, positions one grade lower would be considered. Eligible employees applying for unsuitable vacancies, or higher graded posts, will NOT be given priority consideration - they will be in open competition with internal and external applicants.

Current immigration legislation imposes a duty on the University to carry out a resident labour market test in order to employ non-EEA nationals who require sponsorship under Tier 2 (general) of the points based system. A requirement of this is to advertise vacancies for a minimum of 28 days externally with the exception of those cases where the individual will be redeployed into a role in the same standard occupation classification (SOC Code) as defined by the UKVI.

If you are a Tier 2 Visa holder please contact Human Resources to discuss your personal circumstances.

Job Alerts

You will need to register for job alerts on the redeployment job vacancy website. You will be able to specify how often you receive job alerts and also filter the types of role you are interested in.
You will be able to create a separate job alert for external vacancies in the same way.

**Searching for vacancies**

All current vacancies are shown on the welcome page however, you can use the search facility to filter the types of role you are interested in.

![Keyword search](https://example.com)

**Applying for a post**

To apply for a post that has been advertised on the Redeployment website click on Apply and you will be asked for your Redeployee ID.

Before submitting your application, please make sure that you have read the job description and person specification for the post. Your application will be assessed according to how closely you meet the knowledge, skills and attributes required. It is important when completing the application that you demonstrate how you meet the essential criteria.

**Additional Support**

Please note that the Staff Development Unit is also able to offer assistance with job search skills in a number of areas including developing/improving your CV; preparing for interviews; and interview skills. If you would like support in any of these areas, please contact Julie Bullimore at Julie.Bullimore@ncl.ac.uk and indicate which of these areas of development particularly interest you. Sarah will be able to let you know the dates of any forthcoming development activities in these areas and can also answer any queries you may have on job search skills or indeed any other development needs.

**Additional Support for Research Staff**

The University has a dedicated team of staff developers, career advisors and funding managers who can support research staff at all stages of their careers, irrespective of their contract status.

Full details of the provision can be found on: [http://www.ncl.ac.uk/research/](http://www.ncl.ac.uk/research/)

**Further information**

Please contact your relevant Human Resources team if you have any queries in relation to this: [http://www.ncl.ac.uk/hr/about/contacts/](http://www.ncl.ac.uk/hr/about/contacts/)