**Guidance Notes: Redeployment Skills Profile**

These guidance notes have been provided to assist you in the completion of the relevant sections of the Redeployment Skills Profile.

You must complete the Redeployment Skills Profile to be placed on the Redeployment Register. This is your opportunity to tell us about your skills and experience so take time to complete the form providing examples to demonstrate any skills and experience (what you did, how you did this, the outcome). This Profile will be used to initially assess whether vacant posts could be suitable alternative/ alternative employment for you. It will form part of your application for any alternative posts which you express an interest in so you should include information from your current role but also any transferable skills, training, achievements, knowledge or abilities from previous roles or past experience. There is also the opportunity to add any additional information that you think would be relevant.

You should look on the [University website](https://www.strath.ac.uk/workwithus/vacancies/) for details of any new vacancies. You will also be notified by email of new redeployment vacancies that arise. Where you wish to be considered for a vacancy that has not been flagged to you as potentially being Suitable Alternative Employment (as defined in the Redeployment Policy), you will be required to complete a regular application form to indicate your interest. This will give you the opportunity to provide information about your skills and experience in relation to the person specification for that particular vacancy, which may not have been adequately covered within the Skills Profile.

**Completing the Skills Profile:**

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| **Personal Details** |
| Please ensure that all fields are fully completed.  Human Resources will automatically populate details such as your continuous service date and employee number into the Redeployment Register. The **Date Started in Post** is therefore the date you commenced in your current post, and should not be confused with the date that you started working at the University.  Your **Department** is the main Department within which you are based. Please do not enter a sub-department here.  **Employment Mode / Work Pattern:** Please mark if you are full time or part time. Please also specify your current work pattern i.e. what days/hours you are contracted to work.  For your **line manager/supervisor,** enter the name of your immediate line manager, for example if your report to the Head of Department through a senior colleague, you would enter the senior colleague’s details in this field. |
| **Current Responsibilities – This section asks you to describe the key features of your current role** |
| **Key Responsibilities and Approximate % of Weekly hours spent on key areas:** *Please think about the main duties and responsibilities for your role. You should list around 6 main duties and responsibilities, along with an indication of the percentage of your working time you spend undertaking these tasks. Please note that these should be the main requirements of your role, not activities and responsibilities you have become involved in for personal interest or development. These can be detailed with your key skills or within your additional information as relevant.* |
| **Redeployment Role Preferences** |
| Please ensure that all questions in this section are answered.  **Please tell us about other types of roles within the university that you would like to be considered for** (*you should list three roles at the most). This section provides an opportunity for you to highlight any transferable skills, training, achievements, knowledge or abilities you have that you are perhaps not required to use in your current role. It also allows you to**confirm whether you would**consider changing your work location, altering your working hours, accepting a fixed-term contract, accepting a lower graded post, and/or moving to a different staff category.*  *While the University reserves the right to ultimately determine whether vacancies will be considered as suitable redeployment opportunities, any information you can provide in relation to the types of role you are interested in being considered for, will help us to notify you of any vacancies which match your preferences. For example a Lecturer may be willing to consider a move to a Teaching Role, however as such a post would be within a different staff category, it would not be automatically deemed as a vacancy he/she would be interested in due to the differences in work activity and staff category, therefore it is important that you notify us of any such interests.* |
| **Employment History** |
| **Please list your employment history, most recent employment first.**  *The form provides for a maximum of 4 entries in this section as generally it is expected that this will cover the most recent and relevant periods of employment. If however, you feel that you have a further period(s) of employment that is particularly pertinent to your redeployment application, you may submit these details as additional information within a separate document.*  *It may not be possible to list all of your duties for each role but please summarise the main duties and responsibilities.* |
| **Education, Qualifications and Training** |
| **Please enter any relevant qualifications and training in this section (including any training with professional bodies) that you have undertaken. You should provide these details in order, starting with the most recent first**. *The form allows for up to 4 entries to be made in this section – should you have more than 4 relevant entries to make, you can include these as additional information within a separate document.*  *Please think not only about specific external training courses but also detail all relevant training courses and qualifications/certifications received both on and off the job and include dates if known.* |
| **Professional Memberships** |
| Please ensure that you record membership of any professional bodies. |
| **Key Skills** |
| **Outlining what you consider to be your key skills and strengths:**  **Please list up to 5 skills which you consider yourself to be strongest at.** *These may include the skills under headings such as: communication (oral and written), interpersonal, customer service, financial awareness, technical, planning and organising skills, creativity and innovation, initiative and problem-solving, your ability to work for and with others and your knowledge of the University. These are only examples, and you may categorise your skills base as you consider appropriate.*  *You should give specific examples to demonstrate these as opposed to simply listing them e.g. I successfully co-ordinated my Department’s undergraduate open day, having taken responsibility for timetabling and booking the venues, and organising the equipment to be taken to each venue etc.* |
| **Learning and Development** |
| Available opportunities include a range of IT and general training courses, learning resources in the library, online learning, and work shadowing. You may require some training or development to enhance your skills in order to help you in seeking redeployment within the University, particularly in reference to roles you identified as possible opportunities.  Please detail any forthcoming activities which may be relevant to your redeployment application. This does not necessarily need to be organised via the University, for example it may be through a Professional Body or a network of which you are a member.  Please consider any skills gaps that you may be able to address with access to relevant training, or any relevant skills that you could perhaps enhance, noting how you would propose to address this. The University will give consideration as to whether any developmental activity can be supported. The University is committed to providing reasonable support where a trial period has been offered, and it is likely that such activity would allow the member of staff to be fully operational in all aspects of the role within 12 weeks. |
| **Declaration (including consent for inclusion on the Redeployment Register if applicable)** |
| In submitting this form to Human Resources, you confirm that you the information provided is accurate and consent to its inclusion on the Redeployment Register. |