



Secondments

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Purpose

Why a secondment

Eligibility

Potential benefits

Induction

On completion





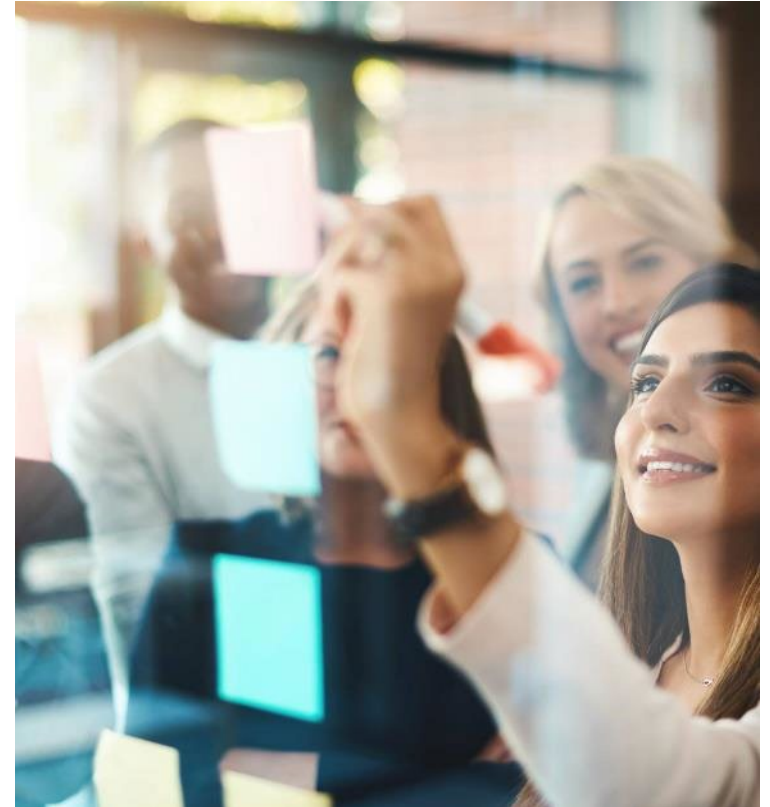
Purpose

A secondment provides employees with an opportunity to temporarily work in a different team or department. There are benefits for the secondee, the host department and the home department.

Please also see [HR Guidance](#) for managers, covering process and details.

Why a secondment?

To enhance the skills, knowledge, and experience of a broad range of staff, helping with career growth and diversity. For departments, the benefits include the opportunity to have existing University staff full short-term vacancies, creating knowledge transfer opportunities.





Eligibility

You must have the agreement of your current line manager before you apply for any secondment opportunities.

Secondment Duration: When a current member of staff wants to work in another role within the University, they can apply for an internal secondment. This means they'll be appointed to a different job for a set period, usually up to a maximum of 2 years. All temporary job adverts lasting less than 2 years will stipulate that a secondment opportunity may be considered'.

How do I find out about secondments: Normally, job opportunities will be advertised both within the University and externally simultaneously, complying with our redeployment policy and ensuring equal opportunities for all. You will find all advertised vacancies [here](#): Look out for those saying they are open to internal secondments.

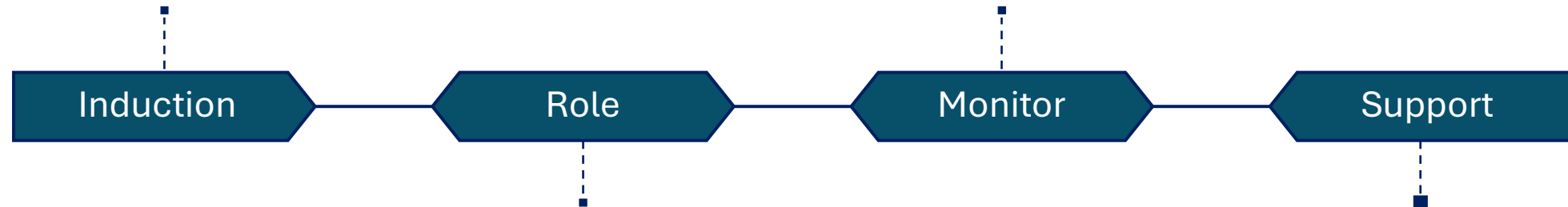
Please see the [HR guidelines](#) for eligibility and application process.

Induction

A secondee will have knowledge of their own area of work and home department, do not assume that this means they don't need a full induction, as with any new member of staff.

Ensure they have any equipment they need and somewhere to sit. Introduce them to key colleagues and show them round their workplace and local facilities. Give them access to all relevant local policies and procedures.

Have regular one to ones, to measure progress throughout and to identify and discuss any difficulties or obstacles experienced. Ensure that they know what is expected of them and the way in which their work will be monitored, assessed, managed and supported throughout the secondment.



Induction

Role

Monitor

Support

Ensure they understand the key responsibilities and requirements of the role they have been seconded to and how this role fits into the work of the team and the institution. Have a clear plan for the duration of the secondment, using Simitive to capture this as part of their PDR.

Allocate a buddy to help them get up to speed. Allocate a mentor to help them make the most of the secondment experience as a professional development activity, ideally someone outside the department.

Potential skills and career benefits

For the individual

- Offers exposure to new challenges and responsibilities, fostering personal and professional growth and career development.
- Inclusivity, by giving staff from various backgrounds equal access to growth opportunities.
- Promote diversity by exposing staff members to different work environments, cultures, and perspectives.
- Enhancing a particular set of skills or competencies prevalent in the host department and strengthening current skills by applying them in a new area.
- Preparing for leadership roles by exposure to managerial or supervisory responsibilities.
- Increased engagement, satisfaction, and motivation through new challenges and experiences.
- Develop a greater understanding of the University and establish new networks.
- Gain up to date knowledge of current working practices in other areas.

Potential skills and career benefits cont.

For the departments

- Collaboration and knowledge-sharing between different departments or functional areas.
- Identifying and nurturing talent that can eventually fill roles as part of succession planning and talent pipeline.
- Enhancing organisational agility by building a workforce capable of adapting to changing circumstances.
- Encouraging creative thinking and adaptability. Bringing fresh perspectives and ideas to address challenges.
- Addressing temporary staffing shortages or surges in workload without permanent hiring.
- Offer fresh thinking and new approaches to organisational problems or development.
- Seconded employee comes with a wealth of existing knowledge and contacts enabling them to get up to speed quickly.
- Development of a more informed, skilled, and flexible workforce
- Retention of talented team members and the skills, knowledge, and experiences they possess.
- Improve knowledge sharing and communication between departments to develop new partnerships.
- Improved process and service delivery, sharing and learning from departments with differing perspectives.
- Enhanced employee morale, motivation, and commitment.

On completion

The secondee meets with their:

Host department line manager to review and evaluate the impact of the secondment.

Mentor to reflect on the experience and how this might influence their future development needs.

Home department line manager to discuss integration back into the team and consider how the secondee's enhanced skills and knowledge can be utilised to benefit the individual and their department.

