

# Redeployment – Policy and Procedure

## Questions and Answers for Hiring Managers

### 1. The policy talks about ‘suitable alternative employment’, what does this mean?

Suitable alternative employment is a role where the employee has, or could acquire through reasonable training, the skills, experience and qualifications needed to perform the role. Suitability is assessed objectively and includes consideration of:

- The nature of the work
- The status and pay of the role, and
- Whether the employee could become fully effective in the role within a reasonable timeframe.

### 2. What happens if no suitable alternative employment is found?

If no suitable alternative employment is found, employment will normally end at the expiry of the employee’s role or notice period. Where applicable, a severance payment may be made unless the employee has unreasonably refused an offer of suitable alternative employment or declined appropriate training that would facilitate redeployment.

### 3. What does ‘priority status’ mean?

Priority status determines the order in which redeployees are considered at shortlisting:

- **Priority 1:** Highest legal/statutory protection, including pregnancy, maternity/adoption returners, and cases where disability-related considerations may require priority handling or reasonable adjustments.
- **Priority 2:** Employees formally at risk of redundancy through restructure.
- **Priority 3:** Fixed-term or time-limited contract end cases with qualifying service (see policy for further details).

Higher priority candidates are considered before lower priority candidates.

### 4. The policy refers to ‘reasonable training’, what does this mean?

Reasonable training is training that would enable a redeployee to meet the essential requirements of a role within a reasonable timeframe, normally up to three months. This may include induction, procedural training, systems training, or other role-specific development. It would not normally include training leading to a formal qualification or learning an entirely new core skill that is integral to the role.

### 5. Which vacancies does this process apply to?

This applies to vacancies that are first advertised from 1 September 2026 onwards. Those that have already been advertised are not included, even if recruitment for these vacancies is not fully concluded by this date.

Some roles also fall outside the scope of the policy. These include certain senior posts (Vice Chancellor, Senior Vice Presidents and Vice Presidents) that would require a promotion, which is not possible through redeployment. Other examples include research posts with specific funder requirements and clinical academic roles that require professional registration. In these cases, the relevant requirements should be clearly stated in the essential criteria for the role.

#### **6. Do redeployees always get an interview?**

Redeployees will normally be offered an interview if they apply for a role at the same or lower grade and meet the essential criteria, or if it is considered they could meet those criteria through reasonable training within the timeframe defined in the policy.

#### **7. What happens if someone cannot attend an interview during the scheduled timeframe?**

Where possible, redeployees should make reasonable efforts to attend within the required timeframe. If attendance is not possible, they should contact Recruitment or their HR Business Partner as soon as possible to discuss options. Failure to engage without reasonable explanation may result in the role progressing without further redeployment consideration.

#### **8. Can redeployees be appointed without interview?**

In exceptional cases, a redeployee may be appointed directly where they clearly meet the essential requirements of the role, and this is agreed with HR. Further information can be found in our [guidance on 'straight to contract' appointments](#).

#### **9. What does the policy mean by a trial period?**

A trial period allows both the employee and the University to assess whether a role is suitable for the appointed redeployee. It usually lasts at least 4 weeks and may be extended up to 12 weeks by agreement.

#### **10. What happens if the trial period is not successful?**

If the role is judged to be unsuitable following the trial period, employment may end and redundancy terms may apply, subject to the circumstances and advice from HR.

#### **11. Does redeployment apply to all job roles?**

No. Redeployment opportunities are normally limited to roles at the same grade or below, where the employee meets, or could meet through reasonable training, the essential criteria. Some roles will normally fall outside the scope of the policy, including:

- Certain senior posts that would require promotion;
- Research posts with specific funder requirements; and

- Clinical academic roles that require professional registration.

**12. Can a vacancy bypass the redeployment process because it is urgent to fill?**

Not typically. Vacancies within the scope of the policy will normally be advertised to redeployees during the redeployee-only advertising period before progressing further through the recruitment process. However, exceptions may apply where approved in accordance with the policy.

**13. What if the role is highly specialised and it seems unlikely that a redeployee will be suitable?**

In most cases, the redeployment process should still be followed. Even where a role is highly specialised, the vacancy should be made available to redeployees during the redeployee-only advertising period. Suitability will then be assessed against the essential criteria, including whether any gaps could reasonably be addressed through training.

The policy also recognises that certain specialist roles, such as some research or clinical academic posts, may fall outside the scope of redeployment where specific requirements apply. In such cases, approval will be required from the Director of Reward and People Services, Director of People (Academic) or Director of People (Central Directorates).

**14. What happens if a redeployee applies for a role shortly before their employment is due to end?**

Employees can apply for redeployment vacancies up to and including their last day of employment. If an application is submitted before employment ends, it will be considered in accordance with the Redeployment Policy, even if the recruitment process continues after the employee's original end date.

**15. Can someone apply for a higher-grade role through redeployment?**

No. Redeployment is intended to help employees secure suitable alternative employment and is not designed as a route to promotion or career progression. Redeployment opportunities are therefore normally limited to roles at the same grade or below, where the employee meets the essential criteria or could do so through reasonable training.

**16. Do ring-fenced vacancies created through a restructure have to be advertised through the redeployment process?**

No. Ring-fenced vacancies form part of a separate restructure process and are normally restricted to employees within the relevant affected pool. These vacancies are not ordinarily subject to the redeployment process while ring-fenced recruitment is taking place.

**17. What happens if a ring-fenced vacancy remains unfulfilled following a restructure process?**

Where a ring-fenced vacancy remains unfilled, the University will determine the most appropriate next step based on the circumstances of the restructure. This may include further consideration within the affected pool before the vacancy is released into the wider recruitment process. Managers should seek advice from their HR Business Partner in these circumstances.

**18. If there are no suitable redeployees identified beforehand, does the role still need to be advertised for the 5-day window?**

Yes. The requirement to undertake the redeployment process remains, as eligible redeployees may apply for the vacancy within the 5-day timeframe. Vacancies should be made available through the redeployment process and assessed in accordance with the policy. Where no eligible or appointable redeployees are identified, the vacancy can then progress to wider internal or external advertising in line with the recruitment process.