M&LDA4 (SQA Unit Code - H41V 04)
Manage the redeployment of people

Overview

This standard is about redeploying people to new roles, new areas of the organisation and/or new locations.

This standard is relevant to managers and leaders who are responsible for redeploying people in their organisation or their particular area of responsibility.

This standard links closely to *CFAM&LDA3 Induct individuals into their roles* and to *CFAM&LDA5 Manage redundancies.*

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Performance criteria

You must be able to:

P1   Engage appropriate people within your organisation and other key stakeholders in developing plans for redeploying people.

P2   Ensure you comply with your organisation's redeployment policies and procedures.

P3   Seek and make use of specialist resources, where required.

P4   Establish the business need to redeploy people to different roles, areas of the organisation and/or locations and communicate the reasons to those involved.

P5   Draw up fair and clear criteria for selecting individuals for redeployment.

P6   Apply selection criteria objectively to identify those individuals to be redeployed.

P7   Make clear offers to individuals selected for redeployment, specifying:

     P7.1   the new job title, location and reporting arrangements

     P7.2   any changes in salary, benefits or other terms and conditions

     P7.3   any relocation allowances

     P7.4   the alternatives if the offer is not accepted

     P7.5   the date by which the offer must be accepted or rejected.

P8   Provide induction, support, supervision and feedback to enable individuals to perform safely and effectively in their new roles as soon as possible.

P9   Evaluate the redeployment process with those involved and identify any areas for improvements.

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Knowledge and understanding

General knowledge and understanding

You need to know and understand:

K1 How to engage employees and other stakeholders in redeployment processes.

K2 Principles and methods of effective communication and how to apply them.

K3 How to establish fair and clear criteria for redeployment.

K4 What redeployment offers should cover.

K5 The importance of providing induction, support, supervision and feedback to individuals being redeployed and how to do so.

K6 The importance of evaluating the effectiveness of redeployment processes and identifying areas for improvement.

Industry/sector specific knowledge and understanding

You need to know and understand:

K7 Consultation requirements in your sector.

K8 Employment practices in your sector.

K9 Legal, regulatory and ethical requirements in your sector.

Context specific knowledge and understanding

You need to know and understand:

K10 Your organisation's redeployment policies and procedures.

K11 Specialist resources available to support redeployment processes and how to make use of them.

K12 The business need for redeploying people.

K13 Employment contracts with people working in and for your organisation.

K14 Individuals within your area of work, their roles, responsibilities, competences and potential.

K15 Your own role, responsibilities and level of authority.

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Behaviours

1   Seek to turn unexpected events into opportunities rather than threats
2   Identify people's information needs
3   Present information clearly, concisely, accurately and in ways that promote understanding
4   Show empathy with others' needs, feelings and motivations and take an active interest in their concerns
5   Make time available to support others
6   Comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
7   Act within the limits of your authority
8   Show integrity, fairness and consistency in decision making
9   Clearly agree what is expected of others and hold them to account
10 Protect the confidentiality and security of information

11 Identify the range of elements in a situation and how they relate to each other

Skills

When performing to this standard, you are likely to demonstrate the following skills:

- Communicating

- Consulting

- Decision-making

- Empathising

- Evaluating

- Information management

- Involving others

- Managing conflict

- Negotiating

- Planning

- Presenting information

- Reviewing

- Thinking systematically

- Valuing and supporting others

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