
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*.

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.

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- 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.

You need to know and understand:

Industry/sector specific knowledge and understanding

- K7 Consultation requirements in your sector.
- K8 Employment practices in your sector.
- K9 Legal, regulatory and ethical requirements in your sector.

You need to know and understand:

Context specific knowledge and understanding

- 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.

Behaviours

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

M&LDA4

Manage the redeployment of people

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