

Manage the redeployment of employees to new roles

Overview

This standard is about redeploying employees to new roles. You develop redeployment plans in accordance with your organisation's policies and procedures. You identify the need for redeployment based on business needs and communicate the reasons for this. You define and apply selection criteria to make fair decisions. The standard includes making redeployment offers to employees and justifying the changes that are necessary. These changes may concern their job roles, levels of responsibilities or working arrangements, especially where remote working is required. You show empathy to employees' perspectives and provide confidential support for them. You evaluate the redeployment process and make recommendations for improvements.

This standard is for all managers and leaders.

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Performance criteria

You must be able to:

1. engage colleagues and other stakeholders in developing plans for redeploying employees
2. comply with your organisation's redeployment policies and procedures
3. use internal and external specialist resources, where required
4. identify the business need to redeploy employees to different roles, areas of the organisation or locations
5. define specific, fair criteria for selecting individuals for redeployment
6. apply the selection criteria objectively to identify those individuals to be redeployed
7. communicate the reasons for redeployment to those affected making the decision-making criteria transparent
8. make redeployment offers to individuals, specifying the new job specification, levels of responsibility, location and reporting arrangements
9. justify any changes in salary, benefits or other terms and conditions including any relocation allowances or remote working arrangements
10. confirm the date by which the offer must be accepted or rejected, and the alternatives if the offer is not accepted
11. identify colleagues' needs, feelings and motivations related to redeployment of themselves and their colleagues
12. provide support to individuals being deployed showing interest in their concerns
13. protect the confidentiality and security of information following organisational procedures
14. arrange induction, support, supervision and feedback to enable individuals to perform in their new roles
15. evaluate the redeployment process with those involved
16. identify any areas for improvement to the redeployment process and make recommendations
17. follow the legal, organisational, codes of practice and policies relevant to your role and managing the redeployment of employees

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

1. how to engage employees and other stakeholders in redeployment processes
2. the principles and methods of effective communication and how to apply them
3. how to establish fair and clear criteria for redeployment
4. how to match redeployed employees to different roles, areas of the organisation and/or locations
5. the content that is required in redeployment offers
6. the importance of arranging and providing induction, support, supervision and feedback to individuals being redeployed and how to do so
7. the importance of evaluating the effectiveness of redeployment processes and identifying areas for improvement

Industry and sector specific knowledge and understanding

8. the consultation requirements in your industry and sector
9. the employment practices in your industry and sector
10. the legal, organisational, codes of practice and policies relevant to your role and the activities being carried out

Context specific knowledge and understanding

11. your organisation's redeployment policies and procedures
12. the specialist resources available to support redeployment processes and how to access and use them
13. the need for redeploying employees
14. how to communicate redeployment decisions to individuals and empathise with their needs, feelings and motivations

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15. the relevant working arrangements or changes in location
16. the employment contracts with employees working at your organisation
17. the employees within your area of work, their roles, responsibilities, competences and potential
18. your own role, responsibilities and level of authority
19. the legal, organisational, codes of practice and policies relevant to your role and managing the redeployment of employees

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Skills

1. Communicating
2. Consulting
3. Decision-making
4. Empathising
5. Evaluating
6. Information management
7. Involving others
8. Managing conflict
9. Negotiating
10. Planning
11. Presenting information
12. Reviewing
13. Thinking systematically
14. Valuing and supporting others

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Developed by	Skills CFA
Version Number	1
Date Approved	12 Feb 2021
Indicative Review Date	01 Mar 2026
Validity	Current
Status	Original
Originating Organisation	Instructus
Original URN	CFAM&LDA4
Relevant Occupations	Managers and Senior Officials
Suite	Management and Leadership
Keywords	Management & leadership; managing; deployment; people