



QUEEN'S
UNIVERSITY
BELFAST

CLERICAL RECRUITMENT GUIDE

A Step by Step Guide to
Filling Permanent, Temporary and Short Term Vacancies



Contents

Purpose	2
Types of Clerical Vacancy	2
Filling Vacancies	3
Internal Options	4
Acting up / honorarium	5
Redeployment.	6
Short Term Appointments Register.	7
Peripatetic Pool	8
Boarding List	9
When New Staff Join	10
Additional Information.	10

Purpose

This guide specifically refers to recruitment for clerical grades 2-4 and provides a step by step process to assist managers in filling clerical vacancies. It also provides an explanation of the vacancy types and associated contracts. The route to fill each vacancy is outlined and clarity is provided on the actions required by Line Managers and Personnel.

The guide and associated flow charts will support improved workforce planning for clerical recruitment. This will also be achieved through timely communication and close cooperation between Line Managers and Personnel to guarantee clerical posts are filled in suitable timeframes with high quality candidates.

Types of Clerical Vacancy

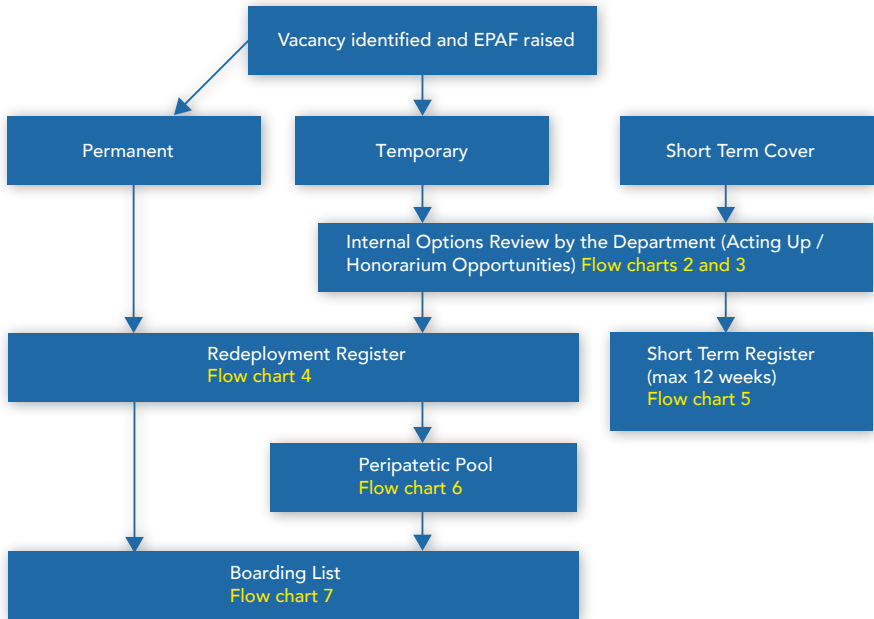
The University uses the following types of contracts to fill vacancies:-

1. Permanent – used where there is a clear need for continuing employment and there are no impediments to continuation. The vacancy could be a new post or to replace a member of staff who leaves. These posts are normally filled through the redeployment register and/or boarding lists.
2. Temporary (more than 12 weeks) – used where there is an expectation that employment will be ongoing or where the work is linked to external funding for a defined period and the expectancy is that employment will come to an end on its expiry. This type of vacancy will normally be filled through the Redeployment Register and/or boarding lists. Temporary contracts are also used where there is a need to cover a position on a temporary basis but where there is an existing substantive post holder who is expected to return to the position, e.g. long term sickness absence, maternity leave, career break. This type of post will be filled using internal options and/or the peripatetic pool. If the internal option is used the end vacancy* can be filled by use of the peripatetic pool.
3. Short Term (less than 12 weeks) used for example, to cover sickness absences or as a stop gap until a more permanent vacancy is filled. This type of vacancy can be filled using internal options and/or the short term appointments register. If the internal option is used the end vacancy can be filled by use of the short term register.

* An end vacancy is one that is created when the post is filled internally.

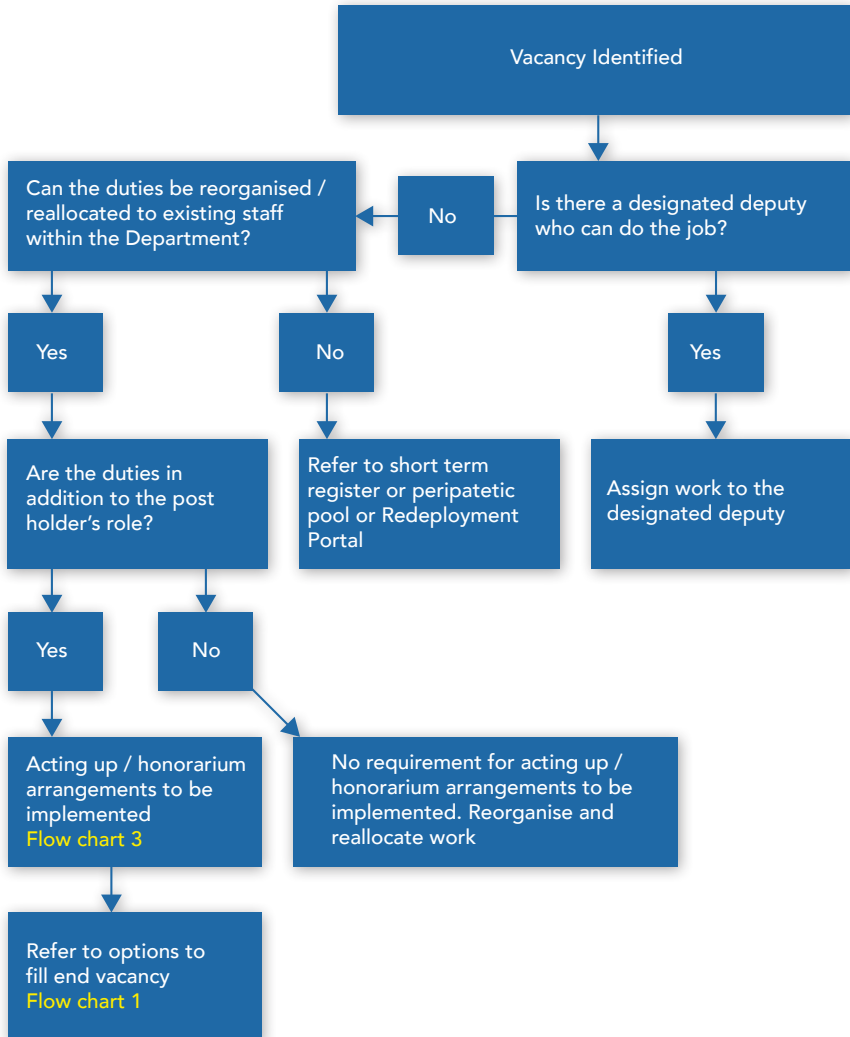
Filling Vacancies

The way a vacancy is filled depends on the type of vacancy. The flow chart below (Flow chart 1) illustrates the route to follow for each type of vacancy.



Internal Options

Schools / Directorates must initially consider internal options such as acting up / honorarium arrangements (refer to Guidance Notes on Employees Temporarily Undertaking Additional Duties) to fill temporary posts for example, for sickness absence, maternity leave, career break or to provide temporary cover for a vacancy until it is filled on a permanent basis. The following flow chart ([Flow chart 2](#)) illustrates the route to fill a vacancy exploring internal options.



Acting Up / Honorarium

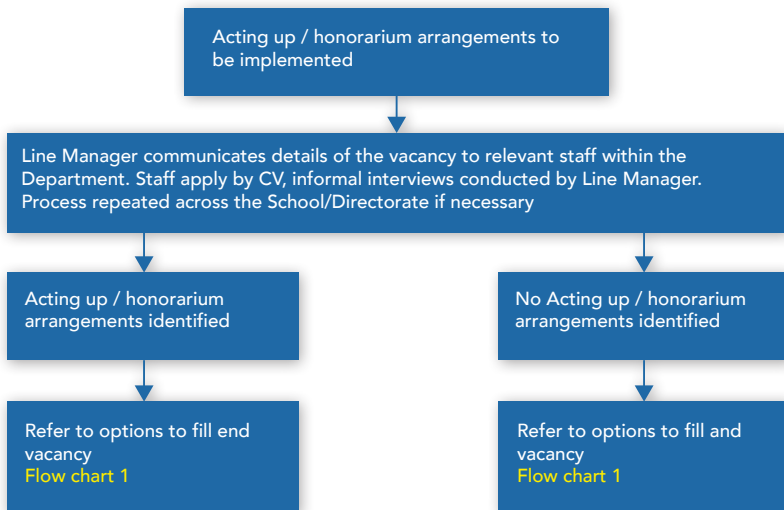
Staff are asked to undertake additional duties when there is a requirement for temporary cover quickly and expediently, normally for sickness absence, maternity leave, career break or other extended period of leave (but not annual leave).

This is an opportunity to develop staff and support career progression. It is important that equity and fairness are applied when making these arrangements so staff are given the same opportunities.

Additional duties undertaken by employees may be recognised in one of two ways: by acting up in a higher grade or by receipt of an honorarium payment for the additional duties.

Full details are available in the

[Guidance Notes on Employees Temporarily Undertaking Additional Duties](#)

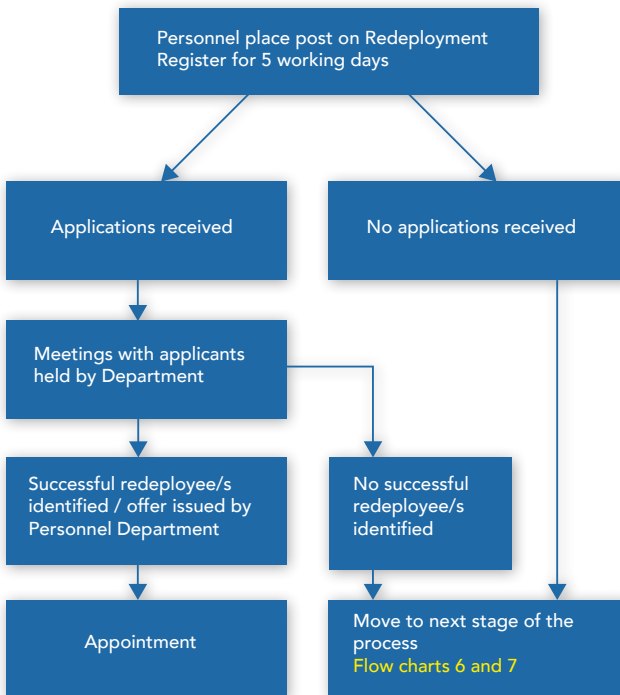


Redeployment

The University is committed to redeploying those staff facing redundancy to, where possible, suitable alternative employment. It is therefore mandatory that these staff are considered before pursuing other options for example, boarding list or peripatetic pool.

Those staff active on the Redeployment Register will receive automated emails to advise when vacancies at their existing grade and below have been added to the Redeployment Register. To apply, staff are required to submit a CV and a supporting statement demonstrating how they meet the criteria.

The flow chart below demonstrates the process to be followed when using the Redeployment Register. It is expected that this process will be completed within 10 working days.

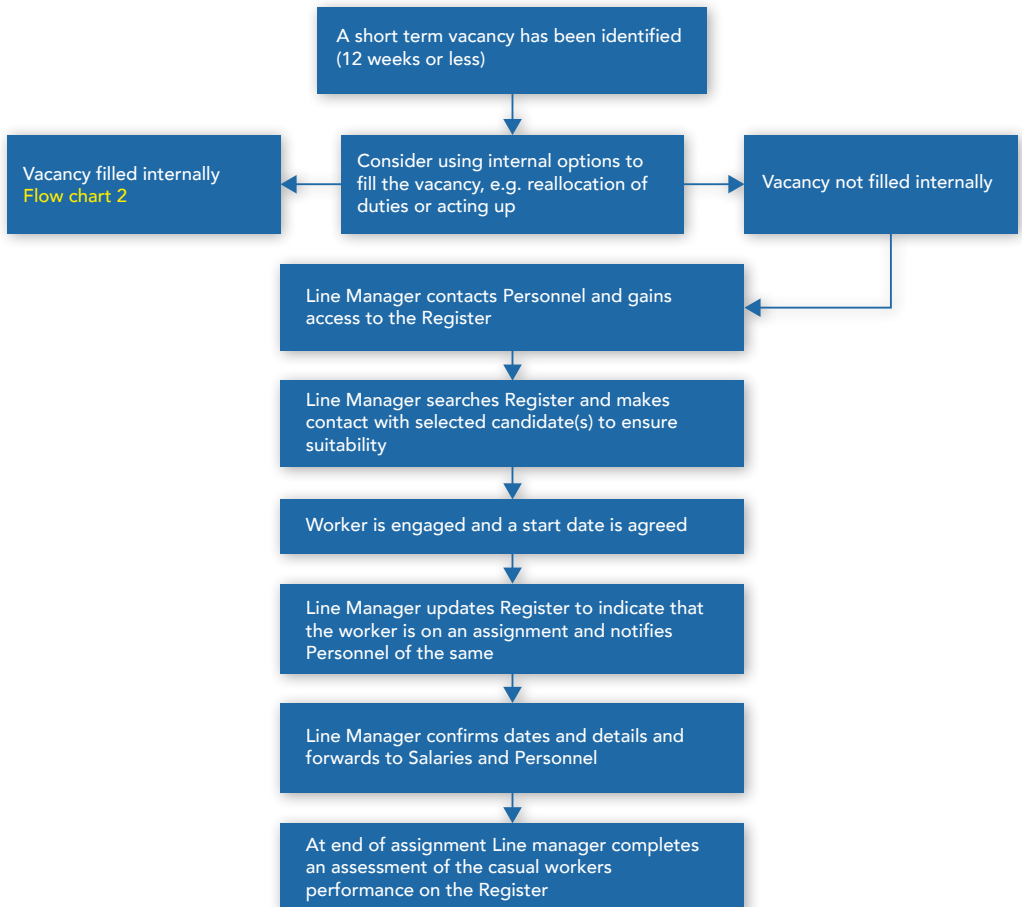


Short Term Appointments Register

The Register is used to engage casual clerical workers. The maximum duration for each engagement is 12 weeks. This Register is a pool of resources that Departments can access for temporary cover at short notice on an “as and when required basis”, for example, sickness absence or as a stop gap until a more permanent post is filled or when there is a particularly high volume of work within a Department. There is no requirement to complete an EPAF and workers are paid through NSP. Workers on the Register can be engaged on more than one assignment although there must be a 2 week gap between engagements.

Workers on the Register will have demonstrated that they have met the essential criteria as outlined in the Job Summary available on the [Job Opportunities](#) website

The flow chart below demonstrates the process to be followed when using the Short Term Appointments Register. It is expected that this process will be completed within a maximum of 5 working days.



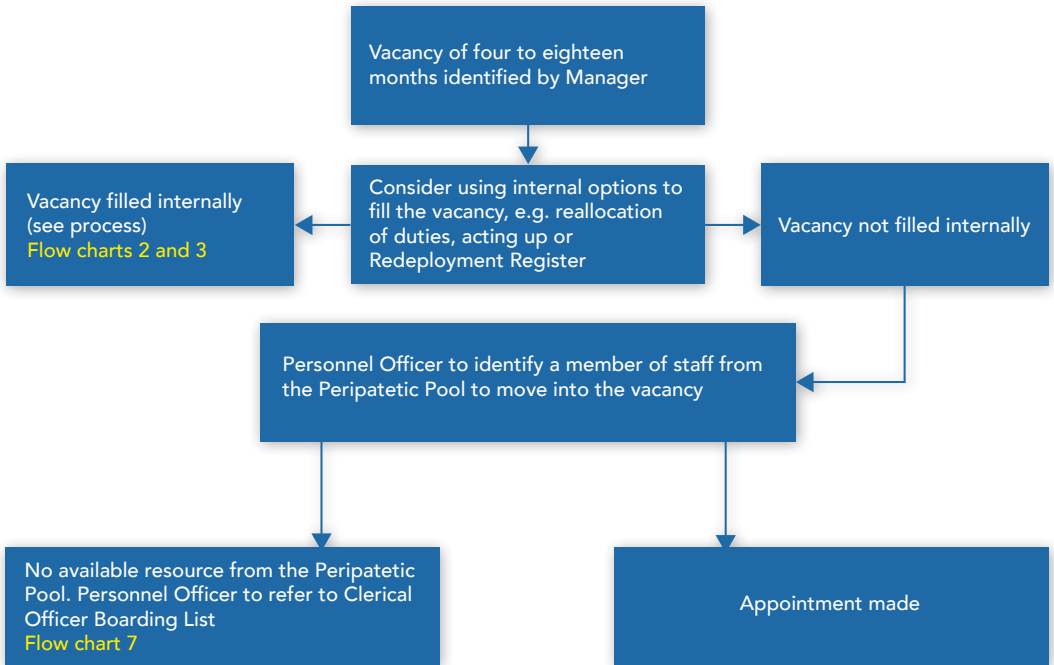
Peripatetic Pool

This comprises a number of Grade 3 Clerical Officers engaged on a permanent basis appointed specifically to fill temporary clerical vacancies of four to eighteen months, for absence cover such as maternity leave, career break and long term sickness absence. An EPAF is required for this type of post. The purpose of the Peripatetic Pool is to provide a solution to the challenges of filling temporary vacancies.

The pool is managed by Personnel and assignments for the pool staff are planned and scheduled well in advance.

Pool staff cannot be retained on a permanent basis and will automatically move to their next post at the agreed end date. Where the absence cover duration is extended it will not normally be possible to retain the pooled member of staff beyond the agreed end date.

The flow chart below (Flow chart 6) demonstrates the process to be followed when using the Peripatetic Pool.



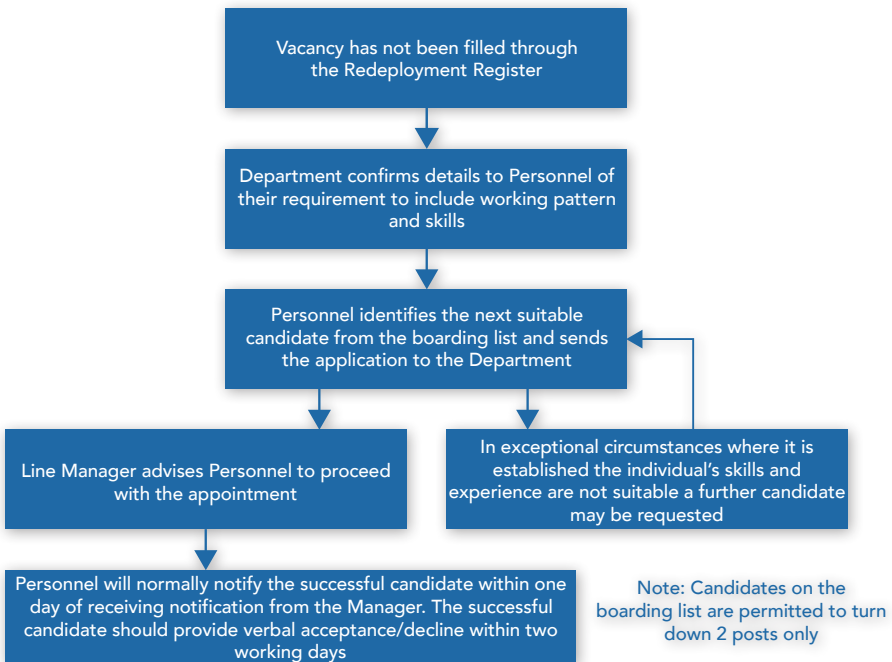
Boarding List

If a permanent or temporary (18 months or more) post cannot be filled through the Redeployment Register, the relevant boarding list will be used to fill the vacancy. There are boarding lists for Clerical Officers at Grades 2, 3 and 4. An EPAF is required for this type of vacancy.

Candidates on the list have been assessed through an online technical and skills test and interview and deemed appointable by a Panel comprised of Personnel, Senior Administrators and School Managers. The assessments have been designed to ensure that candidates meet the criteria for the grade applied for in full as outlined in the Employee Specification. Only candidates who have attained this standard will achieve a place on the list. All of those on the list have been assessed on their skills, experience and competences and have indicated the type of post they are interested in, working pattern, preferred location (internal candidates only), e.g. full time, part time, general administration, in a School. The lists are maintained by Personnel.

Candidates on the boarding list are ranked in merit order and grouped in broad bands to allow identification of a candidate that best matches the Department's requirements in terms of skills and competences, work experience, work pattern, preferred location etc. It is expected that, having already been through a rigorous assessment, the candidate allocated to the vacancy will be accepted by the Department. A Department may only refuse acceptance of the candidate if clear and justifiable reasons for their non-suitability can be established.

The flow chart below (Flow chart 7) demonstrates the process to be followed when using the boarding list. It is expected that this process will be completed within 10 working days.



When New Staff Join

The guidelines below illustrate how Departments can help minimise the loss of knowledge and skills and ensure that the new post holder is suitably inducted to ensure that their transition into their new post is as smooth as possible. These can be used when new staff join, existing staff move to another location in the University or staff leave.

- A one to two week handover period with the previous and new occupant of a post will allow time to cover the key aspects of the job. The new postholder can be trained in key tasks and then allowed to carry them out while the previous occupant is still available.
- When a handover period is not possible it is recommended that during the new postholder's notice period their manager facilitates a day spent in the new Department to allow for a handover between the previous and new postholder.
- A handover meeting with the line manager will allow the departing employee to provide an update on key aspects of his/her workload.
- Line managers should meet with the new start on their first day where possible to outline key tasks of the post and share information from the previous occupant.
- Developing business processes for all key tasks within the Department will facilitate a smooth transition of staff. If they are not already in place, it is recommended that the departing employee is charged with developing a list of their key tasks and associated business processes.

Additional Information

If you require any additional information regarding Clerical Recruitment, please contact your Personnel Officer in the first instance.

<http://www.qub.ac.uk/hr>