



CAREER DEVELOPMENT SCHEME

1.0 Introduction

1.1 The Council's strategy on Career Development is to provide a structured and co-ordinated approach for all employees so that they may acquire the skills, knowledge, abilities and qualifications to perform efficiently and effectively in their jobs and deliver the service required in line with Council priorities.

1.2 The Council wishes to explore every avenue and facility to ensure that employees have the opportunity to sample as many different roles as possible.

1.3 The purpose of this policy is therefore to facilitate the ability to develop a career whilst targeting the departments that employees may wish to work in by enabling them to voluntarily exchange roles with each other with a view to a permanent arrangement.

2.0 The Scope and the aims of the policy

2.1 The terms of the policy will apply to all suitable posts as determined by East Dunbartonshire Council.

2.2 This policy will generally apply to posts up to PO2.

2.3 A transfer list will be maintained by Human Resources.

2.4 The principal aims of the policy are:-

- a) To encourage employees to maximize their career opportunities.
- b) To provide employees a greater range of choice.
- c) To develop and enhance skills.
- d) To develop organisational performance.
- e) To reduce costs through less turnover.

3.0 Procedures to be adopted

- a) An employee requires to have worked for the council for 18 months to qualify for this scheme.
- b) A Personal Skills Experience inventory is to be used by individuals who wish to be considered for transfer.
- c) An equivalent and suitable post requires to be identified.
- d) Line managers require to be in agreement.
- e) The terms of exchange have to be agreed by all parties.
- f) Human Resources will broker this process not only between individuals but also their line managers.

g) In order to ensure the success of this process, training will be offered to fill any skills gaps which may be identified.

h) A new contract will be issued after a successful 4 week trial period.

3.1.1 This policy will be implemented by consent by the various parties, including discussion with the relevant trade union and the final decision will be taken by the Head of Human Resources.

4.0 Employment Rights

4.1 The above procedures are not intended to affect the employee's statutory employment rights or national or locally agreed terms and conditions of service.

4.2 Variations to this scheme shall be subject to consultation with the relevant trade union(s). In addition the above procedures should not be regarded as a replacement for agreed departmental staff development, redeployment or surplus to requirement procedures.

4.3 For further information or clarification on any aspect of the above please contact Human Resources.