Job Swaps

Take the following guidance into account when considering a job swap:

- Parent departments/teams should each agree hosting arrangements for the exchange staff, along with the period of the swap (generally no longer than 3 months) and the outputs required.
- Swaps can strengthen business outputs through development of broader expertise, e.g. through multi-skilling, improved understanding of related business areas, to underpin system and process improvements.
- Use the opportunity to develop, enhance or improve working relationships between services and teams, and/or to develop and/or transfer specific skills.
- There is no change to either individual’s employment contract as their salary, and terms and conditions should remain unchanged during the swap.
- Throughout the placement, performance should be monitored and evaluated through regular meetings with the swap staff and their line managers from both host and parent department/team and through the annual SRDS process and review.
- Notification to HR is not required.