Placements and Projects
Take the following guidance into account when considering placements and projects:

- The arrangement could be full or part time basis. Where the placement need is for fewer hours than an individual’s substantive post, they continue to work the balance of their contractual time in their substantive post.
- Timing and role should be specific to avoid drift; usually 3 to 6 months.
- A contractual change is not required unless there is an alteration to an individual’s hours or remuneration: substantial increases in roles and responsibilities, or placements required for prolonged periods should be dealt with as secondments or acting up arrangements.
- Placement could be within departments e.g. across teams or specialisms; or outside an individual’s current department.
- A financial recharge agreement may be needed where the placement is across departmental budgets (this is a matter for respective departments to agree).
- Selection will in most cases be through SRDS review/individual development planning, or where there is a need for specific skills and/or expertise.
- An opportunity will not be unreasonably withheld, however due to business need it may not always be possible to allow an individual to take up the requested placement.
- Where it is considered that some form of selection process would be beneficial, advice should be sought from HR (for example to access a wider pool of suitable individuals).
- For cross Departmental placement respective managers should agree the arrangements and terms; the onus is on the host department to ensure the role is appropriately scoped, with clear objectives and development support as appropriate.
- At the end of the placement the individual will return to their substantive role: there should be a joint review to measure individual, project (where applicable) and business impact. This should be included in the SRDS review.