1) The member of staff attends the first collective formal consultation meeting. If they are at risk of redundancy, they will be deemed eligible for redeployment from this point, up to a maximum of six months prior to the termination of their employment.

2) The member of staff discusses with their Line Manager whether, as part of a reorganisation, there are any suitable vacancies, to ensure that these are considered before the posts are advertised.

3) If no suitable roles are identified, the member of staff can add their details to the Redeployment Register by searching for this on the internal jobs page (see www.le.ac.uk/jobs), and booking onto the next redeployment workshop.

4) The member of staff will be required to set up job alerts to assist their search for suitable roles and regularly check www.le.ac.uk/jobs for newly advertised vacancies.

5) If the member of staff identifies a suitable role (which must be the same grade as their current role or one grade below), they should apply in the usual way, ensuring that they specify they are eligible for redeployment (when prompted during the application process).

6) The hiring manager will only consider applications made by individuals eligible for redeployment in advance of considering other applicants.

7) If the member of staff meets the minimum criteria for the post, they will be invited to a meeting with the hiring manager to discuss their application in more detail. If there is more than one redeployee to consider, there will be a fair selection process.

8) If, following the meeting/selection process with the hiring manager, it is agreed that the member of staff meets the minimum criteria, they will be offered the role with the option of a trial period, which will be no less than four weeks.

9) If the role is not deemed to be a suitable match, the member of staff will receive feedback, and remain eligible for redeployment, providing that this does not exceed six months in total.