

# Internal Transfer Process

## Process for moving internally between different service areas

This process is available to those employees whose job description is generic and who wish to transfer into another service but in the same role, for example a social worker where the role and grading does not change.

### Introduction

It is recognised that staff may choose to broaden their experience and skill by working in different service areas. In a learning organisation, this is to be encouraged and should be part of our strategy to retain permanent staff and enable them to progress their career.

Managers should be mindful of the need to balance our commitment to providing breadth of experience and opportunity to staff in a manner which does not create workforce changes that are detrimental to consistency of service delivery.

### Process for application

- Identify a vacancy and request a job description and person specification from team or service manager or alternatively the HR team.
- It is essential that there is a vacant post as below.
- If there is not a vacancy which has been either recently advertised (within the last 3 months) or identified as hard to fill, the normal practice of advertising the role internally for a minimum of 7 days should be considered. This advertisement enables redeployees the opportunity as well as enabling openness and consistency of application for Council employees and Locum workers.
- Inform your current line manager of your request.
- Request an informal discussion with the relevant team or service manager.
- If you can meet the requirements of the role profile (job description and person specification), complete a concise statement, describing your reason for applying, what you will bring to the role, any development needs you may have in order to be successful, and submit to HR ([careers@croydon.gov.uk](mailto:careers@croydon.gov.uk)).
- The appointing manager will organise a panel interview and request an internal reference from your current line manager.

### Appointment

If the worker is appointable, the offer will be made verbally by the appointing Manager and if accepted, a reasonable period of notice with the current line Manager, which will be linked to the needs of the service but should (normally) be no more than 8 weeks.

The appointing Manager will need to complete the relevant paperwork so the offer and transfer can be processed (and subject to any new pre-employment checks required for that role). Recruitment will then draw up a new contract, but the continuous service date will remain.

Transfer form

<https://intranet.croydon.gov.uk/content/establishment-control-form>

Movers Form (AIS) / ICT request for a mover

<https://intranet.croydon.gov.uk/people/adults-integrated-solution/ais-new-starter-process>