

JOB ROTATION POLICY 2022

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1. AIM OF POLICY

The purpose of this policy is to inform employees about job rotation arrangements within Milnbank Housing Association (MHA). The Association will provide employees with the opportunity to be considered to participate in job rotation and this policy sets out the administrative arrangements that will apply in such circumstances.

MHA supports the job rotation policy as it has been evidenced that some employees may shine in another area of work within MHA and this programme will provide an opportunity of them showcasing their transferrable skills.

2. DEFINITION OF JOB ROTATION

Job rotation is described as the "*practice of moving employees between different tasks to promote experience and variety*". It involves placing an employee in one or more jobs, at regular intervals, in order to expose them to the entire operational needs within the business.

3. BENEFITS OF JOB ROTATION

- The value of providing employees with opportunities for job enrichment and career development acts to broaden employees' knowledge, improve transferrable skills and gain an understanding of a range of work.
- It can increase job satisfaction because employees' will be exposed to a range of tasks which may create more motivation and reduce turnover.
- Cross-training employees for different tasks can increase the flexibility and adaptability within MHA.
- Job rotation can be used for talent management to prepare employees for future positions by increasing their knowledge, skills and perspective. This may lead to a position of leadership in the future.

4. JOB ROTATION

Job rotation will be considered for all employees within MHA and, where implemented, a programme will be developed by the employee in conjunction with their line manager. Job rotation may occur within a function, or in some cases, an employee may move to a position out-with their current function.

Job rotation will normally apply to positions graded at the same level and run for a period of up to 6 months. At the conclusion of the job rotation programme, unless otherwise agreed by the Management Team, the employee will return to their original position.

5. JOB ROTATION PROCEDURE

A line manager may propose to an employee that she/he considers job rotation as part of the annual job review, business continuity and development planning/succession planning. Similarly, an employee wishing to be considered to participate in job rotation should follow the undernoted steps.

A written request should be compiled and presented to the Management Team for discussion, the request should outline the following:

- 1) **The proposed role for job rotation** – A specific role needs to be identified. Examples of this may include a Trainee or Assistant spending time in a range of MHA functions in order to gain a wider knowledge of the admin roles throughout the Association and/or to meet the requirements of a qualification. This may also cover an Estate Caretaker for example, working as part of the Stair Cleaning Team for a period of time to experience the specifics of the job role & assist with service delivery and business continuity.

In considering an employee for job rotation, the line manager should outline the proposals to ensure that the post is filled and also to ensure that the service will not be adversely affected. For example, a Customer Services Assistant (from Reception) requests job rotation experience in finance. The line manager must consider how this position is back filled if the request is agreed.

- 2) **Outcomes** - The expected outcomes of the programme should be clear at the onset and be supported with a detailed work plan. The work plan should cover specific tasks to be undertaken, e.g. processing repairs or accompanying the Housing Officer on a post allocation visit. The work plan should also state the expected skills & expertise to be acquired by the employee. Examples may include: organising an event (e.g. gala day), managing a process from start to finish (e.g. EICR programme), and leading on a piece of work (e.g. integrating an IT system to find workable solutions for the ARC).
- 3) **Time Frame** – The location, start and end date of the job rotation should be agreed by the employee and line manager. The programme would generally last for the duration of up to 6 months.
- 4) **Budgetary Considerations** – There should not be any salary implications as the employee would be working at their existing level. However, any anticipated costs as a result of the job rotation should be considered and highlighted.
- 5) **Supervisory Arrangements** – Monthly recorded work place support sessions should be undertaken by the line manager of the section the employee is based for the job rotation (e.g. the Asset Manager supervises the trainee Finance Assistant). The feedback from the supervision sessions will include performance updates.

MHA fully anticipates the success of job rotation. In the event that, despite support mechanisms put in place, feedback indicates that the programme is not delivering the outcomes expected, then the line manager will raise this with the Management Team who will make a decision on whether or not to continue with the programme for the individual.

If the employee does not complete the programme, unless there is mitigating circumstances, further requests for job rotation cannot be considered for a period of 1 year.

6. POLICY REVIEW

The Job Rotation Policy shall be reviewed on a needs-be basis by the Management Team with amendments made as required.

7. DATA PROTECTION

MHA controls the personal information that we collect, this means that we are legally responsible for how we collect, hold and use personal information. It also means that we are required to comply with the General Data Protection Regulations (GDPR) when collecting, holding and using personal information.