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**How to manage a secondment**

The University encourages staff to undertake secondments within the University, as it supports individual learning as well as transfers skills and expertise throughout the organisation. Managers are encouraged to support internal secondments through using them to recruit for short term requirements. In order to make a secondment successful, managers should consider:

* Providing an appropriate induction. Although a seconded individual will already be working within the University, they should still be provided with an induction period covering meetings with colleagues and stakeholders, relevant departmental information and a plan for learning and support.
* Setting clear objectives for the duration of the secondment along with regular 121 meetings throughout to review progress. The seconding manager is responsible for performance and development conversations for the duration of the secondment.
* Allowing time for the member of staff to keep in touch with their substantive manager and team – this could include attending some team meetings or events.
* Providing feedback to the substantive manager on progress and performance where appropriate, especially at the end of the secondment. This should support the secondee on their return to their substantive post, in particular with relation to future learning and development.
* Agreeing any changes, such as to the length of the secondment, with the substantive manager and notifying HR accordingly.
* Facilitating an appropriate return to substantive post for the member of staff at the end of the secondment.