

## EMPLOYEE RESOURCING

The Publications Manager vacancy within the Communications Department was advertised in the Guardian on-line publication in November 2006. Philippa Richardson, an internal candidate working as a Communications Officer, was appointed to the post following interviews in November. Her previous post was slightly restructured and as a result the post of Events Manager was advertised in early December. Following interviews at the end of December, Thomas Heiser, an external candidate, was appointed as Events Manager and is due to start on 05/02/2007.

A further vacancy in the Communications Department for a Public Affairs Manager (not previously advertised as we were awaiting Jacqueline Ladds to commence as Communications Director prior to advertising any Communications vacancies) was advertised on 5<sup>th</sup> January. Interviews will be held on 29<sup>th</sup> January 2007.

Due to the increasing volume of cases being managed by the Fitness to Practise Department and the high number of cases being managed by each Case Manager, authorisation was given for two additional Case Manager positions to be advertised in January 2007. These were advertised in the Guardian newspaper along with a replacement Case Officer post which was the result of a resignation. Interviews for all posts are to be held on 14<sup>th</sup> February 2007.

Following unsuccessful interviews in December for a permanent Partner Administrator, Simon Wood (an external candidate supplied through an agency) has been appointed to the Partner Administrator post on a temporary contract basis within the Human Resources Department.

After unsuccessful interviews for an education specialist for the Policy and Standards department last year, the resource needs of this department have been reviewed. In light of the workplan, the Director of Policy and Standards took the decision to advertise for a generalist Policy Manager role. This was partly due to relative ease of recruitment but also in ensuring a good breadth of knowledge across the policy team. This was advertised on 10th January 2007.

A Project Manager has been advertised in the Operations Directorate. This post has previously been filled by Claire Phillips on a contract basis and we are now looking to appointment a person permanently to this role.

Following the resignation of Sabrina Donaldson, Team Administrator for the Secretariat, this post will be advertised on 23<sup>rd</sup> January 2007. Ruth Bacon, Quality Manager has also resigned and her post will be advertised in early February (however, downsized to a part-time position as it is believed there is no longer a need for a full time person in this post). Several resignations have been received in both Registrations Departments and four vacancies were advertised in the week commencing 22<sup>nd</sup> January 2007.

## TRAINING

The Executive Management Team and several other key budget holders attended Finance for Non-Finance Managers training for two days in December 2006, which was rated as very useful.

The Human Resources Department are now concentrating on organising Equality and Diversity training for all employees over the course of 2007, as part of the overall Equality and Diversity Project.

## **NEW EMPLOYMENT CONTRACTS**

The new employment contracts were rolled out successfully after a lengthy consultation period in October/November. This process was very smooth (largely due to the efforts of managers involved in comprehensively consulting with employees about the new contracts and addressing any queries effectively).

All employees are now signed up to the new employment contracts and on standardised terms which reflect up-to-date employment conditions and entitlements.

One employee raised concerns about their new contract and they are currently involved in the appropriate internal procedures to raise and hopefully resolve these concerns.

## **PROFESSIONAL PERSONNEL HR SYSTEM (“HOMER”)**

The Human Resources Officer has been developing the recruitment module of the Human Resources information system, and all job applications received for advertised vacancies are now stored electronically on the system. This has allowed significant improvements to the way the Department is run as enables:

- Generation of statistics about diversity (for example, age, gender, ethnic background);

- Generation of statistics on where people have seen the post advertised, which helps to monitor where we most advertise successfully; and
- Generation of mail merged responses to applicants very quickly and easily.

The Human Resources Officer is now working on developing the sickness absence module to automatically flag up triggers for sickness review meetings (as these are being calculated manually at the current time).