



**Circular Title: Go-Live of Phase 1B of the Civil Service Mobility Scheme
Zone 46 - Dublin**

To: HR Managers/Personnel Officers in all Department and Offices
Circular Number: 16/2019
Purpose:
File Ref.:
Effective from: 06 June 2019

Dear HR Colleagues,

The establishment of the Civil Service Mobility scheme fulfils one of the requirements of Action 15 of the Civil Service Renewal Plan which aims to *'Expand career and mobility opportunities for staff across geographic, organisational and sectoral boundaries'*; and Action 14 of the People Strategy for the Civil Service which calls for the *further expansion of a coherent mobility policy to facilitate staff development*. The scheme offers an opportunity for permanent Civil Service staff members to apply for mobility through an open and transparent system seeking career development and relocation while also supporting business needs.

Go-Live of Phase 1B – CO and EO within Zone 46 (Dublin)

The scheme, which was approved by the Civil Service Management Board, is being developed on a phased basis and the application stage of Phase 1B will go-live on 14th June 2019, followed by the offer stage on 2nd September 2019.

The following arrangements for the participating grades will expire with effect from 2nd September 2019:

- Head-to-Head
- Interdepartmental 'Expression of Interest'
- Secondment.

An exception to this rule is for positions that attract an allowance.

No former legacy transfer dates will apply to applications in this phase of the scheme.

Internal Transfer Policy for Zone 46: All organisation's internal transfer policies should be updated to reflect the Internal Transfer protocol for Zone 46 (see Appendix 1).

Phase 2 will expand the Mobility scheme to include the general Civil Service grades of HEO, AO and AP. It is anticipated that the introduction of Phase 2 will commence in 2020.

Technical and Professional grades are not included in the initial phases and consideration will be given to include these at a later date.

An update on current Mobility arrangements is set out at **Appendix 2**.

Further information about the Civil Service Mobility Scheme, including T&Cs, FAQs, Interactive Map, etc. can be viewed at <https://hr.per.gov.ie/civil-service-mobility/>.

Best regards,



David Cagney
Chief Human Resources Officer for the Civil Service

Internal Transfer Protocol for Dublin - Zone 46

Organisations will operate an internal transfer list for Dublin - Zone 46 (which will operate in tandem with Phase 1B of the Mobility scheme) in order to facilitate their own staff members for mobility to other satellite branches located within Zone 46.

The following steps should be included in your organisation's internal mobility policy.

Internal Transfer Process (Zone 46):

- Where the organisational headquarters is located outside the core location area (**4km radius of GPO**) in Zone 46, staff members may be assigned there on mobility.
- Following a move through the Civil Service Mobility Scheme, staff members will be able to apply for an internal transfer within Zone 46 but **in general***, they will not be able to avail of an internal transfer until they are a **minimum of 1 year** in their new post.
- Where a staff member elects to move under the 'internal transfer process' to a location outside the core location area in Zone 46, or through an 'Expression Of Interest' (for any specialised role that carries an allowance) within the full zone, they may be required to remain in their new location/assigned role for up to a **maximum of 2 years** before they are deemed eligible for a move under the Mobility scheme.

Organisations should outline any condition requiring a staff member to remain in place for a set period of time in notifications/job specification material for Expression of Interest campaigns.

In cases where a staff member receives a pre-offer for Mobility but is committed to remain in a particular location under their organisation's internal transfer policy criteria, their local HR office should mark the staff member 'unsuitable' on the Mobility portal. Local HR should also enter a review date on the Mobility portal for when the staff member will become eligible for the Mobility scheme. They should also inform the staff member when this is done and the reason for it.

Internal Transfer Suitability Criteria:

- Length of Service - minimum 1 year service in the current (i) grade and (ii) geographical location (this provision is to be applied generally and according to business needs of the organisation);
- PMDS rating of 'Satisfactory' for the previous working year;
- Underperformance/Disciplinary matters/Investigations;
- Attendance record.

Where there is an ongoing disciplinary case/investigation involving the staff member, either the organisation may opt not to proceed with the transfer until the disciplinary case is finalised - in such cases, the transfer offer will then be made to the next person on the internal transfer list but the staff member will retain his or her priority and be offered the next post which arises for that location following conclusion of the case, if all other suitability criteria are met.

Sequencing:

In general*, internal transfer waitlists will in the first instance be used for filling posts in satellite locations in Zone 46.

Where no suitable internal transfer applicant can be identified from the internal transfer list to fill a vacancy, local HR may opt to advertise the position internally before filling through external means.

PAS panels will be used where there are no suitable candidates on the Phase 1A/B Mobility/internal transfer waitlists.

Annual confirmation of Interest:

Local HR to issue a general notification to staff members on an annual basis to remind them to remove themselves from internal transfer waitlists where they are no longer interested in a move.

*** Notwithstanding the above arrangements, management retain the right to transfer staff to another location to meet urgent business needs in line with the exigencies of the service.**

Current Mobility Arrangements

Phase 1A facilitates mobility for the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) between and within 46 zones excluding mobility transfers within Dublin (zone 46). The offer stage of this scheme launched in September 2018 with **c. 3,500 staff members (1 in 5 of the c.19,000 participating staff members - 60% CO : 40% EO) applying for mobility and making an average of 8 organisational choices. To date over 200 moves have been accepted, and are either complete or in progress.**

Principal Officer (PO) Mobility - this scheme was introduced in September 2015 as part of Action 15 of the Civil Service Renewal Plan. It is designed “to expand career and mobility opportunities for staff across geographic, organisational and sectoral boundaries.” To date **46 PO positions have been filled through mobility and a number are currently ongoing.**

Senior Public Service (SPS) Mobility – this scheme was introduced in 2012. All vacancies at Assistant Secretary level must be considered for filling through Senior Civil Service mobility in the first instance. Assistant Secretary level mobility was introduced as a means of breaking down cultural silos at Management Board level and providing an opportunity for skills and experience across the system to be deployed more effectively in pursuit of common Governmental and civil service goals and priorities. Mobility facilitates an expansion of diversity of skills and experience across Government Departments while also providing development opportunities for those who transfer to other Departments. Since the Mobility Protocol came into effect, **77 Assistant Secretary posts have been advertised in over 20 Departments and Offices, and 23 have been filled through mobility.**