Guidance on Using the Staff Mobilisation Platform

Purpose of guidance

Several arrangements already exist to mobilise staff within individual services. It is recognised that no one size fits all for staff mobilisation and as a result this guide is generic and subject to change as the staff mobilisation process evolves.

The corporate staff mobilisation platform has been developed to widen the pool of available employees for mobilisation to critical functions. It uses Microsoft Power Apps (Employee Availability Database) and Power BI (Employee Search Database) to assist managers in identifying those employees who possess the essential competencies required for Key Worker roles as well as their availability to be redeployed, when required.

Key Components of Platform

- The essential competencies i.e. the skills & experience, qualifications and training have been identified for a wide range of supply and demand (i.e. Key Worker) roles across Services
- Employees can also record whether they possess any of the essential competencies for specific Key Worker roles using Employee Self Service
- When a Key Worker role requires to be filled, the essential competencies for that role are matched against other jobs and those held by employees
- A manager can identify the 'best matches' and determine the availability of those jobholders
- Availability to be mobilised takes account of sickness absences, periods of Covid19- related paid leave, and whether a jobholder is performing a critical role or has already been redeployed

Using the Platform

The **Employee Availability Database** is primarily used for accessing information on employees and updating their status in respect of their availability to be mobilised.

ALL managers have a responsibility for ensuring that information on the availability of their team members is kept up-to-date, whether their team comprises of Key Workers or not.

The database is accessed through the Line Manager section of the askHR portal. Guidance can be found here.

The **Employee Search Database** allows managers, or staffing teams, to identify those employees within the supply dataset who possess some, or all, of the required essential competencies to undertake a Key Worker role. Only employees available for mobilisation are included within the dataset and information on their location and current line manager is provided to assist with the process of identifying and arranging the redeployment.

The Search Database is accessed through the Line Manager section of the askHR portal. Guidance can be found here.

The key components of the Staff Mobilisation Platform are illustrated in Appendix A.
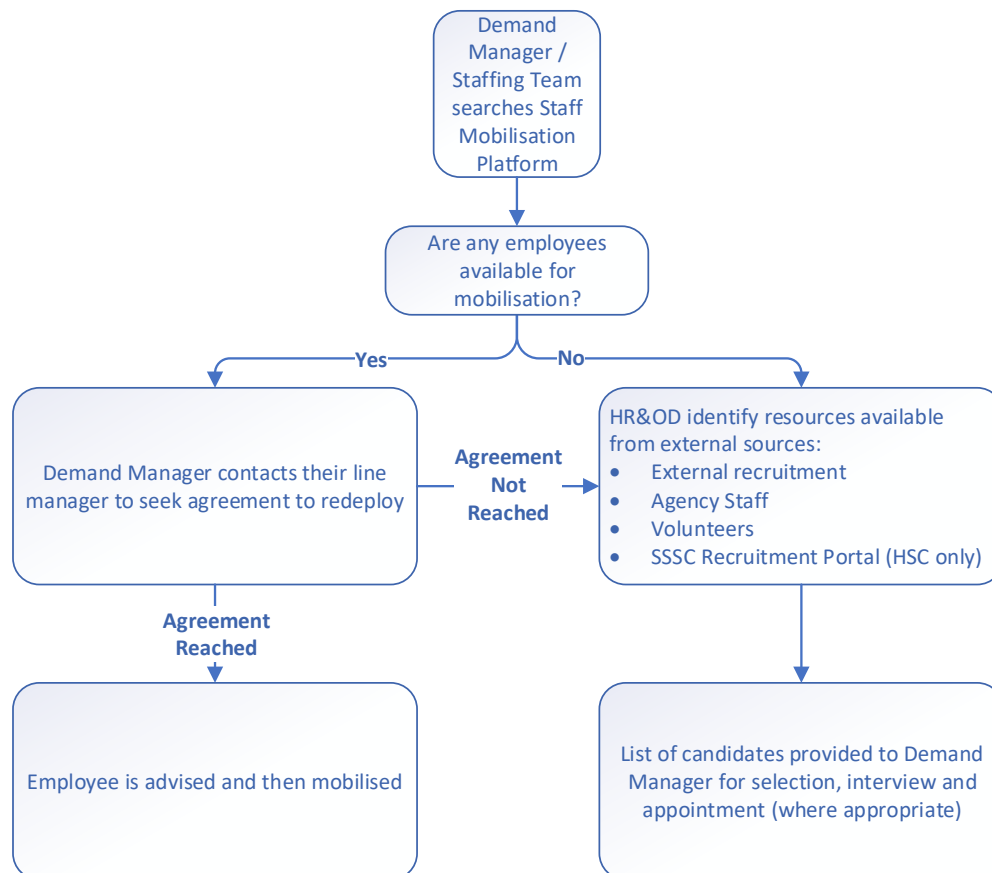
Where no internal staff resources are available, managers can consider the following options facilitated through HR & OD:

- External advert
- Agency worker
- National Recruitment Portal for Care and Social Work Lists through SSSC
- Humanitarian Hub

As a line manager of a critical service it is recognised that during this period you may not have time to access these systems or you may not be confident in the use of the databases, or have difficulties accessing them.

HR teams can assist services to make the first contact with staff and/or line managers to check suitability and in both of the above cases the Resourcing team should be contacted on recruitmentadvice@aberdeenshire.gov.uk

The flowchart below illustrates the process for identifying and arranging additional staffing resources required by managers.

Flowchart:

Demand Manager / Staffing Team searches Staff Mobilisation Platform
→ Are any employees available for mobilisation?

Yes → Demand Manager contacts their line manager to seek agreement to redeploy
→ **Agreement Reached** → Employee is advised and then mobilised
→ **Agreement Not Reached** → HR&OD identify resources available from external sources

No → HR&OD identify resources available from external sources:
- External recruitment
- Agency Staff
- Volunteers
- SSSC Recruitment Portal (HSC only)
→ List of candidates provided to Demand Manager for selection, interview and appointment (where appropriate)

What happens when a match has been found?

Once a potential match is found the employee's line manager should be contacted in order to discuss their possible redeployment. If agreement is reached, the employee should then be informed by their line manager that they have been identified for temporary redeployment.

The employee's line manager should also update the Employee Availability Database so that the employee to be redeployed is recorded as such, including the start and projected finish date of the redeployment.

Both the critical demand manager and the line manager have a responsibility to maintain the stability of the placement. It is recognised that staff may have concerns about being moved from their normal work area, managers should discuss any concerns and provide information on the potential roles and duties that staff may be temporarily deployed to.

The [Staff Mobilisation FAQ](#) document provides further information on how an employee's deployment to an alternate role will operate in practice.

For further information on how an employee's deployment to an alternate role will operate in practice please contact recruitmentadvice@aberdeenshire.gov.uk

What do I do to ensure mobilised staff are used in compliance with Regulatory bodies and Disclosure Scotland requirements?

Guidance from the regulatory bodies and Disclosure Scotland is evolving. Up to date guidance can be found by contacting recruitmentadvice@aberdeenshire.gov.uk

Appendix A: Key Components of the Staff Mobilisation Platform

Employees with some or all of the essential competencies required to undertake a demand role	Line managers record if any of their employees are unavailable as: • Currently performing a critical role • Redeployed to alternate role	Demand Manager requiring to fill a Key Worker role identify employees with the essential competencies who are available for mobilisation	Employee(s) identified for mobilisation

Employee Availability Database updated to reflect employee now redeployed

Data Source : HR/Payroll System

Post information

• Essential competencies for a range of supply and demand roles

Employee information

• Personal details e.g. name, job title, address
• Ongoing periods of absence e.g sickness or Covid-19 paid leave
• Specific Key Worker essential competencies possessed by an employee (recorded via ESS)

Employee Availability Database

Utilises data from the HR/Payroll system.

Used by managers for updating their employee's availability for mobilisation.

Employee Search Database

Utilises data from the HR/Payroll system and employees' availability from the Employee Availability Database.

Used by Demand Managers/Staffing teams to identify employees who possess some or all of the essential competencies required to perform the Key Worker role.

Only available employees are included.

Information on their location and current line manager is also provided to facilitate mobilisation.

Mobilisation

Employee identified and agreement reached with their line manager on their mobilisation.

Employee Availability Database updated to reflect employee's change of status to redeployed.