1 Policy Statement

The Internal Mobility Policy is designed to enhance the mobility and development opportunities for Professional, Administrative and Technical Staff.

Under this policy, all Professional, Administrative and Technical Posts from the grade SEA up to the grade of SAO2 or equivalent will be advertised internally in the first instance. It is only in situations where Schools/Units are unable to select an internal candidate that they would look at advertising to the external market.

This policy aligns with the objectives of the Public Sector Agreement to create an internal labour market for Public Service staff.

2 Scope of the Policy

The policy applies to all Professional, Administrative and Technical Grades. Entry level grades are excluded from the Internal Mobility Policy as the posts do not provide a promotional opportunity and will typically be filled by an external candidate.

Entry Level Grades are confirmed as follows:

- Executive Assistant
- Trainee Accountant
- Assistant Librarian II
- Lab Attendant / Storeman
- Copying Officer Operator I & II
- General Assistant (Catering)

IT Trainee
Library Assistant
Technical / Snr Technical Officer
Services Steward
Sports Assistant

3 Process

The following process will be used by UCD HR when advertising posts covered by the scope of this policy.

- All non-entry level posts will be advertised internally in the first instance.

- Once the Advertising closing date has passed the applicant details will be forwarded to the Board of Assessment for short listing and interview.

- If at the end of this process, a recommended candidate is not identified, the post will be advertised again both internally and externally.

- The Board of Assessment cannot advertise externally until internal candidates have been interviewed and informed of the decision of the Board of Assessment.

- All internal candidates should be provided with qualitative feedback on their application.

4 Exceptions

In the event of a specialised role where there is limited availability of the skill set required, schools and units can use this exception process to advertise both internally and externally in the first instance.

- The school or unit will complete an Advertising Exception Form (http://www.ucd.ie/hr/forms/).

- Schools and units should consult with their HR Partner when preparing their submission.

- The completed form will be forwarded along with the Job Description to UCD HR (Recruitment).

- The submission will be presented to the HR Directors who will confirm if an exception is approved.

5. Further Information

Further information is available on the HR webpage at
http://www.ucd.ie/hr/recruitment/

The Advertising Exception Form is available at:
http://www.ucd.ie/hr/forms/

6. HR Policy Revision History

Version	Date	Description	Author
1.0	24.06.14	Policy Created	UCD HR