

GUIDANCE ON THE USE OF ACTING UP AND SECONDMENT OPPORTUNITIES

(JUNE 2017)

- For reasons of fairness and transparency and in the interest of supporting staff development, acting-up and secondment opportunities must, under normal circumstances, be notified to all staff within the Department/School/ Unit with the relevant skills, knowledge and experience.
- If there are no suitable staff within the Department/School/Unit (or none of the staff within the area express an interest in the opportunity) the opportunity must be advertised more widely across the University via HR.

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