

The 60 Second Digest

BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS

Introduction of Recruitment Flexibility Options

On the **4 February 2013** a number of 'flexibilities' were introduced to the Recruitment process, providing opportunities for shorter, speedier, and more focused recruitment Stages.

Previously, each Stage of the recruitment process was run consecutively, only progressing if no eligible candidate was found at that Stage.

- **Stage 1** (MOD RDP and Level Transfer)
- **Stage 2** (Civil Service Surplus)
- **Stage 3** (Civil Service Staff, including Promotion)
- **Stage 4** (External), with TLB approval.

The introduction of the flexibilities allows Recruiting Line Managers (RLM) the opportunity to:

- **offer promotion** to MOD staff at Stage 1 (promotion option usually offered at Stage 3);
- **bypass** a Stage; and
- **combine** Stage 2 and 3, or Stages 2 and 4, so they run concurrently.

A guide, Recruitment Flexibility Options, has been produced to help RLMs understand how and where these flexibilities fit within the recruitment process, the approval required of each Stage and/or flexibility, and the template (standard or tailored) the RLM needs to complete on CS Jobs.

Approval Process:

TLB Approval is required to offer promotion at Stage 1; bypass Stage 1 and 3; and use Stage 4.

Civil Service Resourcing Approval is required to bypass Stage 2; combine Stages 2 and 3, and run Stages 2 and 4 in parallel.

DBS Resourcing staff will contact the RLM, once they have raised the vacancy on CS Jobs, to discuss any flexibilities, run through the recruitment process and activate the vacancy.

Important Note:

Individuals currently in the Redeployment Pool, who wish to apply for a vacancy on promotion at Stage 1, will not be eligible for priority consideration, and must ensure they do not declare their RDP status on their application.

Applications from individuals applying for promotion, who have selected RDP status in their application, must be put to one side until all substantive RDP candidates have been considered.

These flexibilities are available to any Broader Banded, Skill Zone, Development Schemes and Retained Grade vacancies. Ministry of Defence Police will continue to use their existing arrangements.

Increase in Pension Contributions from April 2013

The second of three increases in employee contributions will be implemented in April 2013.



These increases form part of the Government's programme of reforming public service pensions in order to make them more affordable and sustainable.

Full details will be available in *Defence People* (February / March edition).



Pay Statement Online

Available: 21 February 2013

Closure of 'Search for a Job' website

On the **4 March 2013** the 'Search for a Job' website accessed through People Services will close.

Individuals wanting to view job vacancies from this date should use the existing Job Search page on the [Civil Service Jobs](#) (CS Jobs) website.

CS Jobs allows individuals to search for a vacancy based on particular search criteria, such as region, grade and job category, etc.

However, unlike Search for a Job, CS Jobs also allows individuals to create and save searches, called 'Job Alerts', which automatically notify individuals by email of any new vacancies matching their search criteria.



People Services Website Feedback Survey

On the 3 December 2012 a new Feedback Survey about the People Services website was introduced.

This survey allows DBS to understand what is working well, what needs to be addressed, and gives you the opportunity to suggest improvements.

DBS would like to take this opportunity to thank all those individuals who have taken the time to complete the survey so far. Details on the findings will be published in the next few months.

If you have not yet had an opportunity to complete the survey, or have not visited People Services since its launch, please do let us know about your experience on your next visit.



Did you know...

... that if you lock yourself out of HRMS you can use the Forgotten Your Password? facility, available on the log-in page of HRMS, to reactivate / unlock your password / account?

Civil Service Competency Countdown

In April 2013 the new Civil Service Competency Framework will replace MOD Core Competencies and Professional Skills for Government, for all grades up to and including Senior Civil Service.

These will be used in Recruitment and Selection; Promotion, Performance Management; and Learning and Development.

You can find out more about the Civil Service Competency Framework in the:

- October/November 2012
- Skills Special 2012

editions of *Defence People*, available through the People Services website > Useful Links.

Also look out for the *Defence People* HR Special Edition, to be published shortly, that will detail how the Civil Service Competency Framework will be used in MOD HR processes from April 2013.



Line Manager's Corner: Fit Notes / Medical Certificates

When you received a Fit Note / Medical Certificate from your employee, you MUST:

- record this on HRMS (or exceptionally if you do not have access to HRMS call the PSC who will record this on your behalf, or complete Section 8 of HR Form 001);
- annotate the original with your employee's name and staff number; and
- sent to:
Defence Business Services, RMDT, Oak Building
Mail Point #6030, MOD Abbey Wood, Bristol,
BS34 8QW

for inclusion on the employee's file.



Reminder: Death Benefit Nominations

Any individual wishing to make an amendment to their Death Benefit beneficiary must provide these details directly to their pension provider.

Therefore from the **4 March 2013** the Death Benefit Nomination Form, used by PCSPS Members, and accessed through HRMS Online Forms, will be removed.

Details on how nominate or revoke a beneficiary are available through the PCSPS website:

<http://www.civilservice.gov.uk/pensions>



Find out what's new this month on People Services

To find out what is new and updated on People Services, why not take a quick look at the Hot Topic "What's new this month on People Services?"

It is published every month, along side the 60SD and contains a brief description of the changes.

DINs of Interest

Defence Instruction Notices (DINs) are official notices of MOD-wide changes and MOD events. Recent DINs included:-

2013DIN01-009 Government Reform to State Pension

For a full list of all DINs published go to the Indexes and Digests page on the Defence Intranet.



Sign up to 60 second Digest News (RSS Feed)

A new RSS feed "60 Second News" is now available for you to use.

This feed allows you to stay up to date with the latest news, alerts and releases of publications on the People Services website.

To subscribe to it, you will need to enter the following URL in your MyMoss Subscriptions page (or equivalent): <http://pppaintranet.chris.r.mil.uk/blogs/60secondnews/feed/>

If you are unsure how to add a subscription on MyMoss, visit the following link for guidance: <http://pppaintranet.chris.r.mil.uk/blogs/60secondnews/setting-up-an-rss-feed-to-60-second-news/>

More Information:-



Ministry of Defence

DBS Civ HR Contact Centre
Mil: 93345 7772
Civ: 0800 345 7772 or
Overseas: 0044 1225 829572

Editorial Team, 60 Second Digest

The 60 Second Digest is a DBS Civilian HR production and feedback to the editorial team is welcomed.

Please email feedback on this publication to peopleservices@db.s.mod.uk entering "60 Second Digest" into the subject field.

