

# The 60 Second Digest

## BITESIZE HR NEWS FOR MOD CIVILIANS AND LINE MANAGERS



### Line Manager's Corner: Recruitment Flexibilities

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

These flexibilities allow 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;
- combine Stages 2 and 3; and
- run Stages 2 and 4 in parallel.

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 at each Stage and / or flexibility;
- the Template (standard or Tailored) and the Job Family Grade (Grade or Tailored) the RLM needs to complete on CS Jobs.

### DBS Spring Bank Holiday Opening Hours



The DBS Civ HR Contact Centre opening hours over the Spring Bank Holiday will be:

Mon 6 May	Bank Holiday - Closed
Tues 7 May	Normal Opening Hours
Mon 27 May	Bank Holiday - Closed
Tues 28 May	Normal Opening Hours

Normal opening hours are 08:00 - 17:00 for HR and Pay Enquiries and 08:30 - 16:30 For Welfare.

Emergency welfare services will remain available out of hours on the Welfare phone line, which can be found on the Contact Us page on People Services.

### new Performance Management and Managing Poor Performance

New arrangements for Performance Management and Managing Poor Performance were introduced on 8 April 2013.

The new arrangements make it easier to tackle poor performance and make senior managers more accountable for how they lead their teams.

The PAR Form has been simplified, following staff feedback, to focus on delivery and performance discussion throughout the year.

The new look form and updated guidance is on the People Services website under Performance and Recognition >

- Appraise Performance > Performance Appraisal Process - 2013/2014
- Managing Poor Performance > Managing Poor Performance



### Pay Statement Online

Available: 21 May 2013



### Advance Command and Staff Course (ACSC)

The Advance Command and Staff Course (ACSC) is a residential course for all non-UK military students and UK Civil Servants, which runs from 3 September 2013 to 17 July 2014, with a 3-week pre-course training package from 5 to 23 August 2013.

Eight civilian places are available at Pay Band B2/C1 level and the course is pitched at the Post Graduate level. Ideally applicants should have some previous experience of working with the Armed Forces.

Applicants must have the support and approval of their line manager and have written confirmation that funding is available. For further information please refer to DIN 2013DIN01-067: Advanced Command and Staff Course.

The closing date for applications is **6 May 2013**.

Further detailed information about the course, as well as an application form, can be obtained from Defence Business Services.



### Requesting HRMS Position Management Changes

Due to a significant increase in the number of enquiries submitted to Defence Business Services (DBS), a change has been introduced when requesting any HRMS Position Management amendments.

Previously the DBS could accept urgent changes on up to five positions via telephone.

From April this number has been temporarily reduced to urgent one-off requests.

Any individuals requiring changes to two or more positions must submit these on the relevant HR Form 017 found on People Services.



### Did You Know ...

... a number of products are now available on Civil Service Learning (CS Learning) to help you understand how to use the Civil Service Competency Framework to support Performance Management, Objective Setting and Recruitment.

These products include:

- [Achieve Your Potential - Career Guide](#)
- [Applying for a Job - Learning Resource](#)
- [Performance objectives and Competency e-learning](#)
- [Search for learning opportunities](#)
- [Self Assessment Tool](#)

Simply log onto the [CS Competency Framework](#) pages on CS Learning to find out more.



### People Services Website Feedback Survey

Your feedback is important to us and since the launch of the Survey in December 2013, DBS have used your comments to address gaps in information, fix broken links and identify communication issues.

Feedback can be provided anonymously or you can provide your email address if you are prepared to discuss your comments further.

So, whether you are a regular or an occasional user, take the opportunity to let DBS know what you think about the People Services website and how it might be improved.



### MOD Skills Strategy and Talent Management Strategy

On 15 April, PUS launched the MOD's Skills and Talent Management Strategies to help improve the way the Department develops its people. As part of this, PUS made a commitment that all staff should be able to access five days of training and development a year.

Further information on both strategies can be found on the Skills and Talent Management website where you can subscribe to an RSS feed and be kept up-to-date with progress and development opportunities.

The strategies were developed in parallel with the Civil Service Capabilities Plan, launched on 17 April 2013, which sets out the overarching strategy for improving organisational capability across the Civil Service.

### More Information:-



Ministry of Defence

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



### Defence People April/May 2013 edition out now

The new issue of *Defence People* is now available to view online: Defence People April/May 2013.

Remember to feed back via the bi-monthly reader's survey at: Defence People reader's survey (www).

### Senior Officers' Course - NATO Defense College Rome

The Senior Officers' Course is a six month residential course held at the NATO Defense College in Rome and runs twice yearly.

The next recruitment campaign is for Senior Officers' Course 123, which will run from 2 September 2013 to 7 February 2014 (inclusive).

Pay Bands B1, B2 or C1 are eligible to apply and will compete for one place on the course and will go through an application, sift and interview process.

For further information please refer to DIN 2013DIN01-081: Senior Officers' Course 123 - NATO Defense College Rome - 2 September 2013 to 7 February 2014 (inclusive).

Please contact Defence Business Services for an application form.

The closing date for applications is **20 May 2013**.



### Annual Leave: new leave year

The new leave year starts on 1 May. You can only carry over up to 10 days' annual leave. Part time employees can calculate their carry forward entitlement in hours by multiplying their weekly conditioned hours by two.

It is mandated that annual leave must be recorded on HRMS or exceptionally on a leave sheet, if an individual does not have access to HRMS. Further information can be found in Understand and Calculate Your Annual Leave Entitlement.

DIB 2013/16 provided information relating to the proposed incorporation of 1.5 Privilege days into annual leave entitlement from May 2013, subject to trade union consultation.

**NB.** All employees **must** calculate their 2013-2014 leave entitlement using the current published policy **until the proposed change is confirmed**.

### 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.mod.uk](mailto:peopleservices@db.mod.uk) entering "60 Second Digest" into the subject field.