



## Partner Career Transition Policy

### 1. Policy Statement

The Partner Career Transition Policy has been developed to meet the University of Edinburgh's strategic aims to attract and retain the best teaching, research and professional talent in the world.

The University of Edinburgh is committed to supporting new staff to ensure their move to the University is a positive experience.

The University of Edinburgh recognises that new appointees will need to take into consideration their spouse or partner's career if relocating to Edinburgh and therefore has adopted a positive approach to providing practical support to their spouse or partner to enable them to experience a smooth career transition to Edinburgh.

### 2. Principles

The University will provide Partner Career Transition services as part of the University's [Relocation policy](#)

The University does not operate a promise or guarantee of employment for the accompanying partner but will support and assist in their career transition where possible.

### 3. Definitions

For the purpose of this policy:

- Partner Career Transition Programme consists of career transition and job search support services for accompanying partners with the aim of securing employment within a commutable distance.
- Partner - The accompanying spouse or domestic life partner of the appointee. Domestic life partner meaning a person with whom the appointee is in a long-term co-habiting relationship
- Appointee is the incoming employee in receipt of a relocation package.
- Career transition is defined as initial entry to work, moving from one role to another (sometimes between countries) or returning to work after a period of raising a family.
- Career coaching is defined as providing advice on employment, career change, job searching and other career related activities.

- Relocation Support is managed by the Resourcing Team, a unit within University HR Services, (UHRS).

#### **4. Policy Delivery and Administration**

A sole supplier, with strong knowledge of the recruitment market within Edinburgh and the Central Belt of Scotland will deliver the service.

The Supplier will assign a Career Transition Consultant to work closely with the partner and will be their primary point of contact during the Partner Career Transition Programme.

The University of Edinburgh and the Supplier will work together to support the partner in their career transition.

#### **5. Responsibilities**

- 5.1 The University of Edinburgh's Resourcing Team is responsible for the policy, funding and oversight of Partner Career Transition services and processes.
- 5.2 It is the responsibility of the appointee to contact the Resourcing Team to apply for a Partner Career Transition Programme for their partner.
- 5.3 It is the responsibility of the partner to fully comply with the needs analysis process to design their programme.
- 5.4 The Supplier is responsible for ensuring that the Partner Career Transition Programme is delivered to the Service Level Agreement Key Performance Indicators.

#### **6. Eligibility**

A partner will be eligible for the Partner Career Transition Programme where:

- the appointee is to be appointed at Grade UE08 or above;
- the appointee is offered an initial appointment for a duration of 36 months or longer<sup>1</sup>;
- the appointee will be fulfilling a role where there is a demonstrated requirement/ need to recruit from the national and/or international labour market and recruitment from the local area would not normally provide a sufficient applicant pool for consideration;
- the appointee's post is funded by the University;
- the appointee's existing main residence is more than a 40 mile radius from the location of the new post;

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<sup>1</sup> The justification for this difference of treatment based on length of service is that the costs involved in providing the Relocation Package, including the Partner Career Transition Programme, are such that there is no business case for providing them for appointments of such a short duration, and the University does not need to use this feature to assist in its recruitment of such short-term appointments. In addition, the costs to the University would be disproportionate to the benefit.

- the appointee's new main residence must be within a reasonable commuting distance of their place of work; and
- the new residence must become the appointee's main residence.

Clinical Lectureship posts funded by NHS Education are not eligible to receive a relocation package from the University.

The request for a Partner Career Transition Programme is made, normally within the period of 3 months prior and 12 months following the appointee's start date.

If the post is externally funded, e.g. funded from a research grant or other funds from an external body, the Partner Career Transition Programme may be provided by, and at the discretion of, the School/Centre or department budget holder after discussion with the Resourcing Team. In such cases the departmental budget holder will be responsible for identifying funding to meet the cost of the programme.

Exceptions to the eligibility criteria above must be approved by the Director of Human Resources. Such cases will be individually assessed on their merits.

The Partner Career Transition Programme is discretionary. It is not a contractual entitlement and the University reserves the right to withdraw it at any time.

## **7. Exclusions**

The Partner Career Transition Programme is exclusively available to the partner of the appointee and is not available to dependants and other relatives of the appointee.

## **8. Partner Career Transition Programme**

8.1 The Partner Career Transition Programme is the provision of support to the partner in their employment search within the Central Belt including the University of Edinburgh. This service which is normally delivered in person, but can be provided remotely, includes:

- advice regarding job search organisations/agencies in Edinburgh and the surrounding areas in the Central Belt of Scotland;
- review and advice on the partner's CV;
- information about local job markets;
- assistance with identifying appropriate contacts in relevant fields/professions;
- advice and support for establishing and using networking opportunities;
- career coaching;
- coaching in interview techniques.

8.2 The Supplier will provide:

- information and advice on the recruitment market within Edinburgh and the Central Belt of Scotland (commutable distance) and the recruitment market within the UK, for partners who are prepared to travel further afield;

- one to one career transition coaching, including coaching for individuals who have been out of work for some time, across a wide spectrum of career interests;
- advice and guidance around creating and refining a CV, specifically for the local jobs market, and in keeping with the partner's career aspirations;
- assistance in understanding transferable skills;
- coaching and guidance around networking in relation to job search;
- coaching and guidance in interview skills and other selection techniques e.g. psychometric testing, assessment centres;
- assistance with job searching and job applications in the Scottish market, including knowledge of recruitment methods, jobs boards, social media and recruitment agencies;
- information on University of Edinburgh vacancies;
- advice about contract types, fixed term posts and volunteering;
- information about average market rates for salaries, for various careers and sectors across the Scottish jobs market, which are suitable for the appointee's partner;
- comparison and clarity around the translation of non-Scottish qualifications into the Scottish job market;
- information about courses/training required for conversion of qualifications, as well as knowledge on how to access these and estimation of costs; and
- information and advice on UK employment legislation. The information and advice will include (but need not be limited to) Equality and Diversity, Maternity/Paternity, Annual Leave, Sickness Absence, employers' statutory obligations relating to terms and conditions of employment, e.g. working time, minimum wage.

## **9. University of Edinburgh Vacancies**

Where possible, the Resourcing Team and the Supplier will assist the partner to explore vacancies currently advertised on the University vacancy website. Appointment decisions will be made as part of a competitive process driven by consideration of merit. The partner's application, as with those of other applicants, must be systematically reviewed in line with normal University of Edinburgh recruitment practices.

## **10. Supernumerary Partner Career Transition Appointments**

Exceptionally, in a small number of circumstances, where the University is making a critical strategic Grade UE10 Academic, or Professional Services role, or a Clinical Professorial appointment and an enhanced arrangement to secure a role for the partner at the University would ensure the acceptance of an offer, the University may consider the creation of a suitable supernumerary post to opportunistically take advantage of the partner's skills and expertise. These supernumerary Partner Career Transition posts will be academic posts only.

The request for employment for the partner, which can arise at any point during the process of negotiation for the primary appointment, will form part of the contract negotiation and must be made prior to acceptance of the appointment. The principle underlying the creation of the supernumerary partner career transition post is that it would not exist but for the recruitment of the appointee.

In all cases where a post is created, an assessment of the partner's qualifications, knowledge, skills and experience will be carried out to ensure that they have the competencies to meet the University's normal standard. Records must be kept to evidence how the partner meets the appointment criteria.

In all cases the supernumerary partner career transition post must not create a redundancy situation nor take away a job from or block promotion of current members of staff. In addition, the Partner Career Transition Supernumerary Appointment Procedure must be followed (Appendix A).

## **11. Accessing the Programme**

The appointee should complete the [Partner Career Support Application Form](#) and send it to the Resourcing Team at [HR.Recruitment@ed.ac.uk](mailto:HR.Recruitment@ed.ac.uk).

The Resourcing Team will carry out due diligence to establish whether the application meets the eligibility criteria and initiate internal and/or external services.

The Resourcing Team will contact the Supplier to notify them of an individual requiring a Partner Career Transition Programme.

The Supplier will arrange contact with the appointee's partner within two working days of receipt of order.

The partner will be contacted by the Supplier to carry out a confidential needs analysis to define a bespoke personal career transition programme.

Within five working days of contact with the appointee's partner, the Supplier will provide a full quote with an illustration of services to be delivered for the appointee's partner including associated costs and estimated milestones at all key stages to confirm they are within the agreed budgetary allowance. The normal costs of the Partner Career Transition Programme will be fully funded by the Resourcing Team to a limit of £1000. Exceptions must be approved by the Director of Human Resources. The appointee will be required to sign a form of agreement to refund the costs of the service should their employment terminate with 36 months of commencement.

Once the bespoke Employment Career Transition Programme has been defined and a quote received, the Resourcing Team will approve the budget.

## **12. Data Protection & Confidentiality**

To manage the Partner's Employment Career Transition Programme effectively, the University of Edinburgh and the Supplier may need to process personal data relating to the employee for the purpose of administering the programme and delivering the service. Data will be released to authorised individuals for administrative purposes only.

## **13. Equality and Diversity**

To monitor the impact of this policy upon recruitment, retention and diversity the University will regularly collect and provide information on Partner Career Transition Programme requests and outcomes. This is to ensure that no negative effects or discrimination against specific persons or subgroups has occurred because of this policy.

## **14. Monitoring and Review**

This policy was approved by the Combined Joint Consultation and Negotiation Committee (CJCNC) on 29 September 2014. This policy was approved by Policy and Resources Committee on 20 October 2014 and took effect from 15 January 2015. It was reviewed in April 2017 to update broken weblinks and in September 2021 the eligibility timeframe was extended from six to 12 months from the start date of the appointee. The policy will be reviewed in full by December 2023.



### Partner Career Transition Supernumerary Appointment Procedure

#### 1. Supernumerary Partner Career Transition Appointments

Exceptionally, in a small number of circumstances, where the University is making a critical strategic Grade UE10 Academic, or Professional Services role, or a Clinical Professorial appointment and an enhanced arrangement to secure a role for the partner at the University would ensure the acceptance of an offer, the University may consider the creation of a suitable supernumerary post to opportunistically take advantage of the partner's skills and expertise. These supernumerary partner career transition posts will be academic posts only.

#### 2. Procedure

The request for employment for the partner, which can arise at any point during the process of negotiation for the primary appointment, will form part of the contract negotiation and must be made prior to acceptance of the appointment.

An assessment of the partner's qualifications, knowledge, skills and experience will be carried out to ensure that they have the competencies to meet the University's normal standard. Records must be kept to evidence how the partner meets the appointment criteria.

#### 3. Record Keeping

Records of the following must be kept and sent to [HR.Recruitment@ed.ac.uk](mailto:HR.Recruitment@ed.ac.uk) for submission to the Remuneration Committee.

##### 3.1 The Appointee

- The appointee (not the partner) must be in an area of strategic importance to the University or the College. Appropriate documentation must be provided to support this including:
  - evidence of the anticipated positive impact of the appointee on the strategic goals of the University; and
  - evidence that the appointee is the most appointable candidate and that acceptance of the primary post by the appointee is critical as there is no suitable alternative candidate.

##### 3.2 The Supernumerary Partner Career Transition Post

- The created post will be an academic position at Grade 7 or above.

- Confirmation that the post created has or will not create a redundancy situation nor deny a job to or block promotion of current members of staff must be provided.
- The created post must be graded in the normal way using the University's grade profiles

### 3.3 The Partner

- Appointment through application for an existing vacancy is always preferred over supernumerary post creation. Before a supernumerary post is created all reasonable steps should have been taken by the partner to explore and apply for existing vacancies which may be suitable.
- Evidence that the partner has the qualifications, knowledge, skills and experience required to match the essential requirements for the role must be provided. The University will not appoint to a supernumerary partner career transition post when there is insufficient evidence that the partner meets the University's normal hiring standards.
- The partner must have existing eligibility to work in the UK.
- Where an interim role has been created for the partner, the partner will commit to pro-actively search for suitable alternative employment. The partner can be supported by a Partner Career Transition programme to do so.

### 3.4 The School/Centre or department in which the originally hired appointee is to be employed (and not the School/Centre or department where the supernumerary partner post is to be created) has:

- obtained agreement to the creation of the post from the School/Centre or department where the partner post is to be created;
- provided confirmation that it will fund start up salary, employer costs and any Relocation Package costs of the created post.

Creation of a supernumerary partner career transition post requires a substantial investment by the University and is a direct result of the recruitment of the appointee. Therefore, the hiring department of the appointee will fund salary and employer costs of the partner for the initial 5 year period of appointment gradually reducing the proportion of funding during this period. The following sliding scale is suggested as a guide with the exact details to be agreed by Heads of College on a case by case basis prior appointment.

<b>Length of Service</b>	<b>Hiring School/Centre or Department Contribution</b>
Up to 2 years	100 %
2 years to 3 years	75 %
3 years to 4 years	50 %
4 years to 5 years	25 %
Over 5 years	0%

#### **4. Termination of Employment**

In the event that the employment of the appointee comes to an end, either through resignation or dismissal, then employment law will be the primary determinant in the continuing employment of the partner.