

Preparing you for transition

Understanding the role alignment process



HM Prison &
Probation Service

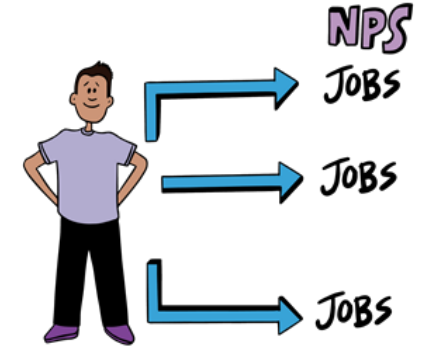
ROLE ALIGNMENT	PAY	VETTING	LEARNING & DEVELOPMENT	THE TRANSFER TIMELINE
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An introduction to role alignment

This fact sheet has been designed to explain what process will be undertaken to determine what role you will be doing when you transition to the new Probation Service. The process of determining what role you will be doing is known as 'role alignment'. You may also hear the phrase 'mapping and matching' – this has the same meaning as role alignment.

The role alignment process is an important part of your transition. Whilst the vast majority of you will be doing the same role, in the same location and with the same manager on day 1, some people will experience a change in role, team, job title or job description – the role alignment process will clarify this. Role alignment is what enables us to begin the pay assimilation process, for those in scope for the National Agreement, which in turn ensures that you are paid correctly and on time when you transfer.

The role alignment process is relevant for everyone who is joining the new probation service, but the process will be different for different groups, depending on their role.



Most roles will align easily with roles in the NPS.

Some roles will need to be reviewed to determine where they align.

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What you need to know

Everyone who is assigned to transfer to the new probation service will do so in June



Most roles will align to NPS roles on an 'accepted' basis. These are roles that map easily, such as SPO, PO or PSO and many more.

The programme are **currently finalising the list of roles** that will align on an accepted basis.

Once this list is finalised, current employers will be informed and they can begin to **communicate** to staff. This is expected to happen in March.

For some people, your job title will stay the same. Others may experience a **change in job title or description**, this is because work is described differently by different employers.

Some roles will need to be reviewed to determine where they align.



Roles in this group will be reviewed using role information provided by current employers. This review is done by a **panel**. Panels are likely to happen in March and April.

The panel will be made up of people from the organisation (NPS, HMPPS, MOJ) who understand the specific area of work. **You will not be asked to attend the panel.**

When a panel is complete, current employers will be told the outcome and will communicate to you. If your role was aligned by a panel, then **you can appeal the decision** if the right criteria are met.

A small number of roles won't align to NPS roles.

If there are roles that don't align to the NPS then we will look to see if those roles align to roles in the wider organisation. All roles that fall in to this group will be handled on a case by case basis.

How role alignment fits in to the transfer process

The role alignment process is an important part of your transition to the new Probation Service. Not only will it give you clarity on your job role, title and description upon transfer, it also gives us important data that ensures you are paid correctly and on time when you transition.

Role alignment

We expect the majority of role alignment outcomes to have been confirmed by late April / early May.



Pay assimilation*

If the National agreement applies to you, your role will be aligned to an NPS pay band and your pay will be assimilated to the NPS pay scales.* The process uses information from the role alignment process.



Data sent to payroll

The data from the pay assimilation process is given to our payroll provider who will ensure you are paid correctly and on time.



Transfer letter

In June, you will receive a transfer letter that outlines your role, pay and other key employment information. You will then transfer to the new NPS on 26th June.

* If the National Agreement does not apply to you, you will transfer on your current contractual terms and conditions, including pay.

What you need to do

There are no actions for you to complete as part of the role alignment process.

You can look out for communications from your current employer about your role, but note that this will happen at different times for different roles.

If you have questions about the role alignment process, please talk to your current employer in the first instance.

The key questions answered

How will I know if my role is going to a panel?

We are currently finalising the list of nationally agreed roles. Once the list of agreed role alignments has been finalised, current employers can communicate this. Roles that are not on the list of nationally agreed roles will be reviewed by a panel.

I'm worried that there is no NPS equivalent role for me.

Please be reassured that everyone who is assigned to transfer will do so on the 26th June. We understand that some of you are worried that there will be no suitable role for you. If your role doesn't align to a role in the unified NPS, then we would look to see if your role aligns to a role within the wider organisation – this will be done on a case by case basis. It is important to note that the NPS *highly* value the skills and experience of all staff.

What will happen for staff in corporate services roles?

It is important to highlight that 'corporate services' is a term that is used to describe a variety of roles. Many 'corporate services' roles will align in a straightforward way to roles within the new Probation Service. However, some will align with functions in the wider organisation. These functional areas are currently reviewing the information provided by employers. We understand that this is an uncertain time and as soon as we can communicate more to staff in this group, we will do so.