**APPENDIX H**

**NOTIFICATION TO STAFF OF NEW POSTS**

**Private & Confidential**

NAME

ADDRESS

Dear Colleague

**XXX Restructure Project – New Posts**

Further to the recent period of consultation on the above new structure proposals, I’m pleased to be able to confirm that we are now moving into the implementation phase of the project.

We have identified that the following new positions are available to our existing staff group. This/these new posts have not been assessed as sufficiently similar to any existing post-holder’s positions, and as such, we would like to offer an open opportunity to all staff affected by this re-structure project to express an interest in this/these post(s).

POST TITLE GRADE

POST TITLE GRADE

**EITHER**

Copies of the relevant job profiles and person specifications are held on the restructure pages on the Department’s section of the intranet.

**OR** (for staff who do not have readily available access to the intranet)

Copies of the relevant job profiles and person specifications are available from your line manager/ supervisor and / or local office.

Expressions of interest should only be submitted from those candidates who firmly believe that they meet the essential criteria for the posts. Selection will be by an initial written supporting statement (***proforma attached – Appendix I***), followed by an interview.

Should you express interest in more than one position, you will be asked to specify a rank order of preference.

May I take this opportunity to thank you for your patience and support during this transitional period.

Yours faithfully (Project Lead)