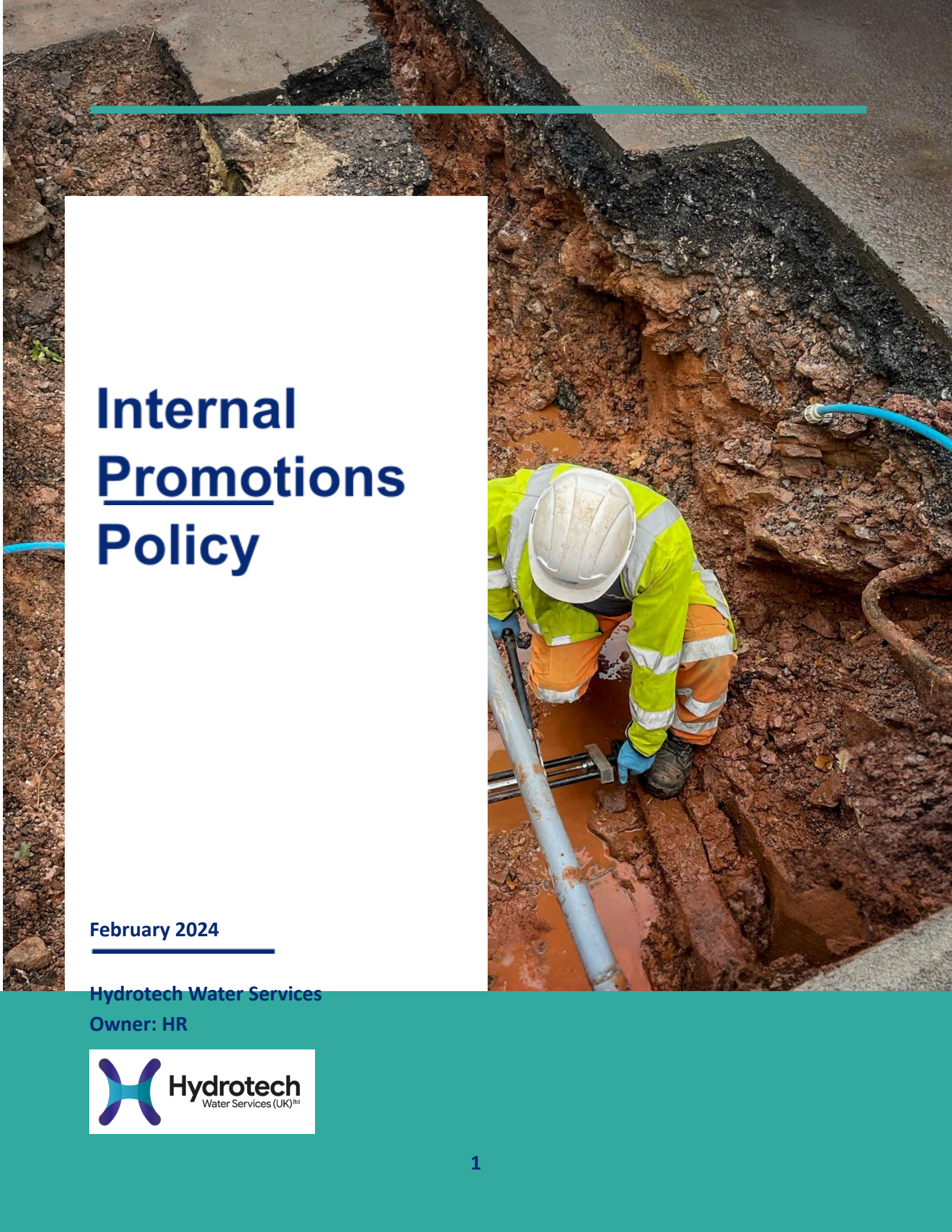


A high-angle photograph of a construction worker in a trench. The worker is wearing a white hard hat, a high-visibility yellow and orange safety suit, and blue gloves. They are working with a large white pipe that runs along the bottom of the trench. The trench walls are made of reddish-brown soil and some concrete blocks. A blue hose is visible on the right side of the trench. The overall scene is outdoors, with a concrete surface visible at the top of the frame.

Internal Promotions Policy

February 2024

Hydrotech Water Services
Owner: HR



Internal Promotions Policy

Contents

Internal Promotions Policy..... 2

Summary.....3

Scope, Review and Responsibility..... 3

Objectives3

Our Roles.....4

Experience Required.....5

Appraisal.....7

Role Insight.....8

Trainee Water Engineer..... 8

Experienced Water Operative..... 8

Team Leader..... 9

Supervisor..... 9

Project Manager..... 10

Interview and Promotion Procedure..... 11

Summary

We want to invest in our employees and reward those who perform well, so we have created a policy for progression within the Company.

A 'promotion' may be a move to a position of higher rank, responsibility and salary. Often, employees may advance to positions that don't come with higher managerial authority. Instead, these advancements may be a career or role change that helps employees to develop and change.

Scope, Review and Responsibility

This applies to all employees of Hydrotech Water Services; those who are currently in their probationary period, or if they are on a performance improvement plan are not eligible.

Objectives

This policy will go into detail what roles are available within Hydrotech (office roles are exempt, but still applicable), what training you will need for those roles, how your appraisal can help you to progress, what the new procedure, details for each job role as a benchmark for you to understand how to develop and progress within the company.

Our Roles

We have four main workstreams – Customer Leakage, Lead Renewals, Project Works and SWW Technical. Within these four workstreams, we have five roles available for internal progression (office excluded, but still applicable).

- Trainee Water Engineer
- Skilled Operative
- Team Leader
- Supervisor
- Project Manager

Experience Required

With each role, we have calculated the time it takes for you to learn the role, this will be the case irrespective of your role and aspirations.

Before you progress and become an Skilled Operative you must:

- Successfully pass your probation period
- Complete all mandatory training: Manual Handling, Abrasive Wheels, Working @ height, COSHH, Asbestos Awareness, EUSR Water Hygiene
- Complete at least one appraisal during this period
- Not have any HR sanctions live on your employment record – absence, performance capability, disciplinary, grievance
- Have worked at Hydrotech for a minimum of 6 months

Before you progress and become a Team Leader you must:

- Successfully pass your probation period
- Complete all mandatory training: Manual Handling, Abrasive Wheels, Working @ height, COSHH, Asbestos Awareness, EUSR Water Hygiene, First Aid, Cat & Genny Course, Moling Course, EUSR SHEA, 360 Excavator, NRSWA Streetworks Operative
- Complete at least two appraisals during this period
- Not have any HR sanctions live on your employment record – absence, performance capability, disciplinary, grievance
- Have worked at Hydrotech for at least one year (dependent on experience)

Before you progress and become a Supervisor you must:

- Successfully pass your probation period
- Manual Handling, Abrasive Wheels, Working @ height, COSHH, Asbestos Awareness, EUSR Water Hygiene, First Aid, Cat & Genny Course, Moling Course, EUSR SHEA, 360 Excavator, NRSWA Streetworks Operative, SSSTS
- Complete at least four appraisals during this period

-
- Not have any HR sanctions live on your employment record – absence, performance capability, disciplinary, grievance
 - Have worked at Hydrotech for a minimum of 2 years

Before you progress and become a Project Manager you must:

- Successfully pass your probation period
- Complete all mandatory training
- Complete at least 8 appraisals appraisals during this period
- Not have any HR sanctions live on your employment record – absence, performance capability, disciplinary, grievance
- Have worked at Hydrotech for a minimum of 4 years

Appraisal

Your appraisal looks at the last year, both you and your manager create and agree on scorings out of 10 for the following competencies:

- Communication
- Skills/Qualifications
- Motivation
- Problem Solving
- Emotional Intelligence
- Work Standards
- Performance

The appraisal asks various questions for you to reflect on and gives you and your manager the opportunity to set three goals.

Your appraisal should be in as much detail as possible so that when it comes to reflecting on the past year, you can see what you've worked on, how you've gained confidence or even challenged yourself.

Further details on the appraisal process can be found in the Appraisal Policy.

Role Insight

We can provide you with a brief overview of what each role entails. However, we are not able to provide you with a full job description, only when you are successful you will receive one. You can use the below as guidance, although this will not be limited to:

Trainee Water Engineer

- Assist in general site set up
- Preparing tools for daily tasks
- Excavations of holes in private land or public highway and footpaths
- Maintaining tools and equipment
- Reinstatement of road/footpath with the aid of the team leader
- Making sure Health & Safety procedures are followed
- Assisting in moling/Kobus operations
- Ensure interaction with client, customers, and members of public s always professional and polite
- Following direction given by the site ganger, supporting the safe deliver of works
- Operation of site plant

Experienced Water Operative

- Setting up site
- Receiving delivery of plant and equipment
- All civils skills associated with role.

-
- Trained in moling/Kobus operations
 - Having a good understanding of the Company's Health & Safety procedures, and ensuring they are followed.
 - Understanding of utility drawings
 - Able to fill in all Health & Safety forms, i.e. power sheets, report forms, risk assessments
 - Good understanding of all water repairs and replacement tasks
 - Full driving licence and able to tow plant and machinery
 - Able to operate plant – i.e. excavators/dumpers

Team Leader

- Competent in moling/Kobus, all relevant pipe renewals.
- Demonstrated the ability to understand drawings and utility maps.
- Understanding of all the company's health and safety policy and procedures.
- Ensure all works risks assessments, power sheets, plant check sheet is completed correctly daily.
- Ensure site or task is in possession of all materials, tool, and equipment.
- To carry out all works in accordance with the company's health and safety procedures.
- To advice the management team after completion of every job outcome and any recommendation including of any additional works.
- Ensure task are carried out on time and on budget.
- All knowledge of backfill reinstatement methods to Hauk specification.
- Have awareness of team skills and qualifications
- To guide an individual or a team through daily task in accordance with company policy and procedures.

Supervisor

- Completing weekly and daily mandatory tasks, and that all records of the tasks are up to date and accurate.

-
- Daily progress liaison with Project Managers and Works Planners ensuring maximum efficiency
 - Ensuring Gangers complete weekly mandatory tasks, and that all records of the tasks are up to date and accurate.
 - Assisting to identify hazards, defects and the need for adjustment or repair, to ensure compliance and Health & Safety.
 - Following instructions from Management and assisting where required
 - From time to time you may be expected to assist with special projects or different workstreams as are reasonably required of your job role.
 - mentoring and coaching others, and ensure they work in a safe manner
 - Managing safety audits, incidents and investigations

Project Manager

- Build and develop the project team to ensure maximum performance, by providing purpose, direction, and motivation
- Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation
- carry out planning in accordance with the needs of your client, including setting goals and objectives, defining roles and producing schedules and timelines for tasks.
- Coordinate internal and external resources to ensure that projects adhere to scope, schedule, and budget
- Manage the project, which includes coordinating the project team to keep them on track, and, when necessary, revise the scope, schedule, or budget to ensure that project requirements can be met
- Reporting regularly to management and the client
- Establish and maintain relationships with relevant client stakeholders, providing day-to-day contact on project status and changes
- Setting quality and performance standards and assessing risks
- Develop and maintain partnerships with clients, vendors, customers and peers

Interview and Promotion Procedure

Guidelines:

- Employees must be here for 6 months and had at least one appraisal prior to formalizing the process, management must have a decent understanding of how the individual performs
- Appraisal must hit the target of at least 750 overall weighting.
- Objectives must be achievable within 12 months.
- Interviews must be scored and held in a fair manner, moderated by HR
- All mandatory training must be completed

To apply for an internal position, you must:

- Meet the criteria (as stated in the job advert)
- Have passed your probationary period
- Had an appraisal
- Completed all mandatory training
- Send your CV to HR, making it clear which you are applying for, or apply online

Once you have done this, and if you are eligible, HR will organise an interview with you, if you are unsuccessful/successful you will find out within two weeks.

HR will:

-
- Post all new vacancies internally, either by newsflash or by newsletter
 - Consider all applications equally, based on their predetermined requirements.
 - Determine whether an internal candidate has the skills to perform the job.
 - Examine recent appraisals and HR records of internal candidates.
 - Interview qualified internal candidates with the hiring manager.
 - Inform candidates whether they were selected for promotion.
 - Keep records of the application review process and note the criteria with which they rejected/hired an internal candidate.

We will not tolerate promotions that are based on:

- Managers subjective opinions unsupported by appraisals
- Discrimination
- Fraternization
- Favouritism
- Nepotism

If you feel that a promotion has been made based on the list above, please raise a grievance to HR.