



Policy

Career Management and Mobility

Issue Control Sheet

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Document Authors		
Name	Signature	Date
Katherine Kerr People Business Partner	[Redacted due to external publication]	29/06/2022
Ange Hughes People Policy, Governance & Compliance Manager	[Redacted due to external publication]	30/06/2022

Document Approval		
Name	Signature	Date
Jo Cannon People Development Director	[Redacted due to external publication]	15/09/2022
Ellie Armour Chief People Officer	[Redacted due to external publication]	16/09/2022

Purpose

Speedy supports and encourages personal development, promotions and job transfers that will help our colleagues develop their skills and advance their careers with us.

This policy applies to anybody directly employed by Speedy and explains our approach towards Career Management and Mobility.

What is Career Management?

Career Management is a Personal Development Plan (PDP) designed to support your career. You will review the progress of this plan within your 121 meetings and your annual performance reviews (PDR).

We also operate annual talent and succession planning where high potential colleagues are identified at every level. During these sessions, progression opportunities are identified and plans are put in place to support career mobility across the wider business.

Key Principles

- **Establish Goals** - The important part of career management is understanding what you're trying to achieve – this can be the hardest part. Each goal should be broken down into tasks that, once completed, will achieve the goal. A timeline can then be created to map each step along the way.
- **Track Goals** - Monitoring progress is a satisfying and useful approach. Career management involves regularly checking in on established goals and the movement being made. This helps to keep it on track and ensures career goals are being achieved.
- **Course-Correct** - Career goals will change and develop just as you do. Part of the career management process involves monitoring and adjusting them as needed. Each step along the way will improve your understanding of what you want and how to get there. The map isn't set in stone. As you move forward, the career management process will help you identify new paths and new destinations.

What is Career Mobility?

Supporting internal career mobility is crucial for boosting employee engagement, ensuring colleagues feel that they have a future within Speedy. That there are opportunities to progress in their careers, further expand or enhance knowledge skills or experience, or develop deep subject matter expertise is critical for job satisfaction, performance, recruiting and retention.

Speedy encourages all colleagues who have successfully completed their probation period to move across teams, departments, and locations within the company. You don't need the consent of your manager to apply for an internal role, but we encourage you to discuss this with them before you apply.

You can find details of all internal vacancies here: [Careers Website](#).

You can also visit our [People Development Hub](#) and contact a member of the People Development Team.