

University of St Andrews - School of Medicine – Covid 19 Bulletin
BULLETIN 6.01 – HR: WORKLOAD REALLOCATION COORDINATOR

1. **Context.** This bulletin outlines how the School aims to support staff as we adjust our working patterns to accommodate competing demands. To aid in this the School is seeking 2 volunteers to take on the task of coordinating and facilitating the reallocation of some workload in special circumstances.

2. **Author:** Clive Masson and Helen Clark.

3. **Workload Reallocation Coordinator role.** As we are settling into our new way of working, we are aware that some colleagues are finding they are overwhelmed with work: for example, as they take on additional clinical work, or who find themselves with additional caring responsibilities and that some colleagues now find themselves with additional capacity: for example, as their primarily student-facing tasks are not taking place at present, and they are looking to take on additional tasks to help the school function as best it can.

In order to support all staff, we are seeking volunteers to act in a short-term role to facilitate and coordinate, where requested and helpful to individuals, the short-term reallocation of some workload within the School between individuals who are over-committed and those with extra capacity.

A role description can be found [here](#).

If you are interested in applying for this short-term role, please contact Clive Masson or Helen Clark at medschoolmanager@st-andrews.ac.uk by close of business Wednesday 15 April 2020.

4. **How can staff get in touch with the coordinators?** Details of how to contact the coordinators will be shared in the coming days. If you feel that you are over committed or now have extra capacity, please discuss this with your line manager before reaching out to the coordinators.