

### **Chief Officer\* Recruitment Process - Officer / Members decisions**

\*A Chief Officer is defined as an officer who is employed under the Joint Negotiating Committee for Chief Officers of Local Authorities Terms & Conditions.

This should be read in conjunction with the Advisory Appointments Committee (AAC) Guidance Appendix C.

<b>Key Recruitment &amp; Selection decision stages</b>	<b>Officer Decision / Member Decision</b>
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director
2. Establish new permanent Chief Officer post	Member decision
<b>From this point on the Regional Director at Public Health England (PHE) and the Faculty of Public Health (F of PH) assessor must be involved in the process</b>	
3. Develop and agree Job description and Person Specification	Officer decision in conjunction with the PHE and FofPH
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure
5. Agree recruitment budget	Officers decision subject to budgetary provision
6. Commence recruitment activity	Officer proposal subject to Member decision

7. Establish Appointments Committee to include Chair of Health and Wellbeing Board who is a Lib Dem member and two other members one from each of the Conservative and Labour groups	Officer proposal subject to PHE and Fof PH nominations for membership of appointments committee
8. Confirm method to source applicants i.e. the council's jobs website, a national advert placed in one health related journal, the NHS Jobs website as well as promoting the opportunity using social media channels and public health networks.	<p>Appointments Committee subject to proposal from Officers (Chief Executive or Director and Head of Human Resources or nominated substitute). Proposal to include recommendation on advertising media, approve the cost arising from this and run recruitment process in-house</p> <p>Technical assessment will be undertaken by the representatives of PHE and F of PH</p> <p>Recruitment team should be able to manage the process in-house as the candidate pool will be of a specialist nature and relatively small</p>
9. Short list applicants	All AAC members to determine short list in accordance with job description and person specification
10. Informal reception event(s) for short listed candidates (not part of the recruitment process)	Officer decision in consultation with Appointments Committee to determine invitees
11. Final selection process	Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and PHE and FofPH representatives on technical suitability of candidates

12. Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
13. Agree appointment	Appointments Committee subject to Standing Orders (objections from the Executive) and recommendation of the representatives from PHE and FofPH