

Chief Officer Recruitment Process - Officer / Members decisions

Key Recruitment & Selection decision stages	Officer Decision / Member Decision	Options / possible costs
1. Develop proposal to create a new or amend an existing Chief Officer post	Officer decision: Chief Executive or Director	Done
2. Establish a new temporary or permanent Chief Officer post	Member decision	Agreed SMU Committee 24 th Nov 2014
3. Develop and agree Job description & Person Specification	Officer decision	In progress
4. Confirm the grade of the post	Officers to implement job evaluation outcomes within Chief Officer pay structure	In progress
5. Agree recruitment budget	Officers decision subject to budgetary provision	Done. Recruitment costs will be met from existing departmental chief officer budget provision.
6. Commence recruitment activity	Officer proposal subject to Member decision	Development of proposals in progress
7. Establish Appointments Committee	Officer proposal subject to Member decision	To be confirmed, request for nominations for committees will be made.

<p>8. Confirm method to source applicants i.e. advert, use of search / consultancy services</p>	<p>Appointments Committee subject to proposal from Officers. Proposal to include recommendation on advertising media and a recommendation to use external recruitment consultants or run in-house and if so, what services to use. Options include search, response handling, technical assessment, long-listing, shortlisting, and support at final stage or a combination therein. Criteria to be considered are:</p> <ul style="list-style-type: none"> i. Grade and salary in relation to the market; ii. Current employment market situation; iii. Design of post and likelihood of direct skills match; iv. Technical expertise being sought; v. Ability to conduct technical assessment in-house; vi. CYC capacity to handle in-house. 	<p>Advertising media recommendations</p> <p>Municipal Journal (full advert circa £5000)</p> <p>Guardian online (circa £1400)</p> <p>Community Care (circa £1000) (less well used for Chief Officer posts).</p> <p>Recruitment consultant / Executive Search</p> <p>A consultancy engaged for process set up / search and sift (circa £10,000) CYC don't have access to the network of potential candidates that a consultancy does.</p> <ul style="list-style-type: none"> • Technical Assessment <p>An independent assessment of the candidate's technical ability to undertake the role (circa £2000). The assessment would be used to inform decisions on a candidates suitability for the role.</p> <ul style="list-style-type: none"> • Job website (microsite) <p>Containing full details of role and to receive Job applications (circa £1500) if produced externally. CYC has previous experience of developing this type of website.</p>
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9. Long-list applicants	Officer decision in accordance with job description and person specification	It has been agreed that a summary of long listed candidates to be shared with the selection committee.
10. Interview long listed applicants / conduct selection tests / assessment centre	Officer panel or recruitment consultant	CYC has previously used a recruitment consultancy to support with the candidate sifting (costs provided above).
11. Short list applicants	Officer decision in accordance with job description and person specification	CYC has previously use a recruitment consultancy to undertake a 'Technical Assessment' to help inform a shortlisting decision (costs provided above).

12. Informal reception event(s) for short listed candidates (not part of the recruitment process)	Officer decision in consultation with Appointments Committee to determine invitees	To be arranged
13. Final selection process	Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and recruitment consultants (if appropriate)	Details of this process to be agreed