

### **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. Key Recruitment & Selection decision stages

Stage	Key Recruitment & Selection decision stages	Officer Decision / Member Decision
1	<p>CMT Member:</p> <p>Develop business case to create a new or amend an existing Chief Officer post, either permanent or temporary.</p> <p>Business case to include:</p> <ul style="list-style-type: none"> <li>➤ Develop and agree job description and Person specification</li> <li>➤ Grade (subject to Job evaluation in line with Chief Officer Pay Structure)</li> <li>➤ Identify recruitment activity</li> <li>➤ Identify recruitment budget</li> </ul>	Officer decision: Chief Executive or Director
2	<p>SMU</p> <p>Submit to Staffing Matters and Urgency who will consider the business case and agree to progress to recruitment through establishing an appointment sub committee</p>	Member decision
3	<p>Appointment Sub Committee</p> <p>ASC to agree:</p> <p>Job Details</p> <ul style="list-style-type: none"> <li>➤ Job Description and person specification</li> <li>➤ Permanent / temporary and internal or external appointment</li> <li>➤ Grade and salary in relation to the market;</li> <li>➤ Current employment market situation;</li> <li>➤ Design of post and likelihood of direct skills match;</li> </ul> <p>Recruitment activity</p> <ul style="list-style-type: none"> <li>➤ In house or via consultants</li> <li>➤ advertising media</li> </ul> <p>Selection Process (this may have to be finalised throughout the advertising period)</p> <ul style="list-style-type: none"> <li>➤ structure of day, panels, assessments, interviews etc</li> <li>➤ technical assessment, (Technical expertise being sought and ability to conduct technical assessment</li> </ul>	Member and Officer

	<ul style="list-style-type: none"> <li>➤ in-house)</li> <li>➤ long-listing,</li> <li>➤ shortlisting,</li> <li>➤ Interview process</li> </ul>	
4	<p>If interim (less than 6 months) and Internal Appointment</p> <ul style="list-style-type: none"> <li>➤ Executive Member and Corporate Director to lead the interview process.</li> </ul>	Member and Officer
If longer than 6 months / permanent recruitment		
6	<p>Long Listing</p> <p>Officer leads through the long listing against the criteria and recommends to the appointments sub committee those candidates to be short listed</p>	Officer and Member
7	<p>Short listing</p> <p>Officer leads through the short listing against the criteria and recommends to the appointments sub committee those candidates to be short listed for interview / assessment centre</p>	Officer and Member
8	<p>Selection Process</p> <p>As agreed with the sub committee, the selection day goes ahead led by the Chief Executive / Corporate Director</p> <p>Results are fed back to the sub committee in preparation for the final interview</p>	Officer and Member (advised by Head of HR, or nominated substitute) and recruitment consultants (if appropriate)
9	Final Interview with the Appointments Sub Committee.	Members
10	Determine salary of role to be offered	Appointments Committee, subject to Council pay policy and within job evaluated range for post
11	Agree Appointment	Appointments Committee subject to Standing Orders (objections from the Executive)