

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	Officer Decision / Member Decision
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
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	
3. Develop and agree Job description & Person Specification	Officer decision in conjunction with the PHE and F of PH
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 F of PH nominations for membership of appointments committee
8. Confirm method to source applicants i.e. the council's jobs	Appointments Committee subject to proposal from Officers (Chief

<p>website, a national advert placed in one health related journal and the NHS Jobs website</p>	<p>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. 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>
<p>9. Short list applicants</p>	<p>All AAC members to determine short list in accordance with job description and person specification.</p>
<p>10. Informal reception event(s) for short listed candidates (not part of the recruitment process)</p>	<p>Officer decision in consultation with Appointments Committee to determine Invitees.</p>
<p>11. Final selection process</p>	<p>Appointments Committee, advised by Officers (Chief Executive or relevant Director and Head of Human Resources, or nominated substitute) and PHE and F of PH representatives on technical suitability of candidates.</p>
<p>12. Determine salary of role to be offered</p>	<p>Appointments Committee, subject to Council pay policy and within job evaluated range for post.</p>
<p>13. Agree appointment</p>	<p>Appointments Committee subject to Standing Orders (objections from the Executive) and recommendation of the representatives from PHE and F of PH.</p>