

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 a new temporary or permanent Chief Officer post | Member decision |
| 3. Develop and agree Job description & Person Specification | Officer decision |
| 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 | Officer proposal subject to Member decision |
| 8. Confirm method to source applicants i.e. advert, use of search / consultancy services | 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 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, support at final stage or a combination therein. Criteria to be considered are: 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. |
| 9. Long-list applicants | Officer decision in accordance with job description and person specification |
| 10. Interview long listed applicants / conduct selection tests / assessment centre | Officer panel or recruitment consultant |
| 11. Short list applicants | Officer decision in accordance with job description and person specification |
| 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 |
| 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) |
| 14. Determine salary of role to be offered | Appointments Committee, subject to Council pay policy and within job evaluated range for post |
| 15. Agree appointment | Appointments Committee subject to Standing Orders (objections from the Executive) |