

## Appendix A

### 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.

| <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 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          | <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 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:</p> <ul style="list-style-type: none"> <li>i. Grade and salary in relation to the market;</li> <li>ii. Current employment market situation;</li> <li>iii. Design of post and likelihood of direct skills match;</li> <li>iv. Technical expertise being sought;</li> <li>v. Ability to conduct technical assessment in-house;</li> <li>vi. CYC capacity to handle in-house.</li> </ul> |
| 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  |

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| 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)  |