SENIOR OFFICER RECRUITMENT 'AT A GLANCE'

The Council set up a member Panel as per the Constitution The Council will; HR will; Arrange recruitment training Agree Terms of Reference Agree delegated authorisations Agree timescales Agree involvement of appropriate officers Establish a budget Agree the 'Proper Officer' The Panel will; Review whether post is required. Agree timescales/timetable Review/agree job description, person specification and other relevant documents. Arrange for the post to be evaluated Agree terms and conditions Decide whether vacancy is to be advertised internally or externally Devise and agree assessment and scoring framework Advertising Internal External Use a Council Council advertises Use an Council Recruitment advertises & internally only Executive advertises &

Agency

Search

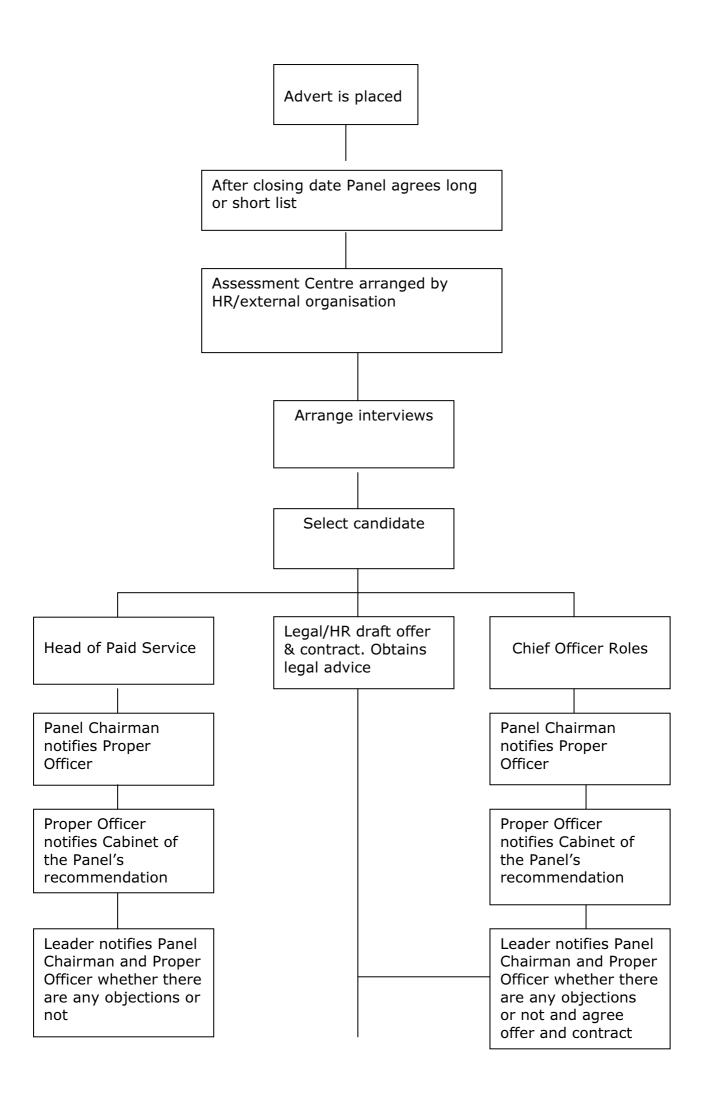
recruitment

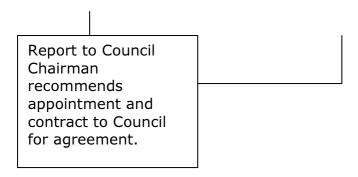
framework

recruits

recruits with

assistance







Reports to the Council and Cabinet will vary in content and frequency as they will be determined by the Terms of Reference set by Council for each appointment.

There are many options and variables contained within a recruitment process for Chief Officers and this document should be used in conjunction with the guidance note and the Council's Constitution.