

## **Appointment of Chief Executive**

### **Introduction**

Epping Forest District Council is based in south-west Essex bordering on the M25 and is looking to appoint a full time, permanent Chief Executive. The current Deputy Chief Executive has been acting into the role for approximately 18 months. Members have recently made the decision to externally advertise the role.

The Appointment Committee, consisting of 7 members, would like to procure specialist expertise and assistance with the appointment of this important role.

### **The Brief**

The areas the Council would wish to procure are;

1. Provide a timetable to ensure successful applicant is in post by 31 August 2012 or as near to this date as possible;
2. Provide benchmark salary information for Chief Executive roles;
3. Executive Search and advertising. Further discussions would be required as to where the advertising takes place, however the cost should include setting up and hosting a micro-site or most appropriate method. Assistance with producing the 'pack' including the micro-site will be required;
4. Deal with initial enquiries from potential candidates;
5. Selecting a long list of applicants with an option to use a serving Chief Executive (or similarly experienced person) to carry out a technical interview. If this is not appropriate the consultants should specify the most effective method;
6. Work with the Appointment Committee to provide a short-list;
7. Work with the Council's Assistant Director HR to determine in-house administrative, facilities and equipment requirements;
8. Specify an appropriate assessment using a range of methods to test the applicants;
9. Carryout recruitment/selection training for the Appointment Committee;
10. Develop interview questions and scoring methodology;
11. Attend the final interviews as an observer/facilitator; and
12. Value added services – please include any services you will be able to provide as part of this exercise.

### **Items outside the Framework**

13. Initial support/guidance/training for the Leader with on-going 1-2-1 performance management meetings, reviews, appraisals etc;
14. Assist with an appropriate induction process for the successful candidate.