

Appendix 1

Proposed Director of Finance and Assets Recruitment and Selection process.

i) Options for the recruitment and selection process to appoint the substantive Director of Finance and Assets have been considered against the main requirements and challenges for the role over the next three years and beyond; the significant succession and development planning programme undertaken by the Authority and ensuring tax payer value for money.

Annexe A sets out the primary challenges for the Director of Finance and Assets role.

ii) The job description and personal specification are in place; however in line with best practice will be subject to final review prior to commencing the recruitment process. If there are any changes to the role it may be that the role will be evaluated externally in line with the Authority's procedures; depending on the level and significance of any changes.

iii) A phased recruitment and selection process is proposed. The first stage would consider internal succession by way of a thorough assessment centre process.

iv) If the first stage was not successful, no appointment would be made and the selection would move to a second stage, widened to external candidates.

v) The internal candidate(s) may or may not be included at the second stage, depending on performance at the first stage.

vi) The Lead member for Human Resources would be responsible for the recruitment and selection process, supported by Executive Committee members including the Lead Member for Finance, IT, Property, Procurement and Control. The Director of People and Organisational Development would provide process, organisational and administrative support.

vii) Members involved in the assessment centre process would agree the standards expected in advance of the process commencing.

viii) The main elements of the process would be:

- Internal candidate(s) will provide a CV and personal statement to show evidence against the key elements of the job description and person specification. This would include evidence of relevant qualifications.
- Personality profiling to determine preferred work style, thinking style, attributes will be undertaken ahead of the main assessment process.
- The CFO/CE would submit the appraisal(s) for the internal candidate(s) to provide evidence of achievements/outcomes against agreed priority objectives.
- The lead member for Human Resources in conjunction with the Lead Member for Finance, IT, Property, Procurement and Control would determine if any specific assessment relating to the statutory Chief Finance Officer requirements is required.
- A structured competency based formal interview with a member panel.

➤ A presentation on an agreed topic to a member panel.

ix) The outcome from phase 1 will either be an internal appointment recommendation to the Executive Committee or no appointment and phase 2 initiated.