

Approved Recruitment and Selection process

Director of Finance and Assets

- i) Options for the recruitment and selection process to appoint the future Director of Finance and Assets have been considered against the main requirements and challenges for the Authority over the next three years to five years, the significant succession and development planning programme undertaken by the Authority, and ensuring tax-payer value for money.
- 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. It is not envisaged that any significant changes to the role are required. Roles are discussed and reviewed during the annual appraisal process.

For completeness, if there were to be any significant changes to the role it may be that the role would be evaluated externally in line with the Authority's procedures.

- iii) A phased recruitment and selection process is proposed. The first stage would consider internal succession by way of a thorough assessment centre process based on defined technical, leadership and management standards, attributes and behaviours.
- iv) If the first stage is not successful, i.e., the required standards are not met, no appointment would be made and the selection would move to a second stage, and widened to external candidates.
- v) The internal candidate(s) may or may not be included at the second stage. This would depend on performance at the first stage.
- vi) The Lead member for People, Equality and Diversity would be responsible for the recruitment and selection process, in conjunction with the Lead Member for Finance, IT and Procurement.
- vii) An Executive Committee member selection panel comprising the Chairman, Lead Member Finance, IT and Procurement, and Lead Member People and Equality and Diversity would be formed, supported by the Chief Fire Officer/Chief Executive.
- viii) The Director of People and Organisational Development would provide process, organisational, and administrative support.

- ix) Members involved in the assessment centre process would agree the standards expected in advance of the process commencing.
- x) The main elements of the assessment process would be:
 - Internal candidate(s) will provide a CV and personal statement to show evidence against the key requirements of the role and person specification. This would include evidence of relevant qualifications and/or equivalent experience.
 - Psychometric testing - including personality profiling to determine preferred work style, thinking style, and attributes will be undertaken ahead of the main assessment event.
 - The Chief Fire Officer/Chief Executive would submit the appraisal(s) for the internal candidate(s) to provide evidence of achievements/outcomes against agreed priority objectives.
 - The Lead member for People, Equality and Diversity, in conjunction with the Lead Member for Finance, IT and Procurement, would determine if any specific assessment relating to the statutory Chief Finance Officer requirements is required.
 - Structured technical competency-based and leadership and management strengths evidenced-based interviews with the member panel and Chief Fire Officer/Chief Executive
 - A presentation on an agreed topic to the member panel.
- xi) The outcome from Stage 1 will either be an internal appointment recommendation to the Executive Committee or, in the event of no appointment being made, Stage 2 would be initiated.