

Briefing Paper		
DATE	MEETING	LEAD OFFICER
6 September 2018	Shared Services Appointments Panel	Heather McManus/Gary Hall
SUBJECT	Update on the Shared Services Recruitment Campaign	



1. Summary

As part of implementing the Shared Services structure agreed by both Chorley and South Ribble councils it is proposed to commence a recruitment campaign to appoint to these key positions. This note provides an update for the panel to consider and comment upon.

2. Update

Role Profiles

The role profiles for the new posts in the Shared Services structure have been developed outlining our new way of working, what we are looking for, the statutory responsibilities and the experience, qualifications and attributes we need.

Attached at Appendix 1 are the following role profiles:

1. Director of Legal, Human Resources and Democratic Services (Monitoring officer)
2. Deputy Director of Legal, Human Resources and Democratic Services (Deputy Monitoring officer)
3. Director of Finance & Assurance Services (Section 151 Office)
4. Deputy Director of Finance & Assurance Services (Deputy Section 151 Office)

Process for Recruiting to the Posts

Internal applicants from both councils are required to submit a two-page expression of interest outlining the relevant competencies, knowledge, experience and qualifications they will bring to the role(s) they are interested in.

In addition to the above expression of interest, a two-page discussion paper must be submitted at this time also. The subject of the discussion paper is Blended Working, which will be explored further at a Stakeholder Discussion exercise at the Assessment Centre.

Internal applicants holding the essential qualifications will be invited to the Assessment Centre.

The assessment centre will be held over two days and there will be four activities:

1. A Project Focused Behavioural Event Interview
2. Presentation of your Blended Working Discussion Paper and a Round Table Stakeholder discussion
3. Meeting with both Chief Executives
4. Competency Based Interview

Appointment decisions will be made by the Shared Services Appointments Panel.

Specialist Support e.g. Occupational Psychologist will be funded on a 50/50 basis.

Support available for the process

The shared services appointments panel members will receive assessment training.

Internal candidates will be offered 121 and independent development support pre and post the assessment process outline above.

The associated costs here will be shared on a 50/50 basis.

External Recruitment

In the event that any of the above mentioned posts are not appointed to the Shared Services Appointments Panel will commission an external recruitment campaign.

For any external recruitment campaign specialist support is recommended to the Shared Services Appointments Panel to recruit the right leaders, first time.

The associated costs here will be shared on a 50/50 basis.

Recruitment Timetable

Activity	Timescale
Shared Services Appointment Panel to agree the internal recruitment campaign features	6 th September 2018
Shared Services Appointments Panel recruitment and selection training	Early October (<i>date to be finalised at meeting</i>)
Assessment Centre (Day 1)	Early October (<i>date to be finalised at meeting</i>)
Assessment Centre (Day 2)	Early October (<i>date to be finalised at meeting</i>)
Shared Services Appointment Panel internal appointment decisions and next steps	Early October (<i>date to be finalised at meeting</i>)
External Recruitment (if required)	To commence November 2018

3. Next Steps

The Panel is asked to:

1. Comment and note the above proposals and role proposals at Appendix 1;
2. Confirm dates and timings when Panel Members are available at the meeting.

Heather McManus
Chief Executive of South Ribble Borough Council
Gary Hall
Chief Executive of Chorley Council