

TITLE	Recruitment Process for Assistant Directors Human Resources and Organisation Development (HR&OD)
FOR CONSIDERATION BY	Personnel Board on 4 th July 2022
WARD	None specific
LEAD OFFICER	Barbara Batchelor – Head of HR Service Excellence

OUTCOME / BENEFITS TO THE COMMUNITY

The roles of Assistant Directors as Chief Officers in the Council are critical in ensuring the objectives set by the organisation are successfully delivered to meet the needs of the Borough's Communities.

The Assistant Director HR&OD is a high profile role, whose remit is to ensure a strategic approach to organisational development and ensuring the resources of the Council achieve the best outcomes, for the community in which we serve.

RECOMMENDATION

The Board is asked to note the report.

BACKGROUND

The post detailed within this report has been covered by an interim for a time, and needs to be addressed.

The role went live on 16th May 2022 appearing as a half page advert and an online package within the MJ. It was also posted to Wokingham's Recruitment Website, PM Jobs (CIPD), LinkedIn and Guardian Online. An internal advert was also published inviting expressions of interests from any member of staff wishing to be considered for the roles.

The advert closed on Monday 20th June and longlist candidate applications are currently being assessed by Solace our recruitment partner.

The initial evaluation will assess candidates written submissions against the person specification and agreed competencies. A full report of all applicants will be prepared which will sort candidates into three categories:

- A: recommended applicants
- B: applicants that merit further consideration/discussion
- C: applicants not recommended

A virtual long-list meeting will take place with CLT on Monday 27th June at 12pm for Solace to verbally present the report.

Selected candidates will undergo a technical interview on 4th July 2022. These interviews will probe candidates' technical ability to undertake the role as well as their wider strategic understanding.

Based on the above interviews, a full report will be prepared which will sort candidates into three categories: Recommended, For Further Consideration and Not Recommended. This report will be shared with Personnel Board for consideration and decision to take place at a shortlist meeting on 12th July 2022.

Following approval, shortlisted candidates will be invited to an assessment centre on 18th July 2022.

The assessment centre will comprise of:-

- A panel interview with CLT
- Written exercise
- Interactive exercise
- Psychometric assessment

Full details of the assessment centre approach are contained within the enclosed report.

Following the assessment centre, a further report will be produced. Solace will share this report with Personnel Board ahead of final interviews on 27th July and Steve Guest will take the Board through it ahead of each candidate's interview.

Once final decisions are made, Solace will then notify all candidates of the outcomes accordingly.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe funding pressures, particularly in the face of the COVID-19 crisis. It is therefore imperative that Council resources are focused on the vulnerable and on its highest priorities.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	N/A	N/A	N/A
Next Financial Year (Year 2)	N/A	N/A	N/A
Following Financial Year (Year 3)	N/A	N/A	N/A

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

This role will network across the Extended Corporate Leadership Team (ECLT) which includes all Chief Officers in the organisation. ECLT has an important function to work collaboratively with one another and be cross cutting in its approach to ensure all implications for the workforce are highlighted and considered.

Public Sector Equality Duty

Due regard to the Public Sector Equality Duty has been taken in respect of the recruitment process with continual Human Resource support at all stages

Reasons for considering the report in Part 2
N/A

List of Background Papers
Solace Assessment Centre approach

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