

TITLE	Director of Place & Growth & Assistant Director of Housing Permanent Recruitment Process Proposal
FOR CONSIDERATION BY	Personnel Board – November 2022
WARD	None Specific
DIRECTOR	Susan Parsonage, Chief Executive

RECOMMENDATION

That Personnel Board:

- 1) Approves the proposed recruitment process for the appointment of a permanent Director of Place & Growth;
- 2) Approves the proposed recruitment process for the appointment of a permanent Assistant Director of Housing.

SUMMARY OF REPORT

Background

The Director of Place & Growth post has been covered by an interim appointment since May 2021, which was a necessary appointment given market conditions at that time and the need to ensure the successful delivery of an ambitious corporate agenda. This appointment has provided clarity and insight into shaping the future strategic direction for Place and Growth and it is now the appropriate time to secure a permanent appointment to this post.

Alongside this search, the permanent appointment of an Assistant Director for Housing must be secured. This post has been covered by an interim since August 2021. Again, this was necessary given market conditions at that time, but we would now like to prioritise permanent appointment.

Proposal

It is proposed to run both recruitment processes in parallel, seeking the support of a recruitment agency (Gatenby Sanderson) to facilitate the search & appointment process for the Director of Place & Growth whilst managing the Assistant Director for Housing process ourselves (advertising externally in appropriate forums).

Recruitment Process

It is proposed that the recruitment process outlined below will be followed for both the Director and Assistant Director appointments. A Recruitment Agency will lead & facilitate the search for the Director position, and Steve Moore with Human Resources will lead on the Assistant Director search.

Appointment of Recruitment Agency to Support Director of Place & Growth Recruitment

The procurement process was followed to appoint an appropriate recruitment agency to support our search for a permanent Director of Place & Growth. A tender specification document was drawn up and Recruitment Agencies invited to respond. Gatenby Sanderson was selected based on price and ability to meet the brief within the required timescales.

Person & Role Specification Briefing

A briefing call has been undertaken with Steve Moore (Interim Director for Place & Growth) to gather key person and role specification requirements.

Additional briefing calls will be undertaken with the Chief Executive and Lead Member for the Director search to develop an appropriate advertising campaign to maximise the potential of running a successful campaign and securing a strong pool of potential candidates.

Advertising Stage

The adverts will both be placed in the MJ, Jobs Go Public and on the Council website. In addition, the Director search will also be supported by a creative campaign, editorial interview, and microsite via the Recruitment Agency.

Initial Evaluation & Long Listing Stage

An initial evaluation to assess candidates written submissions against the person specification and agreed competencies will be undertaken by Gatenby Sanderson for the Director search and by Steve Moore & HR for the Assistant Director search.

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 designated CLT Officers to agree which candidates to take forward.

Technical Interview Stage

Selected candidates will undergo a technical interview with Steve Moore. These interviews will probe candidates' technical ability to undertake the role as well as their wider strategic understanding.

Short Listing Stage

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.

It is proposed that a shortlist meeting takes place with Personnel Board w/c 30th January to decide which candidates to take forward.

Final Assessment Stage

Following approval, shortlisted candidates will be invited to an assessment centre (proposed w/c 6th Feb) and then through to interview, which will include:

- A panel interview with CLT
- Meeting/interview with key stakeholders
- Interview with Personnel Board

Appointment Stage

Once final decisions are made, all candidates whether successful or otherwise will be notified with the appropriate feedback.

Timescales

Director of Place & Growth

<ul style="list-style-type: none"> • GS briefings organised with the Leader/Cabinet Portfolio holder and CEO • Agree creative advertising (to be agreed earlier if possible) • Leader and CEO to meet with the MJ for editorial interview 	w/c 24 th October 2022 to 11 th November
Final sign off: Advert, interview with MJ, microsite, all GS briefings completed.	w/c 14 th November 2022
Go live: Search and advertising	w/c 14 th November 2022
Closing date	w/c 19 th December 2022
Sift report complete and shared with WBC	w/c 2 nd January 2022
Longlist meeting	w/c 9 th January 2022
Preliminary interviews by GS (Technical Interview with Steve Moore)	w/c Monday 16 th January 2022
Shortlist Meeting with Personnel Board	w/c Monday 30 th January 2022
Panel interview with CLT, meeting/interview with key stakeholders and interview with Personnel Board	w/c Monday 13 th February 2022

Assistant Director for Housing:

<ul style="list-style-type: none"> Briefing with Director of Place & Growth and review of role & person specification Final Advert sign off, MJ contacted & PO raised 	w/c 24 th October 2022
Final sign off: Advert, interview with MJ, microsite, all GS briefings completed.	w/c 14 th November 2022
Go live: Search and advertising	w/c 14 th November 2022
Closing date	w/c 15 th December 2022
Sift report complete	w/c 12 th December 2022
Longlist meeting	w/c 19 th December 2022
Technical Interview with Steve Moore	w/c 2 nd January 2023
Shortlist Meeting with Personnel Board	w/c 16 th January 2023
Panel interview with CLT, meeting/interview with key stakeholders and interview with Personnel Board.	w/c 30 th January 2023

Benefits

Whilst there has been a legitimate reason to engage interim support for both these roles, it is timely that the benefit that a permanent appointment to these leadership roles will bring in terms of cost reduction as well as supporting the future strategic direction and delivery of both our short- and longer-term corporate objectives is recognised.

Personnel Board will be engaged in our search to identify the most appropriate candidates for the roles and thank the Board in advance for their time and commitment to this recruitment process.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1) <i>Ongoing annually</i>	£12,500 (one off payment)	Yes	
Next Financial Year (Year 2)	£0	£0	

Following Financial Year (Year 3)	£0	£0	
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Other financial information relevant to the Recommendation/Decision

Cross-Council Implications

<p>These leadership roles will network across the Corporate Leadership Team (CLT) and Extended Leadership Team (ECLT) which includes all Chief Officers in the organisation. Both Leadership Teams have 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.</p>
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Reasons for considering the report in Part 2

List of Background Papers

N/A

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