

PRINCIPAL OFFICER APPOINTMENT PROCEDURE

Management Framework surrounding appointments

- 1.1 In approaching any appointments process it will be necessary to ensure that the Authority's Human Resources Policies are observed. This will allow any legislative requirements to be met and will ensure compliance with such issues as fairness and equality of opportunity.

Approval to proceed to fill the post

- 1.2 The first stage in the appointments process is to ensure that there is approval to filling the post as it exists or using the opportunity to re-structure or re-configure the post. In seeking approval, confirmation of the job description, person specification and remuneration package will also be considered, together with a draft timetable and detailed arrangements for the selection process. It is proposed that the decision to approve the filling of a post will rest with the Senior Officer Appointment and Conditions Committee.

Advertising

- 1.3 All posts will be advertised internally and externally in accordance with the Human Resources Policy.

Shortlisting

- 1.4 Following receipt of applications, a shortlist will be drawn up by the Director of Human Resources and/or an appropriate technical advisor consulting in respect of each post as follows:
- i) **Chief Executive & Chief Fire Officer post** - the Senior Officer Appointment and Conditions Committee
 - ii) **Deputy Chief Fire Officer post** - the Senior Officer Appointment and Conditions Committee assisted by the Chief Executive & Chief Fire Officer
 - iii) **Director posts** - the Chairman of the Committee assisted by the Chief Executive & Chief Fire Officer

Selection process

- 1.5 **Testing** - In considering the candidates, it is proposed that an assessment centre selection process is adopted at the first stage followed by a Member panel as a second stage. The assessment centre would include use of various tests such as psychometric tests, personality questionnaires, case studies, presentations and interviews. It will also include an assessment of the appropriate technical skills (Operational Command/Finance/Human Resources). This will ensure evidence is gathered across all the

competencies in the person specification. The evidence will then be presented to the Members panel outlining strengths and concerns. The Member panel will then seek further evidence and test objective data in terms of predicting the candidates' job performance.

Interviews - Selection panels will be constituted by all Members of the Senior Officer Appointment and Conditions Committee, Chief Executive & Chief Fire Officer and the Director of Human Resources. In addition the Chairman may call upon a suitably qualified technical advisor.