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**Meeting:** Appointments Sub-Committee  
**Date:** 29 July 2013  
**Subject:** Appointment of Director of Regeneration and Business Support  
**Report of:** Cllr James Jamieson, Leader of the Council  
**Summary:** The report proposes a job description and person specification to be used in the recruitment of the Director of Regeneration and Business Support. Also a timetable for the process of recruitment and selection.

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**Advising Officer:** Louise Manley, HR Business Partner  
**Contact Officer:** Louise Manley, HR Business Partner  
**Public/Exempt:** Public  
**Wards Affected:** All  
**Function of:** General Purposes Committee

## **CORPORATE IMPLICATIONS**

### **Council Priorities:**

The appointment to this post will support all council priorities.

### **Financial:**

1. Appointment to this post is budgeted for in the Council's Medium Term Financial Plan.

### **Legal:**

2. The appointment will be carried out according to the Council's constitution and will not breach any relevant legislation.

### **Risk Management:**

3. No risks identified.

### **Staffing (including Trades Unions):**

4. Not Applicable.

### **Equalities/Human Rights:**

5. This post will be responsible for the legal implementation of equalities and human rights policies.

### **Public Health**

6. Not applicable

### **Community Safety:**

7. Not Applicable.

**Sustainability:**

8. Not Applicable.

**Procurement:**

9. A recruitment partner is being appointed through a competitive process in line with the Council's procurement rules

**RECOMMENDATIONS:****The Sub-Committee is asked to:**

1. **Endorse the attached job description and person specification**
2. **Note the proposed timetable for the recruitment and selection process**

**Job Description and Person Specification**

10. A draft job description and person specification for the post is attached at Appendix A. The Sub-Committee is asked to ratify the job description and person specification for use in the recruitment process.

**Recruitment Timetable**

11. In consultation with various stakeholders and taking account of other diarised meetings, it is proposed that the recruitment timetable will be as follows:

Dates	What	Comments
02/09	Advert appears	
01/10 – 7/10	Closing date for applications	
<b>8/10</b>	<b>Appointments Sub-Committee long listing</b>	CIlr Hollick unavailable
9/10 – 17/10	Long listed candidates are interviewed and tested, and meet (informally) the Leader and Chief Executive	
<b>18/10 – 25/10</b>	<b>Appointments Sub-Committee short listing</b>	
<b>28/10</b>	<b>Appointments Sub-Committee interviews and agrees successful candidate</b>	
29/10 – 30/10	Executive notification process	Will proceed to offer if there are no well founded objections
31/10 – 1/11	Offer of appointment made	

**Appendices:**

Appendix A – Draft job description and person specification

**Background Papers:** (open to public inspection)

None