

## RECRUITMENT FOR THE POST OF DIRECTOR

**Summary:** To provide an update on the arrangements being made for the recruitment of the post of Director.

**Recommendation:** To endorse the work to date and the proposed actions and timeline for the recruitment of a new Director.

**Office Ref:** Martin Lane, Director

### General Update

1. The Chairman, Vice-Chairman and Director have commenced the process for recruiting a new Director for the Conservation Board.
2. The work to date, future arrangements and provisional recruitment timetable are as follows:

**Review / revise role description:** Role description reviewed and updated Publica (Board's personnel advisers) have been asked to appraise revised description and advise on grading of post and associated salary.

**Advertising of position:** To advertise the post nationally, campaign to be agreed with personnel advisers.

**Interview panel:** Arrangements are being made for a panel comprising Liz Eyre, Chairman, (Local Authority appointee), Brendan McCarthy, Vice-Chairman (Secretary of State appointee), John Matthews, (Parish appointee), Dan Szor, (Secretary of State appointee), Mark MacKenzie-Charrington, (Local Authority appointee).

The panel offers: a range of local authority, parish and secretary of state appointees to the Board; a variety of professional backgrounds and experience and; a reasonable geographic spread across the AONB.

**Personnel adviser support:** Publica, Odgers Berndtson, Brewer Partners, Hanover Fox and Tarver Melrose have been invited to submit their cost estimates, skills and experience for supporting the interview panel.

**Outline for the interview process:** a 2 day process; interview panel supported by personnel consultants.

In advance of interviews: Potential psychometric tests, overseen via personnel consultants.

Day 1:

Northleach, Conservation Board offices and AONB

- Introduction to Board's offices, senior Board members and staff team
- Results of psychometric tests provided to interview panel
- Tour of Board sites and initiatives
- Lunch and / or evening meal with a selection of Board members and partner organisations

Day 2:

Suitable hotel with meeting room (Stow on the Wold, Bourton on the Water or Cirencester)

- Presentation task as part of interview
- Formal interviews x6

**Provisional recruitment timetable:**

W/c 6<sup>th</sup> May: Advise Defra and full Board of recruitment process and associated timetable

8<sup>th</sup> May: Advertise post for circa 4 weeks

28<sup>th</sup> May: Executive Committee advised on progress

10<sup>th</sup> June: Closing date for applications

11 - 17<sup>th</sup> June: Long listing by personnel consultants

21<sup>st</sup> June: Shortlisting by interview panel in discussion with personnel consultants

24<sup>th</sup> June: Invites to interviews issued

24<sup>th</sup> June: Psychometric tests issued

1<sup>st</sup> July: Deadline for completion and submission of psychometric tests

10<sup>th</sup> & 11<sup>th</sup> July: Interviews

15<sup>th</sup> July: Provisional offer of position made / agreed

17<sup>th</sup> July: Defra advised of preferred candidate and invited to agree appointment

17<sup>th</sup> July: Board advised of interview process, provisional offer of appointment and Board invited to endorse offer of appointment

24<sup>th</sup> July: Appointment confirmed and start date agreed.

Late September / October: start date

**Supporting Paper(s):**

**None.**