

## Argyll and Bute Council

### Appointment of Head of Commercial Services and Head of Legal and regulatory Services

#### Recruitment Process Briefing Note

##### Introduction

Argyll and Bute Council is in the process of appointing to the posts of Head of Commercial Services and Head of Legal and Regulatory Services. These posts are part of the Chief Executive's revised corporate management structure. The job descriptions for these posts are attached below.

##### Recruitment Process

The posts will be recruited through an agreed process that includes a number of assessment elements over 2 days:

- **Competency based Assessment Centre** delivered by SOLACE. This will include online psychometric profiling to assess behaviours such as leadership judgement, a scored, competency based interview, a scenario briefing exercise, a written exercise and a group exercise. This will be concluded on 6<sup>th</sup> June 2019.
- **Panel Interview.** The panel comprises 7 elected members from the administration and opposition. The Chief Executive and Executive Director of Customer Services will attend as professional advisers to the panel. SOLACE and Council HR will attend to support the process. This panel will assess candidates in a formal interview situation on 7<sup>th</sup> June 2019.

Panel members will each assess each candidate at interview, scoring individually on their performance in the candidate's presentation and answers to the panel's questions.

SOLACE will assess the candidates against each assessment centre element. Following completion of the panel's scoring, SOLACE will then advise the panel of the Assessment Centre results. The Panel will then deliberate on both their own scoring and the assessment centre findings to decide on an appointment. This process will ensure that the successful candidate has met the required threshold to perform at the level required of this important leadership post.

The HR representative will collate all scores and feed back to candidates.

Jane Fowler  
Head of Improvement and HR  
Argyll and Bute Council