



Appendix 1

CHIEF OFFICER

ANGUS HEALTH AND SOCIAL CARE PARTNERSHIP (IJB)

RECRUITMENT PROCESS

Introduction

The purpose of this paper is to outline the proposed appointment process for the post of Chief Officer, Angus, Health & Social Care Partnership (IJB).

Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2015 provides that it is for the IJB to appoint, as a member of staff, its Chief Officer. This appointment will be supported by HR Leads from Angus Council and NHS Tayside. Both partner organisations have their own employment policies and procedures which must be considered in any recruitment and selection process.

Lead employer

It is proposed that a lead employer for the recruitment process is identified.

Assessment tools and provider

For senior executive positions, both Angus Council and NHS Tayside have similar appointment processes which utilise a range of selection methods including panel interviews, presentations, psychometric testing, role play and references. It is recommended that Salomon, who routinely support senior NHS appointments, be commissioned to run the assessment centre for the post and that responsibility for developing proposals for this is delegated to the HR Leads of both organisations.

Recruitment Media

The post is a permanent appointment. Given the seniority of the post this type of vacancy will be advertised externally at the same time as it is advertised internally within the partner organisations. It is proposed that the vacancy will be advertised through MyJobScotland, the national recruitment portal for councils which also feeds to other sites including S1 jobs, and through the NHS system, with the application process through the NHS recruitment system. A microsite will be set up to promote the vacancy and the vacancy will also be promoted using social media – Facebook, Twitter and LinkedIn.

A draft advertisement is attached for consideration.

Applicants will be required to complete an online application which will ensure consistency in the type of information available to the Appointment Committee when deciding who to invite to take part in the appointment process. The process will be administered by the HR team within NHS Tayside.

Membership of Appointment Committee

The IJB should establish an Appointment Committee with three Elected Members from Angus Council and three Non-Executive Board Members from NHS Tayside, all of whom must be members of the Angus Integration Joint Board. The other members of the Appointment Committee will be the Chief Executives of Angus Council and NHS Tayside.

The Appointment Committee will have an HR Adviser from each of the partner employers.

Employment Terms & Conditions

The successful candidate will be employed by either Angus Council on local authority terms and conditions or by NHS Tayside on NHS terms and conditions, depending on their choice. It should be noted that as the salary and terms and conditions package differs in each organisation, the candidate cannot select terms from each employer; the appointment will be offered on the basis of the whole package of terms and conditions from one employer.

Apportionment of Recruitment & Assessment costs

It is proposed that the recruitment and assessment costs will be shared equally between Angus Council and NHS Tayside.

Next steps

Once agreement has been reached in relation to the high level principles of the recruitment process outlined above the post will be advertised. It is intended to advertise on (date to be agreed) for 2 weeks with a closing date of (date to be agreed). Thereafter the Appointment Committee will be required to meet to consider the applications and the assessment process will begin in (date of be agreed). It is intended that interviews will take place on (date to be agreed).

It is proposed that the finer detail regarding the assessment and selection process be delegated to the HR Leads of both organisations.

Sharon Faulkner
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