

Meeting of:	<b>Senior Management Appointment Committee</b>
Date of Meeting:	<b>Tuesday, 07 May 2019</b>
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Recruitment and Selection Arrangements for the Head of Policy and Business Transformation
Purpose of Report:	To provide an update on the recruitment and selection arrangements for the post of Head of Policy and Business Transformation and to ask the Committee to confirm a short-list of candidates for progression to final interview with Members of this Committee.
Report Owner:	R Thomas, Managing Director - Tel 01446 709202
Responsible Officer:	R Thomas, Managing Director - Tel 01446 709202
Elected Member and Officer Consultation:	<p>CLr John Thomas, Leader of the Council</p> <p>A Unsworth, Operational Manager HR Business Partnership - Tel 01446 709359</p>
Policy Framework:	The final decision of the Senior Management Appointments Committee will be referred for information to Council.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>This report provides the Committee with an outcome of the recruitment arrangements and long-listing process conducted by the Managing Director for the position of Head of Policy and Business Transformation. Following a preliminary assessment process, the Managing Director will verbally feedback the outcome to the Committee with recommendations for a final short-list of candidates.</li> <li>Committee will be asked to short-list candidate (s) to be invited to final interview on 11th March 2019</li> </ul>	

## **Recommendations**

1. To note the information presented and as outlined within the report and confirm a short list of candidates for interview by the Committee.

## **Reasons for Recommendations**

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.

### **1. Background**

- 1.1 The Senior Management Appointment Committee met on 25th March 2019 and approved the arrangements to fill the new position of Head of Policy and Business Transformation within the MD and Resources Directorate.
- 1.2 Members will recall that this position was identified as an important appointment in relation to the Council's continued engagement programme and the right appointment is required to lead in the transformation of the Council's culture with Senior Management in order to meet objectives.
- 1.3 For the information and consideration of Members a copy of the agreed Job Description and Person Specification in respect of the post of Head of Policy and Business Transformation are attached at Appendix A and Appendix B of this report.

### **2. Key Issues for Consideration**

- 2.1 In accordance with the prior approval of the Committee the post of Head of Policy and Business Transformation was advertised internally within the Council with a closing date from 2nd April 2019 to 16th April 2019.
- 2.2 This internal advert attracted two applications. As agreed with the Committee, longlisting was undertaken by the Managing Director.
- 2.3 Two applications met the requirements of the agreed Person Specification to form the long-list.
- 2.4 Accordingly, two applicants proceeded to a preliminary assessment process which took place on Friday 3rd May 2019. This process involved a technical interview with a Senior Management panel.
- 2.5 A copy of the application forms in respect of the two longlisted candidates will be circulated to Members under separate cover prior to this meeting which Members will be invited to discuss the application forms and preliminary assessment of each candidate at the meeting under the "Part II" provisions of Access to Information legislation.
- 2.6 It is proposed that at this meeting of the Committee, Members receive verbal feedback on the outcome of the preliminary assessment process from the Managing Director together with recommendations for a final short-list of candidates to be interviewed by this Committee.
- 2.7 Members are asked to agree a shortlist of candidate (s) for final interview.

- 2.8 At the final interview stage, it is suggested that Members of this Committee receive a verbal presentation and interview the short listed applicant (s) and that Members then determine if any candidate is suitable for appointment to the post.
- 2.9 A list of the suggested questions and presentation topic will be circulated at this meeting of the Committee for consideration and determination by Members.
- 2.10 Members are requested to bring the shortlisted application form (s) to the meeting of this Committee to assist the selection process. Interviews will be conducted under "Part II" provisions of Access to Information legislation.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1 This appointment will be a permanent appointment and should provide the Council with a long-term resolution in relation to the Council's continued engagement programme.
- 3.2 This role will continue to look at how the Council's Reshaping services agenda is delivered alongside other key areas e.g. Welsh Language Standards.
- 3.3 This appointment is important for any future collaboration projects that occur within the Council and the right appointment is required to lead in the transformation of the Council's culture with Senior Management in order to meet objectives.

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1 Appointment to this position will be on terms and conditions as prescribed by the Joint Negotiating Committee for Chief Officers of Local Authorities and on the current Head of Service salary range of between £70,180 and £77,978.

#### **Employment**

- 4.2 There are no employment issues.

#### **Legal (Including Equalities)**

- 4.3 This recruitment process is compliant with Local Government, Employment and Equalities legislation.
- 4.4 Any recruitment process will be managed in accordance with the Council's equality proofed recruitment and selection policy and the provisions of the Local Authorities (Standing Orders) (Wales) Regulations 2014.

## **5. Background Papers**

Appendix A - Head of Policy and Business Transformation Job Description

Appendix B - Head of Policy and Business Transformation Person Specification



**THE VALE OF GLAMORGAN COUNCIL**

**JOB DESCRIPTION**

<b>DESIGNATION/POST TITLE</b>	:	Head of Policy and Business Transformation
<b>POST NUMBER</b>	:	Z-PD-AA001
<b>DEPARTMENT/DIRECTORATE</b>	:	Managing Director and Resources
<b>DIVISION/SECTION</b>	:	Policy and Business Transformation
<b>LOCATION</b>	:	Civic offices
<b>POST GRADE</b>	:	Head of Service
<b>RESPONSIBLE TO</b>	:	Managing Director
<b>RESPONSIBLE FOR</b>	:	All staff within the Policy and Business Transformation Service
<b>MAJOR PURPOSE OF POST</b>	:	Act as the Council's Head of Policy and Business Transformation.

**MAIN DUTIES AND RESPONSIBILITIES**

*The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.*

- Provide effective management of the Council's Policy and Business Transformation service.
- Oversee the strategic direction of the Council's Transformation change agenda, to ensure that services are delivered in a sustainable, cost effective and efficient manner.
- Work with the Managing Director in order to provide strong leadership and strategic direction for the Council including a culture of transformation and creativity.
- Manage services and work with others in order to achieve improved performance, and transformation and encourage creativity and innovation in service delivery.

- Manage services in line with the Council's performance management framework, ensuring effective planning and monitoring and providing accurate performance measurement as required.
- Work in partnership with other Council Services / external organisations to achieve common objectives in accordance with the Corporate Plan and the Council's approach to Business transformation.
- Develop and manage the implementation of the Policy and Business Transformation Service Plan, so as to ensure that agreed priorities and policy objectives are met.
- Deputise for the Managing Director as required.
- Deliver services that are effective, efficient and economic, that address the needs of the people and communities of the Vale of Glamorgan, that meet the challenges of the Welsh Government's and the Council's improvement agendas, and the Well-Being of Future Generations Act.
- Contribute to the effective strategic management of the Directorate and wider Council, as a member of the Corporate Management Team, and to promote and represent the work of the Council and our partner agencies.
- Place the customer at the heart of service delivery promoting a high standard of customer care and service delivery, and deal with complaints rapidly and fairly.
- Facilitate and participate in the introduction of policies, procedures and practice guided by themes of customer focus, integrity, continuous improvement, involvement and fairness.
- Plan, manage and control Service budgets, ensuring that services are provided cost effectively. Accountable to the Managing Director for ensuring that the budget is effectively controlled within the cash limits available.
- Remain aware of changes in the external environment, which will affect the service including national and local trends, legislation and policy change.
- Work closely with the Wales Audit Office and other inspection regimes to ensure that key learning remains a focus within the Council.
- Advise and inform elected members and prepare strategic plans/ reports and ensure that all plans and reports arising from the department are written to a high standard, ensuring that corporate requirements are met.
- Facilitate effective communication, within the division and with other services and organisations, consulting stakeholders and Trade Unions.
- Attend and contribute to meetings of the Cabinet, Scrutiny, and other Council meetings as appropriate.

- Implement and comply with all corporate plans and strategies, including the Human Resources Strategy, Communications Strategy and Medium Term Financial Plan.
- Develop, lead and manage the Council's function in relation to Performance and Development and achieve the appropriate agreed quality standards for the division.
- Oversee the development and maintenance of management information systems as required to deliver the Service Plan.
- Maximise income and external funding opportunities in line with Council policy.
- Provide leadership and professional supervision/support to Operational Managers and other relevant staff in line with Council policy and regularly review and address their performance, training and development needs to achieve Directorate and Council priorities and aims.
- Develop and maintain operational procedures to assist and guide staff to meet both statutory and Council policy requirements.
- Oversee the management of sickness absence within the Service.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**SIGNED:**  
**(Director/Chief Officer)**

**DATED:**

**SIGNED:**  
**(Postholder)**

**DATED:**

## Person Specification

Post No	Z-PD-AA001	Designation:	Head of Policy and Business Transformation	Department:	Managing Director and Resources
Section:	Policy and Business Transformation	Completed By:	Rob Thomas, Managing Director	Date:	11 <sup>th</sup> March 2019

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>Substantial strategic management experience</li> <li>Experience of achieving outcomes through partnership working</li> <li>Experience of developing &amp; delivering strategies to meet business objectives and monitor provisions</li> <li>Successful implementation of performance management in large scale projects</li> <li>Experience in policy development</li> <li>Experience of successfully managing large &amp; complex cultural and organisational change whilst working across departmental boundaries with a range of service providers</li> <li>Procurement expertise with experience of analysing costs and benefits</li> </ul>		Application form Interview



		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
2.	<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge &amp; understanding of the change management process</li> <li>• Knowledge of modernisation and improvement issues</li> <li>• Good understanding of the application of IT and digital ways of working</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Equality Issues</li> <li>• Knowledge of Welsh Language Standards</li> </ul>	Application Form Interview
3.	<b>Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to analyse complex issues and present imaginative and practical solutions</li> <li>• Ability to develop, communicate and manage solutions</li> <li>• Excellent Communication skills</li> <li>• Ability to identify and communicate a vision</li> <li>• Customer consultation skills</li> <li>• Strategic and project management ability</li> <li>• Ability to empower and inspire staff and lead staff</li> <li>• Sensitive and adept at developing effective working relationships with Members and officers</li> <li>• Ability to use management information effectively</li> <li>• Ability to influence and work with others to achieve goals</li> <li>• Financial skills</li> <li>• Ability to achieve outcomes for customers</li> </ul>		Application Form Interview
4.	<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Management Qualification or equivalent</li> </ul>	Application form and verification of examination certificates
5.	<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>• Energy &amp; expertise to challenge the status quo</li> <li>• Customer focused approach to service delivery and improvement</li> <li>• Committed to partnership working</li> </ul>		Application form Interview
6.	<b>Other (please specify)</b>	<ul style="list-style-type: none"> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak / learn welsh</li> </ul>	