

Terms of Reference

Consultant to Assist with Appointment of Chief Executive

1. The consultant shall work with the Council on terms to be agreed by the Chief Executive recruitment sub-committee. The liaison officer will be the Corporate Policy Manager.
2. The Consultant shall:
 1. Recommend and, once approved, carry out appropriate advertising and other means of candidate identification.
 2. Identify, in association with the sub-committee, the competencies required of the post holder.
 3. Propose an appropriate form of contract for the role, including performance management elements.
 4. Propose and, once approved, carry out a process for short listing candidates and report on each to the sub-committee.
 5. Facilitate any further interviewing by the sub-committee and/or Council.
 6. Recommend and, once approved, carry out any psychological or similar tests of two/three preferred candidates.
 7. Undertake reference checking and provide appropriate guarantees to Council.
 8. Contribute to establishing the appropriate package to be offered to the preferred candidate, as required by the sub-committee.
 9. Undertake the administrative work in support of the above (e.g. acknowledging applications).