

EXECUTIVE RECRUITMENT

Requirements for response



The London Borough of Barnet is seeking an executive recruitment partner to provide support and expertise in filling senior roles within the organisation. Following a senior management restructure, and with some current vacancies, the Council is looking to appoint suitable candidates for a start date as close to 1st April 2015 as possible.

ROLES AVAILABLE

The Council are seeking to recruit to two statutory roles that require Member (councillor) involvement in the decision-making process. These are:

- Commissioning Director - Children & Young People – this role is the statutory Director for Children’s Services (£124k - £134k)
- Assurance Director – this role is the statutory Monitoring Officer (£103k - £113k)

In addition, a number of other senior roles are currently vacant and may form part of the overall package of services to be provided:

- Assistant Director for Children’s Social Care (£89k - £99k)
- Commissioning Director -Environment and Streetscene (£103k - £113k)
- Head of Communications and Marketing (£circa £75k)
- Adults and Communities Director (£103-£113k)

SERVICES REQUIRED

The Council requires organisations who are experienced in recruiting to senior roles and can demonstrate their success in attracting and placing high-quality candidates in these roles. The services required are:

- Executive recruitment: experience in attracting and approaching suitable candidates, candidate management and with an extensive network of contacts ‘ready to go’ who may be considered for these roles.
- Pre-assessment: initial sift and technical interview to grade candidates for consideration from Long List (all applicants) to a recommended short-list.
- Assessment centre: to design and deliver assessment centres based on senior management competencies (these will be provided), experience and organisational fit. The approach for each role may be slightly different depending on more detailed client requirements, although it is anticipated that management and leadership psychometrics (no preference), stakeholder interviews, group exercise and final interview will be required.
- For those roles requiring Councillor decisions, additional support for a Committee of the Council will be required.
- Pre-employment checks, including references will be required.

- A microsite and advertising will be required. We would welcome proposals to use these, and other techniques (social media, articles etc) as part of your proposals, although we may use our third party media supplier.
- Meetings with senior stakeholders as reasonably required, on site in Barnet including Council Leader, Chief Executive, Strategic Director for Commissioning, director of Human Resources, Chief operating Officer.

EXPERIENCE

Organisations are expected to demonstrate where they have had previous, successful experience of placing candidates in the types of roles above. This should also include a statement of the approach to attracting and managing potential candidates.

We would welcome in your method statement your views about how we can manage the reputation of Barnet in the market to best place these roles to the right audience and target our campaign effectively.

Within your method statement, your approach to understanding the brief and designing a campaign is required.

Experience of working with councillors and Board-level is a requirement of these assignments.

We would welcome submissions for specific roles as well as all the roles.

PROCUREMENT CRITERIA

The following criteria will be used (in order of weighting)

AREA	REQUIREMENT
Experience	<ul style="list-style-type: none"> • Demonstrate your experience in successfully attracting and placing candidates in to these type of roles, including the longer-term success of the candidates in the organisations. • Experience of working with Councillors and board-level leaders. • Experience of candidate attraction and management, including how your networks of potential candidates are maintained.
Price	Price per role Day rates for assessment centres (including stated resources) for an indicative assessment for 6 candidates per role to include: <ul style="list-style-type: none"> • 1 x leadership/ management psychometric • 1 x group exercise • 1x management competency assessment exercise
Attraction	Your approach to attraction, including indicative costs for: <ul style="list-style-type: none"> • Microsite (including outline of required content) • Print advertising • Social media awareness • Other attraction methods • Evaluation of attraction method success.
Discount	Any discounts applied for the allocation of all the roles above to a single supplier Any discounts applied resulting from a non-appointment of candidate

OUTLINE TIMETABLE (indicative)

Week Commencing	Activity	Responsibility
27 October	Brief and proposals returned from potential suppliers	Procurement
3 November	Remuneration Committee papers dispatched Agree role profiles Agree recruitment approach Appoint suppliers from shortlist	Human Resources
10 November	Remuneration Committee sits	Governance
17 November	Final brief confirmed to successful supplier Design of advertising, microsite and materials	Human Resources
24 November	Search starts	Supplier
1 December	Microsite, advertising, campaign goes live	Supplier
8 December		
15 December		
22 December	Close for applications	Supplier
5 January	Long list to short list	Supplier
12 January	Assessment Week	Supplier
19 January	Remuneration Committee (Appointments) Interviews	Human Resources
26 January	Final job offers confirmed	Human Resources

ATTACHMENTS

Draft role profiles (all roles)

Structure chart of the Council