

Guildford and Waverley Borough Council: Selection Process for Heads of Service into the Joint Management Team (Updated August 2022)

Date	Details	Comments
By 5pm on 19 August 2022	Candidates express an interest in up to three different roles.	Only one expression of interest (max 500 words outlining interest and suitability + CV) is needed for up to three roles. Roles may be preferred. EOIs are sent to the JCX copied into the Lead Specialist HR and HR Manager.
By 5pm on 19 August 2022	Candidate includes in expression of interest the Leadership Exercise	The topic for the Leadership Exercise and the Presentation topic has been shared with all in scope Heads of Service
W/C 22 August 2022	Interviews with candidates Presentation Structured questions	Presentation (10 minutes) Follow up questions (10 minutes) Interview questions (60 minutes) Questions from candidate/AOB (10 minutes) Panel will be: Head of Paid Service, Director, Portfolio Holder (HR Notetaker)
W/C 22 August 2022	S151 Officer post also has professional discussion with panel	Feedback from panel is sent to the JAC who interview for statutory posts.
By 16 September	Outcomes communicated	
1 October 2022	New JMT are in post	
29 October 2022	4-week statutory trial period ends	