

**Selection process for the role of
Executive Head Legal and Democratic Services**

The role of Executive Head Legal and Democratic Services has been recruited to in conjunction with Penna PLC's Executive Search Team. Penna PLC are recognised as the leading recruiter in local government.

Penna PLC have previously assisted Guildford Borough Council with Executive Recruitment and two of the current three Strategic Directors were originally recruited into their previous Director roles at Guildford with the assistance of Penna PLC.

Step	Process
1	Creation of a Candidate Pack by Penna and HR comprising of the role profile, information about working at Waverley/Guildford and a Welcome letter from Ian Doyle.
2	Advertising comprising of a quarter page advert in the MJ, listing in local government jobs and a premium listing in Public Law Jobs.
3	Follow up initial calls with interested candidates by Penna and arranging of initial one to one calls with Ian Doyle.
4	Formal applications submitted and a longlisting pack provided by Penna for discussion with Ian Doyle and HR with a summary of candidate skills and recommendations following discussions/calls on whether they would be recommended for the next stage.
5	One to One calls held with Ian Doyle and each of the longlisted candidates.
6	Technical Assessments/Interviews held with each of the Candidates by Penna Account Director and Experienced Local Authority Legal Professional to assess technical competence.
7	Provision of short candidate videos on motivations for applying for the roles.
8	Shortlisting meeting with Ian Doyle, HR and Penna assessing the feedback from the one to ones, videos and technical assessments to form the shortlist.
9	Completion of Psychometric Assessments, Wave and Hogan by all the shortlisted candidates and reports provided by Penna for the final interview pack.
10	Final JAC Panel with stakeholders to interview the shortlisted candidates with a series of questions based around areas identified through the psychometric assessment and areas required by all of the Executive Heads of Service in the recent recruitment campaign.
11	Selection and offer to the successful candidate.