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AGENDA

Committee APPOINTMENTS COMMITTEE - DIRECTOR EDUCATION & LIFELONG LEARNING

Date and Time of Meeting MONDAY, 18 NOVEMBER 2019, 10.00 AM

Venue LEADERS CONFERENCE ROOM - LEVEL 5, COUNTY HALL, ATLANTIC WHARF, CARDIFF

Membership Councillor Thomas (Chairperson)
Councillors Boyle, Bridgeman, Merry, Huw Thomas and Williams

1 Apologies (if any)

2 Declarations of interest

To receive any declarations of interest in accordance with the Members Code of Conduct.

3 Terms of Reference

To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and any other relevant Council policies and procedures.

4 Minutes (Pages 3 - 4)

To approve the minutes of the long-listing Committee held on 21 October 2019.

5 Exclusion of the Public

Information included in the following item is not for publication by virtue of paragraphs 12 and 13 of Part 4 of Schedule 12A of the Local Government Act 1972.

6 Appointment of Director, Education and Lifelong Learning (Pages 5 - 118)

To consider the shortlisting of candidates for the post of Director, Education and Lifelong Learning following the assessment centre

By receiving this Agenda Pack electronically you have saved the Authority approx. £** in printing costs

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

7 Dismissal (if required)

To consider any consequential dismissal (if required)

8 Date of next meeting

The Committee is next due to meet on Tuesday 10 December 2019 at 09:30am.

Davina Fiore

Director Governance & Legal Services

Date: Tuesday, 12 November 2019

Contact: Kate Rees,

02920 872427, krees@cardiff.gov.uk

APPOINTMENTS COMMITTEE - DIRECTOR EDUCATION & LIFELONG LEARNING

21 OCTOBER 2019

Present: Councillor (Chairperson)
Councillors Boyle, Merry, Huw Thomas and Williams

1 : ELECTION OF CHAIRPERSON

Councillor Huw Thomas was appointed as Chairperson of the Committee.

2 : APOLOGIES (IF ANY)

Apologies received from Councillor Bridgeman.

3 : DECLARATIONS OF INTEREST

To receive any declarations of interest in accordance with the Members Code of Conduct.

4 : TERMS OF REFERENCE

The Terms of Reference were noted as follows:

“To discharge the functions of the authority in respect of the appointment and dismissal of Chief Officers and Deputy Chief Officers (as defined in the Local Authorities (Standing Orders) (Wales) Regulations 2006) and the statutory Head of Democratic Services, in accordance with the Employment Procedure Rules and other relevant Council policies and procedures”.

5 : EXCLUSION OF THE PUBLIC

RESOLVED: That the public be excluded during the discussion on the following item of business on the grounds that, if members of the public were present during the discussion, because of the nature of the business to be transacted there would be disclosure to them of the except information as defined in Part 4 of the Schedule 12A of the Local Government Act 1972 and as described below: -

Paragraph 12 – Information relating to an applicant to become an employee of the Authority; and

Paragraph 13 – Information which was likely to reveal the identity of an individual.

6 : APPOINTMENT OF DIRECTOR, EDUCATION AND LIFELONG LEARNING

The Appointment Committee was convened to consider the long-list of candidates for the appointment to the post of Director of Education & Lifelong Learning.

The Committee reviewed 23 applications received and considered how each of the candidates met the essential competencies from the Behavioural Competencies

Framework and Role Profile, and identified those candidates to be recommended to go forward for assessment.

RESOLVED: That Candidates 2, 3, 10, 12, 14, 20, 21 and 23 to be put forward for assessment to be held week commencing

7 : DISMISSAL (IF REQUIRED)

The item was not required.

8 : DATE OF NEXT MEETING - MONDAY 18 NOVEMBER 2019 AT 10AM IN
THE LEADER'S CONFERENCE ROOM

Cardiff Council Recruitment Pack

Director

Education and Lifelong Learning

This document is available in Welsh/
Mae'r ddogfen hon ar gael yn Gymraeg



Letter from the Leader



Dear Applicant

Thank you for your interest in this exciting and challenging role.

Cardiff has been reinvented over the past quarter of a century as an internationally recognised capital city. This success can be seen in the rapid growth of the city's population with Cardiff now one of the fastest growing and most highly skilled major British cities. It can also be evidenced by strong performance in a number of headline economic indicators with unemployment down, employment growth up and visitor numbers having doubled over the last decade.

However, the proceeds of Cardiff's growth over recent decades have not been felt by all of the city's residents. The gap between the most and least prosperous communities in Cardiff is substantial. Similarly, while Cardiff's population growth is a sign of strength for the city, unless it is well-planned and well managed it will put the city's physical and social infrastructures under real strain. This risk to the city's productivity, quality of life and standard of public services must be addressed.

Tackling inequality and managing growth sustainably is therefore at the heart of the Council's agenda. The administration also recognises that it must deliver for Cardiff during a period of unprecedented financial austerity for the Council, and its public service partners. Protecting the services that are most important to residents will mean challenging old ways of working and embracing change where we are convinced it will deliver better services for the people of Cardiff.

As an organisation we must move away from dealing with problems in isolation and begin to integrate frontline teams that are empowered to address the day-to-day issues we know need solving. In the same way, individual directorates can no longer operate as silos: the Council must act as one seamless team to drive improvement across the city.

More broadly, the Council must work across the public services to deliver lasting solutions to complex problems. Removing the barriers that prevent people from getting a job, delivering the best outcomes for learners in our schools, including those who are most vulnerable, and those that are moving on to further and higher education, or securing apprenticeships or gaining employment with one of the major employers in the city. All this needs to be delivered without boundaries and demands a relentless focus on service delivery and partnership working to secure the outcomes that we want to achieve.

A successful capital city is also a national, not just a regional, asset. We must be an outward-looking city, working with all our partners to make sure that Cardiff's success is shared with local people, regional partners and the country as a whole. Cardiff must be a capital city that works for Wales.

The Administration has therefore set out in its policy statement- '*Capital Ambition*'- a programme of action to create opportunity, manage growth and reform public services whilst ensuring that the benefits of success are felt by all residents.

We know that a great education will help everyone in Cardiff to achieve their full potential. The Administration will continue to invest in and improve our schools and to make sure that every child has the best possible start in life. Education is one of the surest routes out of poverty,



Letter from the Leader



and so we are doubling our efforts to make sure that no child is left behind. We are focused on closing the gap in attainment of pupils from low-income families, looked after children, pupils educated other than at school and pupils with English as an additional language.

As Cardiff grows over the next 20 years, we will ensure that we meet the demand for more places in both English and Welsh medium schools by providing more schools and doing all that we can to attract, retain and develop the best teaching talent. In doing so, we will open our schools up for more community use, strengthening the important role that every school plays at the heart of their community. Education doesn't end at the school gate.

If everyone in the city is to benefit from the jobs and opportunities being created in our growing economy, every school leaver must be able to move into further education, employment or training. We know too that education is one of the main drivers of economic success, and so we are committed to working with Cardiff's business community to make sure that the city's skills system for both children and adults meets the needs of business, now and in the future.

We invite you to take up the challenge with us.

A handwritten signature in black ink, reading 'Huw Thomas'.

Councillor Huw Thomas
Leader of the Council



Letter from the Chief Executive



Dear Applicant

Thank you for your interest in this exciting and challenging role.

Cardiff is the largest local authority in Wales and our schools are performing well across a wide range of key performance indicators. The collective commitment to educational improvement, articulated in the *Cardiff 2020* strategy, has had a significant impact for Cardiff's children and young people. However, there is still much to do to fulfil the aspiration for all young people in Cardiff to attend a great school and be provided with every opportunity to succeed.

The Cardiff Annual Performance Report published in January each year provides an analysis of the educational outcomes of all learners, identifies the key strengths and areas for further development across the Foundation Phase, Key Stages 2 to 5 and in relation to attendance, exclusions and transition to education, employment and training.

Cardiff Council's Cabinet have set out in the *Capital Ambition* programme a clear vision for the future development and improvement of the city. High quality education is at the heart of that vision, together with the development of the school estate across the city.

Cardiff has the largest school estate of any council in Wales, and the biggest projected spend under the Welsh Government Band B 21st Century Schools Programme. In addition to this the city is seeing significant new housing growth, which brings with it a sizeable programme of new school building, delivered under the planning consent agreements with developers. Taken together, the overall financial investment in the education estate over the next ten years will be approaching £0.5 billion.

The successful candidate will discharge the statutory duties and responsibilities of the Director of Education and have line management responsibility for two posts at Assistant Director level. The Assistant Director of Education is responsible for the full spectrum of education services to schools and has a critical role in the delivery of the Council's ambitions, for developing strong partnerships with school leaders and governors, and for ensuring high quality service provision to schools. The School Organisation Programme Director is responsible for ensuring that the programme as a whole, from inception through to delivery, is coherent and coordinated effectively across Council departments and with local stakeholders, including schools.

The successful candidate will ensure that educational improvement services provided by the regional consortium meet the requirements of the Council, and will build on the established partnerships with further and higher education, together with the business community and third sector organisations in the city.

The Director of Education and Lifelong Learning is also responsible for reporting personally on an annual basis to the Cabinet and Council on the achievements and improvement priorities of Education in Cardiff, and ensuring that effective performance management processes are in place across the directorate.

This is a highly visible role and the successful candidate will make a critical contribution to the delivery of the Council's ambitions, developing strong partnerships with school leaders and governors and ensuring high quality service provision to schools. The role calls for strong



Letter from the Chief Executive



professional leadership in education, strong people management skills, and the ability to communicate, negotiate and advocate with resilience and integrity.

Cardiff is one of the fastest growing cities in the UK and education is at the heart of the Cabinet's *Capital Ambition* plan for the future. Educational standards have improved significantly in recent years, and through strong partnership working education in Cardiff really is 'everybody's business'.

We have made good progress in addressing the priorities and ambitions set out four years ago in *Cardiff 2020*. We are now setting our sights on excellence in education up to 2030 in the capital city of Wales. These reflect the ambitious national programme of educational change and improvement and also the rapid growth of the City's population with fundamental changes to the City's economy over the next ten years. We are ambitious, but also realistic about what more needs to be done.

You will be joining a Council with high ambitions, in a role which offers real scope to make a lasting difference for the people of Cardiff.



Paul Orders
Chief Executive





Background

The Council and its partners outlined in 2016 a clear vision for education in the city in Cardiff 2020: a renewed vision for education and learning in Cardiff

“All children and young people in Cardiff attend a great school and develop the knowledge skills and characteristics that lead them to become personally successful, economically productive and actively engaged citizens.”

This vision sets out five key goals to deliver Cardiff’s aspiration:

- Excellent outcomes for all learners
- A high quality workforce
- 21st Century learning environments
- A self-improving school system
- Schools and Cardiff in partnership

The Council’s Capital Ambition strategy places education at the heart of the city’s future economic and social prosperity. In recent years there has been significant improvement in quality and standards in Cardiff schools, coupled with major investment in new school buildings under Band A of the 21st Century Schools Programme. This investment is set to increase under Band B, and as a result of developer contributions from new housing developments.

The collective commitment of a wide range of partners to educational improvement and to the future of our young people is now a distinctive strength of the city. Employers, further and higher education, the third sector, arts, sports and cultural organisations all play a role in making education ‘Everybody’s Business’.

One facet of this is Cardiff’s commitment to becoming a UNICEF Child Friendly City:

- with children and young people at its heart, where the voices, needs and rights of all children and young people are respected;
- where all children and young people, regardless of belief, ethnicity, background or wealth are
- safe, healthy, happy and able to share in the city’s success.

School Performance

Overall, Cardiff schools are performing well across a wide range of key performance indicators. The collective commitment to educational improvement, articulated in the Cardiff 2020 strategy, has had a significant impact for Cardiff’s children and young people. However, there is still much to do to fulfil the aspiration for all young people in Cardiff to attend a great school and be provided with every opportunity to succeed.

The Cardiff Annual Performance Report published in January each year provides an analysis of the educational outcomes of all learners, identifies the key strengths and areas for further development





across the Foundation Phase, Key Stages 2 to 5 and in relation to attendance, exclusions and transition to education, employment and training.

There is a close working arrangement with the Central South Consortium through the team of Challenge Advisers working in Cardiff Schools. The impact of the partnership approach to school improvement is evidenced by the improved profile of Cardiff schools in relation to outcomes of Estyn inspections, as well as school categorisation. The Central South Consortium annual business plan identifies the priorities across the five local authorities and actions that will be taken to address these issues. All Cardiff schools are involved in School Improvement Groups (SIGs) and other school-school partnerships, to further develop the aspiration to be a self-improving school system.

Cardiff schools have participated fully in the preparations for the delivery of the new Wales Curriculum, with a number of primary, secondary and special schools identified as Pioneer schools. Cardiff recently hosted a very successful Curriculum Convention, with schools and partners from the world of business, health, further and higher education and third sector partners. This event, hosted by young people, provided an opportunity to showcase recent practice in curriculum development and to initiate a wider 'civic conversation' about the future role and purpose of education in Wales.

Through the Cardiff Commitment, good progress continues to be made in engaging employers across the city to support young people into the world of work. Over 140 employers have made pledges to support this key aspect of the city's growth. The Council itself is also actively increasing the range of opportunities for young people, including a new round of apprenticeships, traineeships and ongoing work placements. The Youth Service has been actively engaged in reducing the number of young people who do not make a successful transition at the age of 16 into further education, employment or training.

There has been a significant investment in the development of the education estate. Cardiff has benefitted greatly from the "Band A" investment of the 21st Century Schools Programme, with circa £164 million to expand the number of both English and Welsh medium places. Band A has delivered two new High Schools: Eastern High in collaboration with Cardiff & Vale College and Cardiff West Community High School, as well as six new primary schools.

Under Band B Cardiff has secured an additional £284 million to expand and improve the condition and suitability of 5 secondary schools and special schools, together with the expansion in provision for young people with Additional Learning Needs in mainstream settings.

Furthermore, the Local Development Plan for Cardiff will generate significant educational benefits under section 106. This amounts to a total of ten two-form entry primary schools and a further two ten-form entry secondary schools. Whilst these are delivered under a different model, with primaries built by developers, the in-kind value of these additional assets will total approximately a further £150 million.

Scope of Role

The Education Directorate has recently been restructured to create four service areas:

- a) Achievement
- b) Inclusion





- c) Services to Schools
- d) School Organisation, Access and Planning

The Assistant Director and the Programme Director have overall operational responsibility for all services in the Achievement, Inclusion and Services to Schools areas, and School Organisation, through the direct reports of heads of service.

The Education budget totals £270,947m (net), included within which is the schools' delegated budgets, amounting to £241,344m. The Education Directorate employs approximately 520 FTE staff, funded via a combination of core revenue funding, grant funding and income generated via traded services, including a number traded directly with schools. Traded income alone is anticipated to be in the region of £16.6m in 2019/20.

Directorate budgets have been much reduced in recent years. The Director will ensure continuing service improvement so that the Council effectively delivers its role as the Local Authority, despite these financial constraints.

The Director is also responsible for the working arrangements with the Central South Consortium through the Assistant Director and the Head of Achievement. Working with colleagues in our Corporate Finance team, the Director will ensure the appropriate and efficient use of the schools' budget.

Service structure

a) Achievement

- school improvement;
- youth services;
- education welfare;
- looked after children;
- partnerships and performance;
- school admissions;
- governor coordination;
- Cardiff services;
- information management;
- business support;
- elected home education;
- Education other than at school
- minority ethnic achievement and other key groups;
- healthy schools.

b) Inclusion

- educational psychology
- communication & wellbeing specialist teaching (speech & language, literacy, numeracy, autism support, wellbeing,, behaviour support)
- Outreach services – sensory Impairment, early years, Disability





- SEN casework
- c) Services to Schools
 - music service
 - Storey Arms outdoor education centre
 - school catering
 - International links
 - traded services
- d) School Organisation, Access Planning
 - admissions policy
 - school organisation planning
 - commissioning of new build
 - consultation on school organisation proposals

Partnerships

A key responsibility for the Director is to develop and sustain partnership working, both within and beyond the Council. These partnerships include joint working with Children's services; the delivery of Family Support; working with the Health Authority; cross-directorate collaboration in delivering the school organisation programme; collaboration with employers through Cardiff Commitment; and strategic alliances with the FE and HE sectors.

The introduction of the ALNET reforms in Wales will present significant challenges, and opportunities. The Director, through the Assistant Director and the Head of Inclusion, will ensure effective collaboration with partners, especially health and Further Education, as well as with schools, in the implementation of these reforms.

This aspect of the role requires the ability to identify common priorities and to build alliances to achieve shared goals.

Political and stakeholder engagement

The Director will have extensive engagement with school leaders and chairs of governors, developing a culture of shared responsibility, promoting innovation and excellence within a framework of transparent accountability, within a self-improving system.

The Director can expect political engagement at the highest level, working closely with elected members from across the Local Authority, Welsh Government Assembly Ministers, and Members of Parliament.

The Director has a key role in realising the Council's commitment to creating a child friendly city where the voices, needs, priorities and rights of children are an integral part of public policies, programmes and decisions. In parallel, the Director will also ensure that the role of parents and carers in maintaining a culture of high expectations is articulated and recognised.



Background



The re-shaping of the city's ambitions for education, Cardiff 2030, will similarly require the Director to work across other Directorates, with elected members, and with others throughout the city.

Background documents

[Cardiff 2020](#)

[Cardiff Commitment](#)

Available from the Cardiff Council Website:

Capital Ambition

Cardiff Child Friendly City

Cardiff Schools Annual Performance Report- available from Children and Young People's Scrutiny Committee

Cardiff Council Cabinet: Developing the Education Estate, October 2017

Cardiff Council Cabinet: 21st Century Schools: Cardiff's Band B Priorities December 2017





CARDIFF COUNCIL

Director of Education and Lifelong Learning

Cardiff is one of the fastest growing cities in the UK and education is at the heart of our Capital Ambition plan for the future. Educational standards have improved significantly in recent years, and through strong partnership working education in Cardiff really is 'everybody's business'.

We are now setting our sights on education for 2030 in the capital city of Wales. We are ambitious, but also realistic about what more needs to be done.

You will discharge the statutory duties and responsibilities of the Director of Education and make a critical contribution to the delivery of the Council's ambitions, developing strong partnerships with school leaders and governors and ensuring high quality service provision to schools. You will be highly visible to school leaders and governors; partners in further and higher education; and the business community in Cardiff.

The role offers significant professional challenge, and real scope for making a difference.

Salary £127,357

Closing date 7th October 2019

If you wish to have an informal discussion about the post please contact Paul Orders, Chief Executive Tel (029) 20872401 and/or Nick Batchelar, Director of Education and Lifelong Learning Tel (029) 2087 2700.

This post is subject to Disclosure and Barring Service Enhanced checks.

This is a full-time, substantive post located in County Hall, but with commitments to travel across the city and the local region.

Cardiff welcomes applications in both English and Welsh. As a large public sector organisation, it is important to us that we support the economic wellbeing of our citizens and that our workforce better reflects the communities we serve. Therefore, although not a requirement for application, Cardiff welcomes and encourages applications from individuals from our local communities, including the BAME community and fluent Welsh speaker.

Recruitment and Selection Process

This appointment will be made by an elected member Appointments Committee of Cardiff Council.

The first stage for long listed candidates will be an Assessment Centre which will be held on **7/8th November 2019**.

The second stage for shortlisted candidates will be an interview with the Appointments committee on **10th December 2019**.





Role Title	Director, Education & Lifelong Learning
Ref	SSD1
Grade	Director Spot Salary
Primary Purpose of Role	To provide strategic analysis and robust advice to the Cabinet Member for Education and Lifelong Learning regarding best options and methods to deliver relevant aspects of the Council's priorities as set out in its Corporate Plan; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in educational attainment and successful engagement in lifelong learning in Cardiff and across the wider City Region.
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for education and lifelong learning • To provide high-quality advice and insight for the Cabinet Member for Education and Lifelong Learning regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's educational and lifelong learning services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's educational, lifelong learning and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the wider City Region • To accurately advise the Chief executive and Cabinet Member how and where to make efficiencies, cuts or investments in education and lifelong learning that will best serve the people of Cardiff and the wider City Region • To assess the strategic impact of shifting service demands in a diverse City with growing financial pressures and a commitment to the provision of improving standards of attainment, and to advise the Cabinet Member of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of education and lifelong learning services and ensuring that significantly improved outcomes in the lives of learners are secured • To promote and lead a culture that realises Cardiff's aspirations in all aspects of its education and lifelong learning • To scan the external context and to advise Cabinet Members on how to position the portfolio for emerging changes, challenges and opportunities



Role Profile



	<ul style="list-style-type: none"> To fulfil all of the statutory duties and responsibilities of the authority's Director of Education
Areas of Responsibility	<p>a) Achievement</p> <ul style="list-style-type: none"> school improvement; youth services; education welfare; looked after children; partnerships and performance; school admissions; governor coordination; Cardiff Commitment; information management; business support; elected home education; Education other than at school minority ethnic achievement and other key groups; healthy schools. <p>b) Inclusion</p> <ul style="list-style-type: none"> educational psychology communication & wellbeing specialist teaching (speech & language, literacy, numeracy, autism support, wellbeing,, behaviour support) Outreach services – sensory Impairment, early years, Disability SEN casework <p>c) Services to Schools</p> <ul style="list-style-type: none"> music service Storey Arms outdoor education centre school catering International links traded services <p>d) School Organisation, Access Planning</p> <ul style="list-style-type: none"> admissions policy school organisation planning commissioning of new build consultation on school organisation proposals
Types of Measures of Success	<ul style="list-style-type: none"> Continually improving outcomes in the lives of people in Cardiff and the wider City Region Achievement of Corporate Priorities for the education and lifelong learning portfolio Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings Satisfaction of the Cabinet Member with quality of advice offered in relation to key portfolio choices



Role Profile



When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council.

These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5





PRINCIPAL TERMS AND CONDITIONS OF SERVICE APPOINTMENT OF DIRECTOR, EDUCATION AND LIFELONG LEARNING

1. **CONTRACT**

This is a permanent appointment.

2. **CONDITIONS**

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities as adopted by the County Council from time to time, plus any other conditions or regulations determined by the Council from time to time in consultation with the recognised trade unions.

3. **SALARY**

The total spot salary for this post is **£127,357** per annum. National pay awards in accordance with the JNC for Chief Officers of Local Authorities will be applied.

4. **PERFORMANCE APPRAISAL**

There will be an annual process of performance appraisal linked to the setting and achievement of the responsibilities and accountabilities of the job; and identifying any continuing personal development needs to maintain a high level of performance. The process is separate from any scheme relating to either pay or performance related pay.

5. **ANNUAL LEAVE**

Annual leave will be 27 days for employees with less than 5 years continuous service, and 32 days for employees with more than 5 years continuous service. You will also be entitled to 8 bank holidays.

6. **HOURS OF WORK**

The job of Director cannot be satisfactorily undertaken within a fixed working week and some element of unsocial hours will be required for the proper performance of the responsibilities. The inclusive salary scale for the appointment reflects the need to work in addition to and outside normal office hours.

7. **SICK PAY**

Occupational Sick Pay Scheme will be in accordance with the JNC for Chief Officers' Conditions of Service.

8. **PENSION**

Local Government Pension Scheme. An opting out notice is available from the Pension Section.

9. **POLITICAL RESTRICTION**

This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).

10. **CAR LOAN SCHEME**

You are eligible for a loan (which is not a taxable benefit) under the Council's scheme.

11. **CAR MILEAGE ALLOWANCE**

HMRC rate of 45 pence per mile will apply.





12. SMOKING

The Council has a no smoking policy.

13. FLEXIBILITY AND MOBILITY CLAUSE

As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you commensurate with your grade or general level of responsibility within the organisation, at your initial place of work or at or from any other of the Council's establishments.

14. SATISFACTORY MEDICAL REPORT

A satisfactory medical report is required from the Council's Medical Adviser on initial appointment to the Council.

15. NOTICE PERIODS

This will normally be three months in writing on either side but this can be changed by mutual agreement.

16. RESTRICTIONS ON RE-EMPLOYMENT

Certain restrictions apply after termination of employment. These relate to not divulging confidential information. Also within 12 months not taking up employment or providing services for reward to a body in the circumstances outlined in the conditions of service, without the consent of the Council which will not unreasonably be withheld. These provisions do not apply if the termination is as a result of redundancy or externalisation of work and a consequent transfer to a new employer.



Role Title	Director, Education & Lifelong Learning
Ref	SSD1
Grade	Director Spot Salary
Primary Purpose of Role	To provide strategic analysis and robust advice to the Cabinet Member for Education and Lifelong Learning regarding best options and methods to deliver relevant aspects of the Council's priorities as set out in its Corporate Plan; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in educational attainment and successful engagement in lifelong learning in Cardiff and across the wider City Region.
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for education and lifelong learning • To provide high-quality advice and insight for the Cabinet Member for Education and Lifelong Learning regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's educational and lifelong learning services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's educational, lifelong learning and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the wider City Region • To accurately advise the Chief executive and Cabinet Member how and where to make efficiencies, cuts or investments in education and lifelong learning that will best serve the people of Cardiff and the wider City Region • To assess the strategic impact of shifting service demands in a diverse City with growing financial pressures and a commitment to the provision of improving standards of attainment, and to advise the Cabinet Member of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of education and lifelong learning services and ensuring that significantly improved outcomes in the lives of learners are secured • To promote and lead a culture that realises Cardiff's aspirations in all aspects of its education and lifelong learning • To scan the external context and to advise Cabinet Members on how to position the portfolio for emerging changes, challenges and opportunities • To fulfil all of the statutory duties and responsibilities of the authority's Director of Education

Areas of Responsibility	<ul style="list-style-type: none"> a) Achievement <ul style="list-style-type: none"> • school improvement; • youth services; • education welfare; • looked after children; • partnerships and performance; • school admissions; • governor coordination; • Cardiff Commitment; • information management; • business support; • elected home education; • Education other than at school • minority ethnic achievement and other key groups; • healthy schools. b) Inclusion <ul style="list-style-type: none"> • educational psychology • communication & wellbeing specialist teams (speech & language, autism support, learning intervention, behaviour support) • SEN casework c) Services to Schools <ul style="list-style-type: none"> • music service • Storey Arms outdoor education centre • school catering • International links • traded services d) School Organisation, Access Planning <ul style="list-style-type: none"> • admissions policy • school organisation planning • commissioning of new build • consultation on school organisation proposals
Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the wider City Region • Achievement of Corporate Priorities for the education and lifelong learning portfolio • Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings • Satisfaction of the Cabinet Member with quality of advice offered in relation to key portfolio choices

When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council.

These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5

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Cardiff Council Behavioural Competency Framework

Supporting the Values of the Council

Open

We are open and honest about the difficult choices we face, and allow people to have their say on what's important to them and their communities

Fair

We champion fairness, recognising that with less resource we need to prioritise services for those who need them most.

Together

We work with our communities and partners across the city to deliver the best outcomes for the people of Cardiff

Putting our Customers First (Core)

This competency is about placing the customer at the heart of our activities, listening to them and being prepared to do things differently to meet their needs

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Understand who our customers are</p> <p>Be polite, helpful and considerate and take time to listen to customers</p> <p>Work with colleagues to help meet customer needs</p>	<p>Seek to understand our customer needs</p> <p>Asking for customer feedback</p> <p>Using feedback to inform our actions, priorities and recommendations</p>	<p>Encouraging and supporting others to deliver excellent customer service</p> <p>Consulting and engaging with community and customer groups to identify customer need</p> <p>Developing ways of working, processes and structures to achieve continual improvements in customer service</p>	<p>Ensuring that customer views are fully taken into account in the planning of services</p> <p>Promoting and ensuring working across service areas to improve customer care</p> <p>Challenging others across the organisation to improve service delivery</p>	<p>Analysing services from the 'customer perspective' to ensure high-quality, timely and flexible</p> <p>Understanding and guiding others towards early intervention, prevention and the elimination of demand caused by service failure</p> <p>Putting the customer at the centre of cross-portfolio working and external partnerships: seeks to achieve seamless, efficient and accessible service provision</p> <p>Using rigorous methods to test, review and enhance the customer experience</p>

Getting Things Done (Core)

This competency is about the personal, inner motivation, enthusiasm and drive to meet and exceed targets so that we focus on what needs to be done and make it happen

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Ensuring tasks are completed to high standard and see them through to completion</p> <p>Contributing to ensure efficient ways of working</p> <p>Monitoring and checking own progress against requirements</p>	<p>Ensuring own and, where applicable, others' outputs meet requirements</p> <p>Identifying and communicating priorities to relevant people</p> <p>Identifying where the right resources and skills are available</p>	<p>Establishing ways of measuring and benchmarking performance</p> <p>Committing required resources and time to deliver and improve results</p> <p>Defining and communicating critical success factors for service delivery</p>	<p>Making decisions and setting priorities on the basis of calculated costs, benefits and risks.</p> <p>Supporting and driving new performance improvement initiatives</p> <p>Seeking, identifying and taking actions to overcome organisational barriers to deliver improved results</p> <p>Recognising and acknowledging the performance of others</p>	<p>Ensuring that performance is focused on continually improving outcomes for customers and the city region as a whole</p> <p>Engaging with internal and/or external partners at a strategic level to ensure that performance is optimised.</p> <p>Taking necessary actions and making hard choices to ensure results are delivered.</p> <p>Identifying and resolving systemic or structural barriers to performance.</p> <p>Establishing a culture of achievement and a shared commitment to exceed targets</p>

Taking Personal Responsibility (Core)

This competency is about being consistent with our own values and those of the council, and demonstrate a commitment to support change and see it through.

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Being consistent and fair in dealings with others</p> <p>Rectifying errors and seeking appropriate guidance and support to correct them</p> <p>Sharing of all relevant information with others</p>	<p>Continuing to deliver when faced with tough circumstances, uncertainty, difficulty or change.</p> <p>Supporting and encouraging others to deal with uncertainty, difficulty or change</p> <p>Encouraging others to be fair, open and honest</p>	<p>Challenging established practices where they are not consistent with fairness and openness.</p> <p>Speaking out even when it jeopardises a trusted or valuable relationship</p> <p>Seeking to turn difficult situations around</p>	<p>Challenging powerful individuals to behave in a way that models the organisational values</p> <p>Actively promoting and driving an organisational commitment to public service</p> <p>Ensuring sharing of all relevant information across the organisation</p> <p>Ensuring organisational practices are transparent</p>	<p>As a visible leader, modelling and promoting values in all activities and interactions</p> <p>Retaining the highest standards of honesty, integrity and respect during periods of significant pressure and difficulties</p> <p>Providing values-based leadership for the development and maintenance of city-region and partnering arrangements</p>

Seeking to understand others, and treating them with respect (Core)

This competency is about demonstrating an understanding of others and valuing their contribution and viewpoint even if it may be different from your own

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Asking about others' views and feelings, and actively listening and acknowledging these</p> <p>Acknowledging and considering the different views and ideas of others</p> <p>Checking own understanding of how others feel</p>	<p>Questioning others to understand their viewpoint and take them into account</p> <p>Seeking to understand, the reasons for others actions and views</p> <p>Encouraging others to consider the impact of their actions</p>	<p>Shaping the environment to ensure others feel positive and conflict is minimised</p> <p>Addressing and changing things when the behaviours of others is disruptive</p> <p>Seeking and taking opportunities to create and support forums where people can express their views and concerns</p>	<p>Assessing the strengths and development areas of others, aligning their strengths to the demands and requests made of them</p> <p>Seeking to understand the source of negative emotions within and external to the organisation</p> <p>Identifying and taking action to pre-empt situations where strong emotions will be aroused.</p>	<p>Building positive relationships with others in challenging and complex circumstances</p> <p>Understanding and responding to the political, financial, reputational and other factors that influence the behaviour of senior people</p> <p>Recognising and taking action to resolve cultural or systemic causes of conflict, misunderstanding or lack of collaboration</p> <p>Modelling consistently collaborative, supportive and respectful behaviour towards others</p>

Developing Potential

This competency is about identifying and growing talent to ensure we have the capability needed for the future				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
	<p>Supporting others' to identify their development needs and find ways to meet these needs</p> <p>Actively supporting others to develop understanding and/or skills</p> <p>Mentoring others and sharing knowledge to improve performance</p>	<p>Supporting others to acquire the skills needed for the future in the short, medium and long term</p> <p>Giving positive and constructive feedback</p> <p>Actively looking for and taking opportunities to coach and mentor others</p>	<p>Promoting and encouraging staff development across the organisation</p> <p>Ensure a resource pool to meet longer-term talent requirements</p> <p>Develop others to equip them for leadership roles</p>	<p>Predicting changing organisational needs and taking action to ensure people are fully equipped to meet them</p> <p>Taking a visible and proactive role to develop high quality leadership and management skills across the organisation</p> <p>Understanding and nurturing the skills and behaviours required to optimise partnering arrangements</p>

Leading Change

This competency is about taking responsibility for change, encouraging initiative and making the Council's objectives real and relevant for others

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
	<p>Promoting and being positive about change</p> <p>Seeking opportunities for self and others to contribute to change</p> <p>Helping others to understand the reasons for and the process of change</p>	<p>Setting out and communicating the vision and the rationale for change</p> <p>Looking for ways to support and contribute to successful change</p> <p>Enabling and supporting colleagues and stakeholders to deal effectively with change</p>	<p>Simplifying a complex or confusing message to provide a clear vision that others are able to buy into and act upon</p> <p>Following through on change to ensure it is fully embedded in the organisation, the benefits are realised and lessons learnt for future change.</p> <p>Creating and promoting a culture and environment in which change is managed effectively and sensitively, to increase the likelihood of buy-in and success</p>	<p>Creating a coherent vision, aligning and integrating many different change initiatives and programmes</p> <p>Testing and evaluating the longer-term and strategic impact of change programmes</p> <p>Ensuring that structures and resources are in place to effectively lead and manage change programmes</p> <p>Championing change and securing buy-in from senior players internally and externally</p> <p>Demonstrating consistent drive, resilience and agility during challenging periods of change</p>

Initiating Change and improvement

This competency is about having the ability to look ahead, anticipate events, see opportunities and take action now to shape the future

Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Seeking and taking opportunities to improve</p> <p>Being flexible and open to changes</p> <p>Being cooperative when change impacts upon you</p>	<p>Using knowledge and experience to proactively put forward suggestions for improving</p> <p>Dealing with the unexpected and adapting readily to change.</p> <p>Identifying and taking action to head off potential problems</p>	<p>Encouraging, promoting and supporting new ideas</p> <p>Constantly encouraging self and others to look for improvements in methods, approaches and ways of working</p> <p>Identifying and implementing new approaches to improve</p>	<p>Looking for long-term opportunities that will create positive changes and taking action to make these a reality</p> <p>Identify new and bold ideas to respond to opportunities that lie ahead.</p> <p>Actively use internal and external data and trends to add value for the customers and the council</p> <p>Develop clear direction on how the organisation can improve</p>	<p>Recognising when only radically different models of delivery will secure the desired outcomes</p> <p>Being creative and thinking without boundaries: challenging narrow views and deep-rooted resistance</p> <p>Taking action to quickly translate initial ideas into tangible results when speed of execution is essential</p> <p>Identifying when 'good ideas' do not fit with the bigger picture or strategic intent</p>

Organisational Awareness

This competency is about understanding formal and informal structures, decision-making, climate and culture and organisational politics, which shape how the council works				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
		<p>Identifying and challenging organisational limitations, where applicable</p> <p>Identifying both formal and informal sources of influence and using this knowledge to build relationships with key decision makers/influencers</p> <p>Recognising the reasons for on-going organisational behaviour</p>	<p>Acknowledging and responding to internal and external forces affecting the organisation</p> <p>Spotting trends and changes –both internal and external – that will affect the organisation in the future.</p> <p>Forming and maintaining relationships with key provincial and national institutions, bodies and individuals to protect and enhance the council's position</p>	<p>Identifying and optimising decision-making processes in city region and other partnering arrangements</p> <p>Sustainably exerts influence within a variety of different working arrangements e.g. city region, private sector partnerships, etc.</p>

Partnering and Corporate Working

This competency is about valuing, building and maintaining networks and relationships to achieve objectives				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Actively participating as member of a team</p> <p>Proactively sharing information and ideas openly within own team</p> <p>Supporting others to complete tasks</p>	<p>Identifying and building effective and collaborative working relationships</p> <p>Proactively sharing information and ideas openly with all relevant teams</p> <p>Acknowledge different stakeholder priorities and take them into account</p>	<p>Proactively maintaining a network of internal and external colleagues to enable service improvement and service delivery</p> <p>Promoting and forming cross-functional teams to deliver results and improvement</p> <p>Working collaboratively to gain buy-in and agreement towards a common goal</p>	<p>Promote and lead partnership and corporate working, across and outside the organisation</p> <p>Using depth and breadth of contacts to build alliances for wide and far reaching change</p> <p>Managing complex relationships, internally and externally, to establish common goals and develop mutual commitment to positive outcomes</p>	<p>Forging and continually developing a complex network of senior-level relationships to optimise the productivity of the city region</p> <p>Focusing on desired outcomes and defining which types of partnering arrangements will best achieve them</p> <p>Ensuring the right-strategic partnerships are in place to optimise the use of public sector resources in a climate of austerity</p> <p>Unlocking the key strategic barriers to partnership and collaboration</p> <p>Exploiting the use of commercial partnerships and ventures, whilst effectively accounting for the risk factors</p>

Communicating

This competency is about facilitating and communicating all kinds of information and messages to different audiences in the most effective way				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Communicating clearly and effectively</p> <p>Actively listening to other</p> <p>Sharing information and knowledge with others.</p>	<p>Taking technical or complex information and turning it into clear oral or written communications</p> <p>Producing communications that are focussed tailored and easily understood by the intended audience.</p> <p>Capture and share useful information and feedback</p>	<p>Selecting most appropriate communication styles, approaches and channels</p> <p>Communicating challenging and contentious messages with openness</p> <p>Responding openly to challenges and addressing concerns</p>	<p>Communicating appropriately in response to a crisis or unexpected event where preparation time may be limited.</p> <p>Clearly articulating highly complex, strategic and conceptual information to others in a meaningful and relevant way</p> <p>Creating an environment and culture that encourages open, honest, timely and effective communication</p>	<p>Communicating and influencing effectively in critical internal and external environments</p> <p>Interpreting accurately what has been said/not said in senior level discussions and negotiations: explores the important subtle messages</p> <p>Positions the Council clearly and credibly when outlining its position</p> <p>Conveys the right messages in the right places to secure the desired outcomes</p>

Analysing, Problem Solving and Decision Making

This competency is about gathering key information, recognising risks, evaluation, decision-making to support best practice				
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5
<p>Making reasoned decisions based on evidence</p> <p>Taking a logical approach to problem solving.</p> <p>Seeking to ensure all known key information is gathered</p>	<p>Exploring a variety of options in order to effectively solve problems and make reasoned decisions.</p> <p>Anticipating the impact that decisions will have on others and taking this into account and implementing solutions.</p> <p>Using appropriate approaches or tools to gather all relevant information in order to take a decision and/or solve a problem</p>	<p>Investigating and evaluating options when making decisions whilst anticipating and assessing short and medium term risks</p> <p>Ensuring solutions to complex problems are realistic and workable.</p> <p>Following through on solutions / decisions, until closure or resolution, to ensure they are understood and implemented by others</p>	<p>Anticipating and assessing long-term and strategic risks, addressing them and helping others to recognise and address them.</p> <p>Creating an environment and culture in which people make decisions and take responsibility for them.</p> <p>Taking appropriate steps to communicate and deal with the impact of decisions on colleagues, customers and/or partners</p>	<p>Looking beyond the immediate issues and placing them within the context of the Councils strategic direction</p> <p>Promoting and nurturing joined-up decision-making – ensures key people are communicating and aligning their efforts</p> <p>Undertaking complex strategic analyses and presenting the options to senior politicians in an accurate and balanced way</p> <p>Foreseeing and managing the longer-term implications and potential unintended consequences of key strategic decisions</p>

Equality and Diversity

<p>Removing discrimination and barriers to fair access to Council employment and services on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or Welsh language. Recognising, valuing and celebrating difference, and being able to work together to create a vibrant, diverse, just, cohesive and decent society where everyone can enjoy their human rights and achieve their potential</p>					
Level 1 - What we stand for	Level 2	Level 3	Level 4	Level 5	
<p>Follow equality policies, procedures and legislation</p> <p>Treating others with dignity and respect</p> <p>Acknowledging the value of differences between people</p>	<p>Promoting the importance of equality and valuing diversity in the workplace and in service delivery</p> <p>Acknowledging and communicating that every employee has a role to play in making the Council an Employer of Choice and a successful deliverer of services to diverse communities</p>	<p>Identifying and ensuring good equality and diversity practice and remove barriers.</p> <p>Ensuring that equality and diversity are always actively considered when introducing a new activity, policy or decision</p> <p>Supporting others to consider and deliver good practice</p>	<p>Promoting and ensuring a culture in which equality and diversity is valued through fair and just service delivery and employment.</p> <p>Advocating and championing equality and diversity within the organisation</p> <p>Engaging equalities communities and stakeholders, and involving them in shaping Council policies and practices</p>	<p>Challenging and testing services to ensure that commitments to equality and diversity are being robustly implemented.</p> <p>Putting systems in place and using them to evaluate the degree to which services are securing improved outcomes in the lives of all service users: taking action to tackle all aspects of inequality.</p> <p>Challenging and improving the culture and processes of the organisation; ensuring that the potential of all employees is identified, nurtured and fully realised.</p> <p>Working together with partner organisations to cohesively achieve improving strategic equality and diversity outcomes.</p>	
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Optimising Resources

Leading and creating a culture where resources are effectively deployed, efficiently managed and used creatively to deliver the best outcomes for the city and region.

Level 1 What we stand for	Level 2	Level 3	Level 4	Level 5
-	-	-	<p>Providing higher-level guidance and advice to managers regarding the efficient deployment of resources</p> <p>Taking responsibility for developing skills and attitudes that promote the effective use of resources</p> <p>Encouraging a creative culture, where people look for novel or adapted ways to deliver excellent results more efficiently</p> <p>Taking difficult decisions about services with the priorities of customers being paramount</p>	<p>Giving strategic direction to senior colleagues about where to invest, to disinvest and to save: clarifies the big picture context (in line with Cabinet priorities)</p> <p>Demonstrating commercial/acumen; fully understanding the financial and other factors of potential ventures</p> <p>Establishing a culture of accountability where resources are efficiently and carefully managed across all services</p> <p>Utilising regional and other partnerships and collaborations to optimise resources</p> <p>Encouraging and supporting efforts to attract new or increased income streams</p>

Demonstrating Political Acumen

Working effectively within the context of a member-led authority; understanding political priorities for the city region and establishing a position as a trusted and impartial advisor. Helping senior politicians to ‘test’ and fully appreciate the best ways to implement agreed priorities and commitments.

Level 1 What we stand for	Level 2	Level 3	Level 4	Level 5
-	-	-	<p>Understanding key political decision-making processes and engaging with them appropriately</p> <p>Ensuring the production of clear, accurate and timely responses to member enquiries</p> <p>Deputising for the relevant Director and providing robust guidance to senior elected members</p> <p>Ensuring that managers and staff engage appropriately and effectively with elected members</p>	<p>Understanding the priorities of the Cabinet and translating these into action in the organisation</p> <p>Offering clear and accurate advice to senior politicians, highlighting the benefits, risks and implications of key strategic choices</p> <p>Being aware of political sensitivities, whilst retaining non-political objectivity</p> <p>Keeping politicians informed in a timely and proactive manner; avoiding unnecessary surprises</p> <p>Understanding and making sense of the local, regional and national political agendas</p>

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NOTES FOR RECONVENED APPOINTMENT COMMITTEE FOR SHORT-LISTING FOR APPOINTMENT OF CHIEF EXECUTIVE / CORPORATE DIRECTOR, RESOURCES / DIRECTORS / ASSISTANT DIRECTORS /CHIEF OFFICERS

1. Chair reminds Members of the Committee of the need to offer comments on the list of candidates based on their personal review of applications (applications having been sent out with this note) and the results of the assessment centre which will follow and be presented by the Advisor and Lead Officer for discussion at the meeting.
2. Lead Officer / Advisor talks through the assessment centre report each candidate in turn answering any questions relating to the assessment raised by any Member of the Committee.
3. Members discuss the information received and consider who should go through to the final Appointment Committee.
4. Agreement is sought from Committee on the candidates to be included for the final stage of the process.
5. Lead officer / Advisor answers any queries relating to the next stage of the assessment.
6. Chair confirms the outcome of the discussion by listing the candidates being taken through to the next stage – the Appointment Committee.
7. Lead officer confirms the Appointment Committee details including date and timings based on the number of candidates confirmed by the shortlist committee.
8. Chair concludes the Committee.

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