

THE GLAMORGAN ARCHIVES JOINT COMMITTEE
13 September 2019

GLAMORGAN ARCHIVIST RECRUITMENT PROCESS AND PROPOSED TIMETABLE

Recruitment Process	Date	Who
Glamorgan Archives Joint Committee Meeting and decisions on recommendations in report	2.00 pm Friday 13 th September	Joint Committee Members Cardiff Council HR People Service
Advertise the vacancy	Monday 16 th September	Cardiff Council HR People Services
Closing Date	12.00 noon Monday 7 th October	
Applications emailed to the Appointment Committee for Long Listing		Cardiff Council Member Services
Stage 1 - Longlisting Meeting	2.00 pm Monday 14 th October	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services
Issue and completion of On Line Behavioural and Leadership Questionnaire	From 16 th October	External Company and Candidates
Telephone Interview on the above	From 16 th October	External Company and Candidates
Stage 2 - Technical Interview	9.30 am Monday 21 st October	Technical Panel: Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services, Independent Technical Adviser
Wash up discussion on candidates	Monday 21 st October	Technical Panel and External Company
Production of candidate reports and issue to Appointment Panel and officers		External Company and Cardiff Council Member Services
Stage 3 - Shortlisting Meeting	3.00 pm Monday 25 th November	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services External Company assessor can attend to present reports or be available for a conference call
Stage 4 - Final Interview with presentation	9.30 am Monday 2 nd December	GAJC Appointment Committee , Cardiff Council Director of Governance and Legal Services, Cardiff Council HR People Services
Start date	1 st April 2020	