

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Recruitment Committee: 13 August 2007

Subject: Job Profiles and Person Specifications for Directors' Posts

1. Purpose

- 1.1** This report seeks Committee's approval for the new Job Profiles and Person Specifications for the posts of Director of Corporate Services, Director of Education and Director of Housing, Environment and Economic Development in the revised format Job Profile and Person Specification.

2. Background

- 2.1** The report on 'Review of Management Structures', undertaken by Brodies LLP, advised of the need for an 'open, fair and transparent process to be followed in populating the new management structure'. The report also recommended that we should develop 'outcome-focused Job Descriptions and competency based Person Specifications' for all Directors' posts to underpin this process.

3. Main Issues

- 3.1** There are a range of Job Description and Person Specification formats in use across the Public Sector. We have undertaken a review of a number of formats including some examples provided to us by Brodies. Following this, we have developed a revised format taking into account a range of best practice.

Job Profile

- 3.2** The format of the Job Profile is comprehensive and incorporates a wide range of information pertaining to the job in addition to normal standard information. The Key Activities, Responsibilities, and Outcomes section enables Outcomes to be identified as part of the job activity. In addition, the Job Profile incorporates additional information which helps describe the job more fully ie 'Assignment and Review of Work', 'Communications and Working Relationships', 'Decision Making' and 'Most Challenging Part of the Job'.

Person Specification

- 3.3** The Person Specification now provides detailed information on the 'Person' requirements of the job and describes the person in terms of 'Education, Training and Qualifications', 'Experience' and 'Skills, Competency and Disposition'.

Job Profiles and Person Specifications for Directors Posts

- 3.4** Job Profiles and Person Specifications have been developed for the three Directors' posts which require to be advertised in the coming weeks. This documentation will form an integral part of the recruitment process

4. Personnel Issues

- 4.1** The revised formats will enable the Council to establish a consistent approach to the future development of Job Profiles and Person Specifications This will be a considerable aid to recruitment practice. We will also continue to develop this format for all senior and professional posts.

5. Financial Implications

- 5.1** There are no financial implications

6. Risk Analysis

- 6.1** No risk assessment is necessary

7. Conclusions

- 7.1** The revised formats of Job Profile and Person Specification will enable a consistent approach across the authority and meet the requirements of outcome focussed and competency based recruitment documentation.

8. Recommendations

- 8.1** The Recruitment Committee is asked to approve the Job Profiles and Person Specifications for the Directors of Corporate Services, Educational Services, and Housing, Environment and Economic Development.

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David McMillan
Chief Executive
Date: 8 August 2007

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Appendices:	Appendix 1 Job Profile and Person Specification for the post of Director of Corporate Services Appendix 2 Job Profile and Person Specification for the post of Director of Educational Services Appendix 3 Job Profile and Person Specification for the post of Director of Housing, Environment and Economic Development
Background Papers:	There are no further background papers
Wards Affected:	No Wards are affected