



## South Tyneside Council

### SUPPLEMENTARY INFORMATION

<b>JOB TITLE:</b>	<b>CORPORATE DIRECTOR CHILDREN, ADULTS &amp; HEALTH</b>
<b>GRADE:</b>	<b>CHIEF OFFICER 1</b>
<b>REPORT TO:</b>	<b>CHIEF EXECUTIVE</b>
<b>CLOSING DATE:</b>	<b>30<sup>th</sup> SEPTEMBER 2020</b>

### GENERAL

The terms and conditions of employment for Corporate Director posts are those laid down by the Joint Negotiating Committee for Chief Officers. The Council's structure is subject to change and the remit of the post may be amended as a consequence.

### CAR AND TELEPHONE

A Casual User Car Allowance applies to the post.

### SERVICE CONDITIONS

- **Hours of Work**  
The standard working week is 37 hours. The nature of the role is such that you will regularly need to work outside normal working hours, including attendance at evening meetings.
- **Pension**  
You will become a member of the Local Government Pension Scheme unless you choose to arrange your own private pension. Your contribution to the Scheme will be 11.4% of gross salary. The Council also makes a contribution.
- **Notice**  
The appointment is subject to 3 months notice on either side.
- **Holidays**  
32 days plus 8 public holidays.
- **Political Restriction**  
The post is designated as politically restricted in accordance with the Local Government and Housing Act 1989 (amended by the Local Democracy, Economic Development and Construction Act 2009). Should you be appointed you will be disqualified from holding political office at local, national and European level.
- **Relocation Package**  
Assistance with relocation expenses will be available in accordance with the Council's Scheme, up to a maximum of £8,000.
- **Equality and Diversity**  
The Council values the individual contributions of people, irrespective of gender, sexual orientation, age, marital status, disability, religion, ethnic or national origin. We therefore seek to employ a workforce which reflects the diverse community at large.

## **IF APPOINTED**

You will be required to dedicate your time to the duties of the post and will not be permitted to engage directly or indirectly in any other gainful occupation without the express approval of the Chief Executive.

You will be expected to provide evidence of qualifications stated in your application. Confirmation of your appointment will be dependent on receipt of satisfactory references and medical clearance by the Council's Medical Officer.

## **RECRUITMENT PROCESS AND RESPONSE INSTRUCTIONS**

The selection process will be challenging but fair. It has three main elements – the application, assessment and final interview.

- **Submitting your Application**

You must complete the Council's Application Form and submit any supplementary material in support of your application.

**In completing your application you should ensure that you fully address all of the appointment criteria in the person specification, and that you complete and return the Equality and Diversity Monitoring Form. The appointment criteria will be further assessed at the preliminary interview stage.**

We expect to take up references for candidates who have been short-listed. You should therefore give the names, positions, organisations, addresses and telephone contact numbers, (including e-mail addresses if possible), of at least two referees, one of whom should be your current/most recent employer. Please indicate clearly if you do not wish referees to be approached without your permission. The closing date for receipt of completed applications is no later than **noon on the 30<sup>th</sup> September 2020**.

Applications should be emailed to [jobs@southtyneside.gov.uk](mailto:jobs@southtyneside.gov.uk) and [helen.alwell@penna.com](mailto:helen.alwell@penna.com).

South Tyneside Council will respect the privacy of any initial approach or expression of interest in the post, whether formal or informal. Final interviews will be conducted by a Senior Officer Appointment Sub Committee of Elected Members and Chief Officers of the Council.

- **Recruitment Timetable**

<b>Closing Date</b>	<b>30<sup>th</sup> September 2020 (noon)</b>
<b>Longlisting</b>	<b>Week commencing 5<sup>th</sup> October 2020</b>
<b>Longlisting Interviews</b>	<b>Week commencing 12<sup>th</sup> October 2020</b>
<b>Shortlisting</b>	<b>Week commencing 19<sup>th</sup> October 2020</b>
<b>Assessment Day</b>	<b>Week commencing 26<sup>th</sup> October 2020</b>
<b>Final Interviews with Senior Officer Appointments Sub Committee</b>	<b>Week commencing 26<sup>th</sup> October 2020</b>

- **Queries**

If you have any queries on any aspect of the appointment process, require additional information, or merely wish to have an informal and confidential discussion, please contact our consultants at Penna:

**Nick Raper on 07715 690463 or Helen Alwell on 07809 905467.**