

Director of Adult Social Services
Options for Delivery of the Recruitment and Selection Process

Process	Use of Consultants		Potential Additional Costs (approx)	Internal	
	Benefit	Approx Cost		With Consultants	Without Consultants
Agree recruitment and selection brief	Outline the requirements and brief for the recruitment and selection process, including agreement of the timetable.	£1,000 - £1,500	N/A	2 days	1 day
Agree Job Description and Person Specification	Input and advice can be sought from consultants.	N/A	N/A	1 day	Job Description and Person Specification would be produced internally, to be approved by the Employment and Appointments Sub-Committee.
Search	Consultants will conduct extensive search in order to attract the best talent nationally. Includes administration of all applications and queries.	£6,000 - £7,000		N/A	
Advertising and response handling	Agree advertising strategy, advert wording and design. Handling of enquiries from prospective and actual applicants.	£1000 - £2,000	Approximate Publication costs, to be advised: The Times/Sunday Times £13,000	1 day	2 days

Process	Use of Consultants		Potential Additional Costs (approx)	Internal	
	Benefit	Approx Cost		With Consultants	Without Consultants
			<p>The Municipal Journal £3,200</p> <p>The Local Government Chronicle £3,000</p> <p>Specialist Social Services Publication: Community Care £6,000 - £7,000</p>		
Sifting applications and long listing	Includes sifting and grading of candidates against the person specification and production of a long list report with recommendations on the most suitable candidates.	£1,500 - £2,000	N/A	N/A	2 days
Long List Assessment	Consultants will conduct the long list assessment/interview which includes administration and compilation of assessment reports highlighting areas of strength and areas of concern.	£1,500 - £2,000	External technical Advisor costs, approx: £0 – £3,000	1 day	5 days Would require external expertise and/or current Interim Director
Invitation to selection day(s)	Will include notification of	£1,000 - £1,500	N/A	1 day	3 days

Process	Use of Consultants		Potential Additional Costs (approx)	Internal	
	Benefit	Approx Cost		With Consultants	Without Consultants
	outcome to all candidates with feedback to unsuccessful candidates. All administration for the selection days including invitation, travel arrangements, responding to queries and obtaining telephone references for short listed candidates prior to selection day(s).				
Selection day(s)	<p>Facilitation of the selection day(s) including:</p> <ul style="list-style-type: none"> • Day One – design and facilitation of leadership assessment centre. • Day Two – preparation of interview questions. Can form part of interview panel and provide input on evaluation of candidates. 	£1,000 - £1,500	<ul style="list-style-type: none"> • Travel expenses for candidates and consultants • Travel accommodation for candidates • Hospitality costs for selection day(s) <p>Approx £1,000 – £1,500</p>	3 days	5 days

Process	Use of Consultants		Potential Additional Costs (approx)	Internal	
	Benefit	Approx Cost		With Consultants	Without Consultants
	Includes liaising with candidates and responding to candidate queries.				
Appointment	Offer and contract negotiation.	N/A	N/A	N/A	N/A
Feedback	Notification and feedback to unsuccessful candidates.	Included above	N/A	N/A	1 day
Total		£13,000 – 17,500	£26,200 – 30,700	9 days	19 days