

**Head of Specialist Services
Proposed Timetable**

Activity	Date	Employment & Appointments Sub Committee Meetings
Agree the Job Description and the Person Specification	27 October 2014	
Placement of Advert and Search	31 October 2014	
Advert closing date	5 December 2014 (5 weeks)	
The Process of Long Listing	w/c 8 December 2014	Long List Meeting tbc
Technical Interviews	w/c 15 December 2014	
The Process of Short Listing	w/c 5 January 2014	Short List Meeting tbc
Selection day(s)	w/c 12 January 2015	Selection days tbc
Appointment	Latest 16 January 2014	
Notice period	3 months	
DBS clearance Medical clearance	During notice period	
Potential start date	March - April 2015	