

Recruitment of a Permanent Assessor and Electoral Registration Officer

10.00am, Monday, 14 June 2021

Purpose of report

1. This report provides an update to the Lothian Valuation Joint Board (LVJB) on the recruitment timetable for a permanent Assessor and Electoral Registration Officer (ERO).

Background

2. Due to the uncertainty caused by COVID 19 the recruitment panel agreed in June 2020 to suspend the search for a permanent Assessor and ERO and make an interim appointment.
3. An interim Assessor and ERO has been in place since September 2020 and will continue in post until a permanent Assessor and ERO is appointed.

Main Report

4. The appointment committee was due to formally reconvene on 4th June 2021 to discuss a revised recruitment timetable. As the meeting was not quorate it was agreed that a paper detailing the recruitment timetable would be brought to the next Board meeting for noting.
5. Appendix 1 provides an outline of the recruitment timescale which the Board is asked to note.
6. The recruitment campaign for the role will include using MyJobScotland the LVJB website, direct marking to current Assessor and EROs across Scotland and internal promotion of the role within the LVJB.
7. Shortlisted candidates will be invited to a 'Team' Interview and will be asked to prepare a presentation on a relevant topic.

8. Appointment committee members are asked to note that they must attend the shortlisting meeting to be eligible to undertake the interviews in July 2021

Recommendations

9. The Board is asked to note the revised recruitment timetable.

Hugh Dunn

Treasurer

Appendices Appendix 1 – Recruitment Timeline

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**Background
Papers**

Assessor & ERO Recruitment Timeline



Key Activity / Milestones	Proposed Timescales	Length of time required	Lead /Owner
Appointment committee reconvenes	Friday 4 th June	2pm – 2.30pm Teams call	Joint Board Appointment Committee
Search period commences	Monday 7 th June	-----	Steven Wright Resources & Talent Manager
Search period ends	Friday 18 th June	-----	Steven Wright Resources & Talent Manager
Short list agreed with the appointment committee	Friday 25 th June	10am – 11.00am Teams call	Joint Board Appointment Committee
Interviews	2 nd & 5 th July	All day (2days)	Joint Board Appointment Committee
Ratification of appointment committee's recommendation at LVJB meeting	Monday 2 nd September	Meeting already scheduled	Joint Board Appointment Committee