

**Director of Public Health  
Southampton and Portsmouth City Councils**

**Draft Process Timetable**

Stage:	Method:
<b>Briefing</b> July 2016	<ul style="list-style-type: none"> <li>Detailed briefing with Chief Executives, key stakeholders and Members from both Councils to agree on all aspects of the recruitment assignment</li> </ul>
<b>Confirm Faculty of Health approval to proceed</b> July 2016	<ul style="list-style-type: none"> <li>Provide Faculty with required paperwork</li> <li>Secure Faculty Assessor and Public Health England Representative</li> </ul>
<b>Attraction strategy</b> July 2016	<ul style="list-style-type: none"> <li>Faculty of Public Health approval of advert and candidate pack ready to taken to market</li> <li>Search preparation to commence and initial candidate identification underway</li> </ul>
<b>Our tailored Search/Attraction</b> July - mid Sep 2016 Adverts to appear and search to commence: Week commencing 8 <sup>th</sup> August 2016 (HSJ, BMJ, MJ) <b>Closing Date : 16<sup>th</sup> September 2016</b>	<ul style="list-style-type: none"> <li>Production of search plan, ensuring we capture breadth needed, which includes potential sources</li> <li>Logging of enquiries and weekly search reports prepared for you</li> <li>Execution of search activity conducted in a discreet, confidential and sensitive manner</li> <li>The search will use Penna's senior network, build over 25 years</li> <li>Advert preparation and advert to appear (online/print)</li> </ul>
<b>Longlist Report</b> 3 <sup>rd</sup> week of September 2016	<ul style="list-style-type: none"> <li>Penna to produce longlisting report including recommendations following completion of due diligence processes (PH and GMC Register)</li> <li>Report to be circulated to both Councils, Faculty and PHE representatives</li> <li>Longlist to be agreed</li> </ul>
Stage:	Method:
<b>Shortlist Meeting and Assessment</b> Shortlist Meeting : w/c 26 <sup>th</sup> September 2016	<ul style="list-style-type: none"> <li>Support panel in selection of the shortlist of candidates</li> <li>Full competency-based interviews conducted by Penna/Technical Assessor (to be confirmed at long list stage)</li> <li>Send Director of Public Health applications and sift to Faculty of Public Health and Public Health England. Ensure inclusion of PHE and Faculty of Public Health opinion at this stage</li> </ul>

We are also able to provide our services up to final panel and appointment, detailed below:

Stage:	Method:
<b>Due Diligence</b>	<ul style="list-style-type: none"> <li>• Due diligence and referencing undertaken, with written reports provided</li> </ul>
<b>Candidate Assessment</b>	<ul style="list-style-type: none"> <li>• Candidate assessments as based on the (Southampton) Leadership Assessment Centre</li> <li>• We recommend <b>Wave Professional Styles</b> and <b>Hogan Development Survey</b>, we adopt a team approach to test group communication skills</li> <li>• We explore the questionnaire results in a structured interview with the candidates conducted by a Penna Occupational Psychologist</li> </ul>
<b>Final Interview / Assessment Centre and Securing the Candidate – end of October</b> 30 <sup>th</sup> /31 <sup>st</sup> October	<ul style="list-style-type: none"> <li>• Preparation of e-panel packs, group activity, interview questions or presentation topics and creation of an objective scoring method</li> <li>• Engaging key stakeholders with panel design and candidate networking, to include sessions for stakeholders in Portsmouth and Southampton to meet the candidates</li> <li>• Offer and contract negotiation, ensuring the offer is legislation compliant</li> <li>• We will ensure the successful on-boarding and will stay in touch.</li> <li>• Ensure inclusion of PHE and Faculty of Public Health in case of Director of Public Health role</li> </ul>
<b>Feedback</b>	<ul style="list-style-type: none"> <li>• Provide candidate feedback at all stages, if and when requested</li> </ul>