

Report to:	MSMTM
Report by:	Helen Gardner-Swift, Head of Corporate Services (HOCS)
Meeting Date:	8 March 2024
Subject/ Title: (and VC no)	Recruitment - Administrator – Corporate Services Team VC203760
Attached Papers (title and VC no)	None

Purpose of report

1. The purpose of this report is to set out the business case for the recruitment of an Administrator (CST) and seek related approvals.

Recommendation and actions

2. I recommend that the SMT approve:
 - (i) the business case for the recruitment of a Grade 2 Administrator
 - (ii) the recruitment processes as set out in the CR
3. I recommend that this CR is published as set out in the paragraph 20.

Executive summary

Business case for recruitment of [insert post title]

Reasons for recruitment

4. From 1 April 2024, there will be a vacant full time Administrator post in the Corporate Services Team.
5. I consider that it would be appropriate to recruit an Administrator for the following reasons:
 - the post is within our current staff complement and is provided for within the current budget and the approved 2024-25 budget
 - the role is essential to the organisation and the Administrators have a number of responsibilities which are set out in key documents, policies and procedures.
 - the Administrators provide a support service to colleagues and to members of the public
 - the work of the Administrators is unlikely to decrease due to the current requirements relating to cyber security, IT administration, IT projects, finance processing, procurement and contract administration, data protection and records management.
 - two Administrator posts are required so that business continuity is maintained and that statutory functions can be delivered to the standard and quality required.
6. In line with our usual practice, an Administrator would generally be appointed at the start of the Grade 2 pay scale level.

Type of recruitment

7. The Grade 2 Administrator post will be advertised externally.

Application and Selection Process

Application

8. The procedures set out in the Recruitment and Selection Procedures will be followed.
9. Applications on a job share basis will be welcome.

Selection Panel

10. The Selection Panel should consist of the Head of Corporate Services (HOCS) and the Finance and Administration Manager (FAM) (Liz Brown) with Kim Berry (FAM) providing HR support.

Risk impact

11. Failure to recruit successfully to the Administrator post is likely to have a negative impact on a number of operational risks.

Equalities impact

12. In carrying out any recruitment, we need to comply with the Equality Act 2010, relevant equality policies and relevant employment legislation. The C5 Recruitment and Selection Policy and the C5 Recruitment and Selection Procedures help us to do this and should be followed in this recruitment. If the policy and procedures are followed there should be no equality impact arising from this recruitment.
13. The post should be open to flexible working arrangements, including job share in line with the Commissioner's employment policies.

Privacy impact

14. There will be no direct impact. We have policies and procedures in place to ensure that personal information related to employment and selection and appointment processes is held in a fair and proper way and processed appropriately

Resources impact

15. The post falls within our current staff complement. It is expected that the successful candidate will be appointed at the start of the Grade 2 pay scale level.

Operational/ strategic plan impact

16. Failure to recruit to the Administrator post would affect our ability to deliver commitments in the strategic plan and the annual operational plan.

Records management impact (including any key documents actions)

17. None

Consultation and Communication

18. Consultation - with the SMT by way of this CR.
19. Communication – MSMTM minute.

Publication

20. I recommend that this CR is published.