

Committee(s)	Dated:
Port Health & Environmental Services – For Information Planning and Transportation – For Information	22/05/2018 29/05/2018
Subject: Senior Officer Recruitment	Public
Report of: Director of the Built Environment	For Information
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Summary

Under the Senior Officer Recruitment Procedure, a Chief Officer should report the resignation/ retirement of a senior officer and propose a suggested recruitment timeframe. This report notes the retirement of one senior officer, the planned retirement of a second senior officer and proposes a recruitment plan to recruit to both posts before the summer recess.

Recommendation

Members are asked to:

- Note the report.

Main Report

Background

1. The District Surveyor retired last year. Over the year the post has been covered between the Chief Officer and the Transportation and Public Realm Director whilst it has been reviewed. The assistant directors who reported to the District Surveyor have been extremely pro active and helpful during this time.
2. The review is now complete and the Transportation and Public Realm Director is now planning to retire.

Current Position

3. The job description for the District Surveyor has been reviewed to include coordination of the City's response to environmental resilience which better reflects work undertaken by the previous post holder and ongoing requirements. The job will be retitled Environmental Resilience Director.
4. The Transportation and Public Realm Director has announced that he plans to retire later this year.
5. This now provides the opportunity to recruit to both posts.

Proposals

6. In accordance with the Senior Officer Recruitment Procedure the Chairmen and Deputy Chairmen of Planning and Transportation and Port Health and Environmental Services Committees will be involved in the recruitment process.

The level of involvement will be agreed with the Chairmen and Deputy Chairman in each case.

7. It is proposed to run a recruitment campaign for both posts commencing in May with a view to completing recruitment before the summer recess.

Corporate & Strategic Implications

8. The previous and existing post holders have been valued members of staff who have made significant contributions to delivering corporate outcomes. The recruitment of new staff to these posts is a key part of succession planning for the Department.

Implications

9. There will be a small cost associated with the advertising campaigns and this will be met from the Department's Local Risk budget.

Health Implications

10. None

Conclusion

11. It is intended to recruit to the posts of Environmental Resilience Director and Transportation and Public Realm Director by August 2018.

Appendices

None

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