

APPENDIX D

PPASB Management of Change

Questions and Answers

1. How will the workload be managed, if there are additional team leader duties, what will go from the technical officer role to accommodate that?

Answer: It is likely that the successful candidate will maintain the high-level specialist work maintaining their role as the council's expert in that area. Lower level casework may need to be distributed broadly across the team to free up the Team Leader to work on Team leader duties. This will be monitored and reviewed regularly.

2. How will the proposal effect non-technical officers?

Answer: It will officially change their reporting lines from me to the Team Leader.

3. What happens if no one applies?

Answer: Management will reconsider the option; this could include tweaking the job description. Feedback may also be sought on why no one applied

4. How do you get around the feeling that if you apply you will not get a fair crack of the whip when you are against someone already doing the job?

Answer: All Technical Officer are encouraged to apply. The JD has been written in such a way as to accommodate the fact that some officers are not already working in a team leader role. Whilst experience is a factor that will be considered. There are a number of other equally important areas that will be considered as part of the interview process. The successful candidate will need to perform well at interview across all areas tested. It is also important to note that the interview panel will only take into consideration the information presented to them through the interview process and will not therefore take into account anything that is known about the individual outside of the interview process.

5. Will there be a probationary period with the post, whereby the successful candidate would have to work a given period in post before the post was finalised?

Answer: No, there is no probationary period for internal posts instead any serious issues arising would be dealt with under capability.

6. If there were to be a probationary period would this give the option to both the Council and the candidate to withdraw from the Team Leader pole if they were not performing well in the role?

Answer: No, see answer to question 5 above

7. Would the Team Leader role be permanently linked to the officer role once the post was finalised or would it possible for the Team Leader to surrender the team leader part of their

post and continue in their previous officer role assuming they took up any workload that had been reallocated to provide capacity?

Answer: The successful candidate will not be able to absolve themselves of the team leader aspect of the role once they are successfully appointed.

8. If the appointed Team Leader were to leave the team would the recruitment process be for a Team Leader with officer appropriate duties? Or would the Team Leader role be offered to all officers in the team at that time?

Answer: The vacant team leader post would be recruited to as a whole (officer specialism and team leader) for example Team Leader and specialism X, however, if an existing Technical Officer were successful through the recruitment process they could retain their existing specialism (for example specialism Y). If this were the case the now vacant post of Technical Officer Specialism X would be recruited for.