

APPENDIX 2 – INDICATIVE RECRUITMENT TIMELINE

Activity	Date / Timescales
Initial 'Kick off' Meeting/video call between the recruitment partner and the Authority's Appointments Committee	w/c 7 October 2024
Finalise recruitment campaign	18 October 2024
Advertisement placed	Mid/late October 2024
Deadline for applications	Mid November 2024 (tbc)
Sifting & long-listing	Mid November 2024 (tbc)
Short list finalised	Late November
Selected candidates notified of interview	Late November/early December 2024 (tbc)
Shortlisted candidates	Early December
Assessment and Interviews, confirm candidate	December 2024 – January 2025 (tbc)
Take up references (if not secured earlier in the process).	January/February (tbc) (after assessment centre)