**How to Apply & The Selection Process**

Informal Discussion

To find out more please contact Chris Little, Director of Finance and Policy on 01429 523003 for a confidential discussion

**How to Apply**

Apply online at:

* [**www.northeastjobs.org.uk**](http://www.northeastjobs.org.uk)

If you wish to apply for this post offline, please respond by requesting an application form from:

* Hartlepool Borough Council, Workforce Services, Chief Executive’s Department, Level 2, Civic Centre, Hartlepool, TS24 8AY.

Telephone: 01429 523331, E-mail address: [**workforcesupport@hartlepool.gov.uk**](mailto:workforcesupport@hartlepool.gov.uk)

Completed offline applications should be sent to the above contact details for Hartlepool Borough Council.

**The Selection Process**

The selection process final timetable will be dependant on the number and quality of the applicant response therefore may be subject to change however, it is anticipated that the selection process will take place as follows:

***Technical Assessment – week commencing 21 November 2016***

The session will involve technical interviews with Chris Little, Director of Finance and Policy, Andrew Atkin, Assistant Chief Executive and Gillian Laight HR Business Partner. You will also be undertaking an in tray exercise.

## ***Final Panel Interview & Meet and Greet - 25 November 2016***

You will be asked to deliver a presentation on a set topic followed by an interview with a formal appointments panel with Members of the Council. In addition there will be an opportunity for a meet and greet session with Members, the management team and other key personnel.

## **Queries**

Should you have any queries on the appointment process or require additional information please contact Gillian Laight, HR Business Partner on 01429 523637 or [gillian.laight@hartlepool.gov.uk](mailto:gillian.laight@hartlepool.gov.uk)