

NORTHSTOWE TOWN COUNCIL - Recruitment Timetable : MARKET MANAGER Position

Task	Date	Lead
In-principle approval for re-recruitment process to go ahead (pending review at next FC meeting)	Tue 28 th May 2024	Full Council 28 th May 2024, item 43/24-25(1).
Finalise recruitment paperwork and approve recruitment timetable and panel	Tue 4 th June 2024	Personnel Committee 4 th June 2024, item 07/24-25.
Start date advertising post	Mon 10 th June 2024	Town Clerk
<u>Review point</u> – Full Council to consider remainder of recruitment timeline alongside consideration of alternative interim delivery options to be presented to Full Council	Tue 25 th June 2024	Town Council; papers, lead: Town Clerk
Advertised closing date for applications	COP Wed 3 rd July 2024	Town Clerk
Sift and shortlist candidates	Thu 4 th July 2024	Recruitment Panel
Invite shortlisted candidates for interview	Fri 5 th July 2024	Town Clerk
Hold Interviews	Wk./c 8 th July 2024 (date/times TBC)	Recruitment Panel
Select preferred candidate	Wk./c 8 th July 2024	Recruitment Panel
(In-principle) Offer employment to preferred candidate	Wk./c 8 th July 2024	Town Clerk
Take up references and check	Wk./c 8 th July 2024	Town Clerk
(In-principle) Agree start date, following acceptance of offer	Wk./c 8 th July 2024	Town Clerk
Present preferred candidate to Full Council	By Thu 18 th July latest	Town Clerk
Approval of employment	Tue 23 rd July 2024	Full Council
Finalise arrangements for new employee to start	24-26 th July 2024	Town Clerk
Inform unsuccessful candidates in writing once the appointment has been confirmed	Wk./c 29 th July 2024	Town Clerk
Start date new member of staff & Induction thereafter	1 st August 2024, or as soon as possible thereafter (TBC)	Town Clerk