Date: 7th December 2022

Dear Applicant,

**Post of Chief Officer**

Thank you for your enquiry about the above post.

Please find enclosed;

* Application form
* Job description and person specification
* Equal opportunities Monitoring Form
* Equality and Equal Opportunities Policy
* Privacy Policy
* Background information

Your application should clearly highlight how your skills and experience meet the job description and person specification

We look forward to receiving your application by the closing date of 16th December 2022 and we would ask that you provide an email address and telephone number where we can contact you day and/or evening.

Interviews will be held w/c 19th December 2022. The interview will be a question and answer format with a panel of three interviewers. You will also be asked “What do you think are the three highest priority issues for a bureau at this time, and how would you approach them if you were a chief officer?"

Yours sincerely,



**Claire Christie**

**Chief Officer**

**Notes for applicants:**

• Please provide two referees. **One of your referees should be your present or most recent employer.** If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or a personal friend. Referees will not be approached unless a job offer is to be made.

• The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will consider the information contained in your CV and will assess this against the person specification.

• The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the person specification. Paid and voluntary works are not the only experiences worth quoting. Other life experiences and skills may be just as valid.

• If you are shortlisted for interview, the selection panel will ask you questions based on the person specification, which will cover the areas in more detail.