

FOI Ref

8854

Response sent

08 April 2021

### **(CCC) HR**

Please inform me what questions were used in the interview for the Monitoring Officer OR Head of Legal OR Deputy Head of Legal roles (OR similar senior legal roles within the Council).

Please inform me of the guided/model answers for the above interview?

Please inform me about what the interview comprised i.e. interview and presentation? psychometric testing?

Was an external organisation instructed to carry out the above process?

### **Response:**

- Applications were shortlisted against the essential and desirable criteria within the person specification
- Individuals were invited to participate in the assessment(s) and interview stage which comprised of:
  - o Psychometric Testing
  - o Verbal and Numerical Analysis Aptitude Testing
  - o Written Exercise
  - o An opportunity to meet Partners and Chief Executives/ MD of the shared service Councils
  - o Technical Interview which comprised of 6 scenario based questions
  - o Panel Interview which comprised of 8 competency based questions (covering such areas as: managing people and performance, resource management, communication and interpersonal skills, self-awareness, political knowledge and sensitivity, service planning, corporate and strategic focus, diversity and equality, influencing and negotiating, managing change and partnership working); with Directors of from the shared service Councils
  - o Presentation to Members

Cambridge City Council ran the recruitment process, led by the Director of Business Transformation, Head of HR and the Interim Implementation Manager (of the Shared Service). The Psychometric and Aptitude Testing was facilitated by Saville Wave Consulting.

Further queries on this matter should be directed to <a href="mailto:foi@cambridge.gov.uk">foi@cambridge.gov.uk</a>
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