

From: **[Redacted]**
DED: Enterprise and Cities
2 November 2017

Cabinet Secretary for Economy, Jobs and Fair Work

RECRUITMENT OF CHIEF EXECUTIVE OF SCOTTISH ENTERPRISE UPDATE

Purpose

1. To update you on progress made in relation to the recruitment of a new Chief Executive for Scottish Enterprise (SE) and seek your approval of the proposed approach; including job description and advert.

Priority

2. **Urgent:** SE would like to go live with the advert for the post on 17 November.

Background

3. SE has appointed Aspen as the executive search agency to support this process.
4. The recruitment panel is chaired by Bob Keiller, Chair of SE and members are, Mary McAllan, Director of Economic Development, Nora Senior, Chair of the Strategic Board, and Carmel Tuesner an existing board member of SE.
5. You have previously agreed the salary range of £160,000 - £180,000, based on skills and experience, with a final pay band being set once the successful candidate has been agreed.

Summary of Progress

6. The panel have considered the timeline; approach; skills and attributes for the post and officials agree that these reflect and are consistent with those that we previously used in the recent Highlands and Islands Chief Executive round.
7. The attached advert and person specification also reflects the relationship with the Strategic Board.
8. The proposed approach includes:
 - i. Going live with the advert and a microsite on 17 November;
 - ii. Advertising online with The Times and The Guardian as well as Global Scot Network and social media such as LinkedIn to ensure the role is well publicised;
 - iii. An Executive search accessing Aspen's wide range of contacts and proactively contacting individuals identified as possible candidates encouraging a wide and diverse range of applicants as possible to apply; and
 - iv. Assessment of applications using the normal sift; long list and psychometric testing alongside panel interviews to narrow the field down to preferred candidate/s to be invited for final interview.
9. It is anticipated that the recruitment process will take 6 months to complete from start to finish subject to the usual successful candidate's notice period.

Sensitivities

10. **[Redacted]**

Recommendation and conclusion

This advice has been cleared with the Director of Economic Development. Officials will continue to update the Cabinet Secretary as the recruitment process proceeds.

Recommend that you:

1. Note the progress made in relation to recruitment; and
2. Agree the attached Timetable; Approach; Microsite content; Job/Person Specification; Advert and lines to take.

[Redacted]

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2 November 2017

Ext: **[Redacted]**

OFFICIAL SENSITIVE

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
First Minister					X
Cabinet Secretary for Finance and the Constitution					X
Cabinet Secretary for Culture, Tourism and External Affairs					X
Cabinet Secretary for the Rural Economy and Connectivity					X
Minister for Business, Innovation and Energy					X

DG Economy Director of Economic Development Director of External Affairs Oonagh Gil DD Ent & Cities Richard Rollison DD III George Burgess DD Food, Drink & Trade Claire Tynte-Irvine DD International [Redacted] [Redacted] [Redacted] Finance Pay Policy Communications Economy & First Minister Special Advisors
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Annex A

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Lines to take

CE Transition agreed lines

- [Redacted]

Recruitment of CE Lines

- [Redacted]