



Agenda item 7(iv): PIDC Head of Secretariat Recruitment

Proposed Recommendations

The PIDC Board is invited to:

- a) **consider** the proposed recruitment timeline for the HOS;
 - b) **consider** the finalised version of the Stocktake Terms of Reference; and
 - c) **endorse** the proposed sequencing plan in the recruitment process for the HOS position and stocktake consultancy to ensure that there is a smooth transition of executive leadership at the conclusion of the HOS Contract.
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Purpose

This paper seeks to finalise a way forward in the recruitment of the new Head of Secretariat and adoption of a transitional plan.

Background

2. The PIDC Board at its most recent Board meeting in April 2022 agreed on the following relating to the recruitment of the HOS:
 - (i) **approved** the stocktake of PIDC by an approved consultant or consultancy firm;
 - (ii) **approved** the immediate recruitment of the HoS based on the PIDC recruitment process using an outsourced recruitment company;
 - (iii) **agreed** to recommend to Members the immediate recruitment of the HoS and employment of a consultant/consultancy firm to work with the Secretariat to undertake a stocktake of the organisation and members needs and assist in the organisations transition planning and future-proofing. During the HoS recruitment period the Deputy Head of Secretariat would act as HoS;
 - (iv) **endorsed** the substance of the stocktake consultancy Terms of Reference and **tasked** the Secretariat in consultation with the HR Committee to further review the draft TOR timelines and deliverables for Board endorsement; and
 - (v) **endorsed** the extension of the Head of Secretariats contract by one month (07 September 2022).

3. As some of these decisions and matters they raised fell outside of the agreed PIDC Governance Documents provisions, the issues were raised for the consideration of the full membership at the Special General Meeting held in June 2022 where they received Members' support. As such this paper focuses on specifically progressing the Boards decision on the recruitment of the new HOS and stocktake consultation specifically in relation to paragraphs (ii) and (v) as outlined in the progress update provided in table 1.

Table 1: HOS Recruitment Board Decision Progress Update

Board Decision	Progress Update
(i) approved the stocktake of PIDC by an approved consultant or consultancy firm;	To be implemented
(ii) approved the immediate recruitment of the HoS based on the PIDC recruitment process using an outsourced recruitment company;	To be implemented
(iii) agreed to recommend to Members the immediate recruitment of the HoS and employment of a consultant/consultancy firm to work with the Secretariat to undertake a stocktake of the organisation and members needs and assist in the organisations transition planning and future-proofing. During the HoS recruitment period the Deputy Head of Secretariat would act as HoS;	Actioned and completed.
(iv) endorsed the substance of the stocktake consultancy Terms of Reference and tasked the Secretariat in consultation with the HR Committee to further review the draft TOR timelines and deliverables for Board endorsement;	To be discussed and endorsed in this paper
(v) endorsed the extension of the Head of Secretariats contract by one month (Until end September 2022)	Actioned and completed

(a) HOS Recruitment Plan

4. Consequent to the Board approving the recruitment of an outsourced recruitment company to recruit the new HOS to undertake the recruitment of the new HOS, the following is a phased timeline to guide the recruitment process as per Board decision in paragraph (vi):

Approach	Timeline
Tender of HR Recruitment Company	15 August 2022
Shortlisting and Selection of HR Recruitment Company	02 September 2022
HOS recruitment Period	09 September 2022 – 7 October 2022
HOS Shortlisting and Interview	12 October – 26 October 2022
HOS Selection	01 November 2022

(b) HOS Job Description

5. Attached as **Annex 1** is the current Job Description of the Head of Secretariat which will be circulated as part of the recruitment documentation unless the Board determines to review the JD in its current form and format.

(c) Stocktake Terms of Reference and Consultancy

6. The finalised version of the stocktake Terms of Reference (TOR) is attached as **Annex 2** ensures that the scope of work does not duplicate work that had been completed in the HR Consultancy Review, Strategic Plan review in addition to reviewing the Secretariats performance over the last 6 years. The scope of work is forward looking and works towards identifying how the organisation can work better into the future to meet the needs of its membership. The final version of the Stocktake consultancy is attached for Board members final consideration.

7. In terms of the stocktake consultancy timelines, it is anticipated that the stocktake consultancy will proceed immediately alongside the recruitment of the PIDC HOS as approved by the Board. The following is a proposed timeline to guide the delivery of the stocktake consultancy:

Approach	Timeline
Tender for Stocktake consultancy	15 August 2022
Shortlisting and selection of stocktake consultancy	13 September 2022
Stocktake report development and consultation with PIDC Secretariat and Membership	1 – 31 October 2022 <i>(1 month)</i>
Submission/Presentation of Stocktake Consultancy Report	October/November 2022 <i>(To coincide with first Board Meeting)</i>

Transition Plan

8. In anticipation of the aforementioned recruitment plans for both the HOS and Stocktake consultancy, the Board’s decision to extend the Deputy HOS’s contract by one year enables the Secretariat to continue operations seamlessly while supporting the coordination of any related work required during these undertakings. The below-mentioned table outlines a sequencing of activities.

Tasking	Comment
Board to extend the Deputy HoS contract by one year	Completed and actioned through a Board decision
Board to extend the HOS contract by one month	Board approved HOS contract extension and will end on 07 September 2022
Deputy HoS to Act as HOS during the recruitment period	To immediately come into effect at the completion of the HOS’s current contract on 07 September 2022
Board to address any governance issues to enable the Acting HOS to function seamlessly during the interim period	To be addressed at the August 05 Board meeting and any outstanding issues can be done intersessional