 

November 2020

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| **BOARD MEMBER** |
| **The Role:** | As a result of a vacancy, we would like to appoint a new member of our Board. |
| **How to apply:** | ­­Please send completed application forms for the attention of Andrew Jones, Chair of the Board, UKPHR by **email** to d.kidney@ukphr.org The closing date for application is **Thursday 10 December 2020 at 12.00 noon.**If you have any queries about this process before you apply, please email David Kidney at d.kidney@ukphr.org or telephone him on 07966 378844. |
| **What happens next:** | We will acknowledge arrival of your application and review all applications once the deadline has passed. If you are shortlisted for interview, you will be contacted via e-mail.Applicants who are shortlisted for interview will ideally be available for interview during the week commencing **Monday 14 December 2020.**Our Board will have responsibility for selection. Shortlisted applicants will be interviewed by a selection panel comprising Board members.Please state when applying (see Section C) if you would be unavailable for interview during the week commencing 14 December. |

**SECTION A – Applicant details**

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| **Title:** |  |
| **First name(s):** |  |
| **Middle Name(s):** |  |
| **Last name:** |  |

**SECTION B – Contact details**

You must give us contact details at which UKPHR may contact you when necessary.

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| **E-mail:***Please give your primary email address for us to contact you on. You are welcome to add alternative addresses as well.*  |  |
| **Telephone:***Please give your primary number for us to contact you on. You are welcome to add alternative numbers as well.*  |  |
| **Postal address:** |  |

**SECTION C – Availability for interview**

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| **Are you available for interview week commencing 14 December 2020?** |  **Yes** [ ]  **No** [ ]  |

**SECTION D - Details**

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| **Are you registered on, or eligible to be registered on, the UK Public Health Register?** |  **Yes** [ ]  **No** [ ]  |
| **Are you closely related to anyone registered with, or employed by, UKPHR?** |  **Yes** [ ]  **No** [ ]  |
| **If you answered “yes”, please give details** |  |

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| **Nationality:** |  |

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| **Are you required to hold a work permit to work in the UK?** |  **Yes** [ ]  **No** [ ]  |
| **If you answered “yes”, do you hold a work permit?** |  **Yes** [ ]  **No** [ ]  |

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| **Are there any restrictions on your continued residence or employment in the UK?** |  **Yes** [ ]  **No** [ ]  |
| **If you answered “yes”, please give details** |  |

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| **Please state any restrictions on your availability to fulfil the commitments of a member of the UKPHR Board:** |  |

**SECTION E - Current and previous public appointments**

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| **Do you currently hold, or have you previously held any public appointments?** |  **Yes** [ ]  **No** [ ]  |
| **If yes, please give the following additional information:***Body and nature of appointment**Period of appointment* |  |

**SECTION F - Reason for application**

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| **Please describe why you wish to join the UKPHR Board. Summarise in up to 300 words the relevant skills, knowledge and experience that you would bring. Refer to the requirements on the role description.** | .  |

**SECTION G - Education, qualifications, membership of professional bodies**

The information in the CV accompanying this application should include:

* Further or Higher Education, with dates, and additional academic and professional qualifications
* **Current** membership of professional bodies (current memberships only) and date of joining

**SECTION H - Employment history, including voluntary work**

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| **Information on all full-time and part-time work within the last ten years should be shown on your CV, including paid employment, consultancies, voluntary work etc.** **Please indicate, below, experience of membership or chairing of boards, committees or groups.**  |   |

**SECTION I – Competency questions**

In each of the seven sections below, please give an example of your experience and achievements to date which best illustrates the particular competency. In each case you should present the following briefly and clearly:

* the nature of the situation or the objective
* what you actually did, why you did it and when (giving approximate dates)
* the outcome or result of your actions
* how much of this achievement was directly attributable to you, plus the name and contact details of someone who could verify the information.

Please limit your answers to **300 words per competency.**

Please avoid using an achievement more than once and give examples that are recent, preferably within the last two years.

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| **Strong commitment to protecting and improving the health and wellbeing of the public** |  |

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| **Ability to think strategically and hold an organisation to account** |  |

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| **Understanding of the principles of professional regulation** |  |

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| **Establishing good relations with a range of stakeholders** |  |

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| **Judgement, impartiality and common sense in operation of governance arrangements** |   |

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| **Ability to assimilate information, debate cogently, communicate effectively and respect others’ view** |  |

**SECTION J - Commitment to the Nolan principles of public life**

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| **Please write a paragraph up to 300 words confirming to uphold the Nolan principles of public life and how you have transferred them into practice in your career** *You can provide a summary* |   |

**SECTION K – Conflicts of interest and other material information**

A person appointed to the UKPHR Board could find that matters or incidents, which previously attracted no attention, could become matters of legitimate public interest. Information that might be relevant could include either specific events, such as those covered below, or prominent activities, for example in voluntary organisations.

All information will be treated in the strictest confidence. A ‘yes’ answer will not necessarily rule out a candidate; but it is important that you answer these questions truthfully at this stage.

Have you:

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| 1. **ever been convicted of any criminal offences in the UK (other than minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act 1974, or of any offences elsewhere which if committed in the UK would be criminal offences?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **ever been removed from a professional register or from a professional membership organisation or been the subject of disqualification from the practice of a profession in the UK or elsewhere which remains in force; or are you aware of any proceedings which could lead to such a disqualification?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **ever been the subject of any professional investigation by any regulatory body in the UK or elsewhere?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **any court or tribunal charges outstanding?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **become bankrupt in the past 10 years?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **been disciplined within or dismissed from any office or employment over the past 10 years?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **ever been disqualified from acting as a Company Director or in the conduct of a Company?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **ever been a Director, Partner or Manager of a Company which has gone into liquidation, receivership or administration?**
 |  **Yes** [ ]  **No** [ ]  |

If you have answered ‘yes’ to any of the above questions, please give full details on a separate page.

Are you aware of any other information which you consider relevant to an assessment of your suitability as an appointee? For example, is there anything in your private or professional life which could be a source of embarrassment to UKPHR or yourself if it became known in the event of your appointment?

 **Yes** [ ]  **No** [ ]

Please provide information on a separate page if you have answered ‘yes’.

**SECTION L – Other business interests**

The appointment of Board members will be subject to strict rules concerning candidates’ (or their spouses’ or partners’) private interests, connections or activities in the market sectors relevant to UKPHR’s work.

If you answer ‘yes’ to any of the following, please provide information on a separate page. Where pecuniary interest is declared, you may be asked if you are willing to forego it.

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| 1. **Are there any Companies or Partnerships:**
2. **of which you are, or have been, during the previous 10 years a Director or Partner?**
3. **of which you are, or have been, during the previous 10 years a Director or Partner?**
 |  |
|  **Yes** [ ]  **No** [ ]  |
|  **Yes** [ ]  **No** [ ]  |
| 1. **Do you, or your spouse or partner, hold direct shareholdings in market sectors linked to the work of UKPHR?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **Are you, or is your spouse or partner, a director of any commercial firm in those market sectors?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **Do you, or does your spouse or partner, receive any retainer from commercial firms in those market sectors?**
 |  **Yes** [ ]  **No** [ ]  |
| 1. **If pecuniary interest is declared are you, or your spouse or partner, willing to forego it for the period of appointment?**
 |  **Yes** [ ]  **No** [ ]  |

**SECTION M – References**

Please give details of **two** referees, including their initials, correct style of address and any academic title. If you are called for interview, these will be taken up. One reference should be from someone who knows you in a work context. Family members are excluded from acting as referees.

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| **Name:** |  |
| **Address:** | - |
| **Email:** |  |
| **Telephone:** |  |
| **In what context, and for how long, has this referee known you?**  |  |

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| --- | --- |
| **Name:** |  |
| **Address:** | - |
| **Email:** |  |
| **Telephone:** |  |
| **In what context, and for how long, has this referee known you?**  |  |

**SECTION N – Declaration**

I confirm that to the best of my knowledge and belief, the information given in this form is complete and correct.

I understand that if I am appointed and the information that I have provided is subsequently found to be untrue, then my appointment may be terminated.

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| **Signature:** |  |
| **Print name:** |  |
| **Date:** |  |

Your CV and completed application form should be sent for the attention of Andrew Jones, Chair of the Board, UKPHR by email to register@ukphr.org by 12.00 noon on Thursday 10 December 2020.

Please note that the personal data and any supporting documents provided on this form will be handled, processed and stored by UKPHR for recruitment and selection purposes.