

UK PUBLIC HEALTH REGISTER

Board Director Vacancy (x2)

UK Public Health Register (UKPHR) is a private company limited by guarantee. Its register, accredited by the Professional Standards Authority under a statutory scheme, is the definitive indicator of competence among public health specialists and practitioners. It contains approaching 800 names and is the recognised yardstick of safe, competent practice in the UK.

UKPHR was established in 2003 as a voluntary register for multidisciplinary public health professionals. Since then it has pursued its aim of promoting public confidence in public health practice in the UK through independent regulation. Our primary objective is to protect the public by ensuring that only competent public health professionals are registered. We also aim to ensure that registrants maintain high standards of practice after achieving registration, for example through our CPD requirements.

Registration is available to public health specialists – General and Defined – as well as Specialty Registrars and public health practitioners working at or above Level 5 (autonomous practice) of the Public Health Skills & Knowledge Framework. Registrants work in the three domains of public health (health improvement, equitable healthcare services and health protection) including in science, knowledge & intelligence and academia.

The governance and operational structure of UKPHR were streamlined in 2013 with the formation of a new, smaller Board, all of whose members are Directors of the company. In 2014 the Board restructured the paid staff and relocated the organisation from London to Birmingham. In 2015 the company has applied for charitable status.

The Board comprises a Chair, a Vice Chair and up to 10 other Directors. The Board will include:

- at least three lay members – people who are not registered by, nor entitled to be registered by, UKPHR;
- up to seven others with experience of the education, employment, standards or practice of public health professionals.

The selection process for Directors will ensure that the Board has

- at least one person holding registration as a specialist
- at least one person holding registration as a practitioner

- at least one person who is a trainee in public health working towards registration.

Successful candidates will demonstrate previous Board level or other leadership experience in the private, public or voluntary sectors. They must have a strong commitment to protecting and improving the health and wellbeing of the public in either a professional or a lay capacity. They will show an appreciation of professional regulation and the delivery of professional services within a public service environment. They will be familiar with the better regulation principles and have experience relevant to the delivery of those standards.

In recruiting to the two vacancies which currently exist, the Board has identified specific gaps in experience, knowledge and skills in its current composition and wishes where possible to address one or more through these appointments. These gaps are:

- Representation of public health practice in Northern Ireland, Scotland and Wales
- Experience in human resources strategy and management
- Knowledge and skills related to governance issues within organisations.

The Board will have responsibility for selection. Appointments are for three years, with a possibility of renewal for up to a further three years. Time commitment will be around 10 days a year for Board members.

The positions are unremunerated but reasonable travel and subsistence expenses are reimbursed.

For further information please see the accompanying information.

Application process and timetable

Application is by CV and application form. The closing date for applications is 04 September 2015 (4.30pm).

Your CV and completed application form should be sent for the attention of David Kidney at UKPHR either by email to d.kidney@ukphr.org or by post to UKPHR, 18c, McLaren Building, 46, Priory Queensway, Birmingham B4 7LR by 16.30 hrs on the closing date.

Interviews will be in the fortnight commencing on 07 September 2015.

Information about UKPHR

The role and purpose of the Board

To ensure the success of the register and enhance the reputation within and beyond the public health community.

Key areas of responsibility

- Ensure UKPHR meets and maintains its aim of protection of the public by promoting high professional standards of all registered professionals
- Support UKPHR's objectives and promote its role as a regulatory body for public health
- Determine the purpose and values of the company and review them regularly
- Determine the outcomes and outputs of the company needed to support its purpose and values
- Establish and maintain any committees and sub-committees required by the company to fulfil its remit
- Work effectively with the paid staff to ensure the company adheres to the principles of good governance and proper accounts are kept
- Engage constructively with key stakeholders in relevant public services
- Establish and maintain good working relationships with the leadership bodies for public health professionals
- Monitor the effectiveness of the company's work.

Person specification

Essential (all applicants)

- A strong commitment to protecting and improving the health and wellbeing of the public in either a lay or professional capacity
- A good understanding of professional regulation and an appreciation of the principles of good regulation
- Board or Committee experience demonstrating the ability to think strategically, look outward and hold an organisation to account
- An appreciation of good governance arrangements and willingness to uphold them
- Experience of establishing good relations with a range of external stakeholders
- Sound judgement, impartiality and common sense
- Excellent communication skills and ability to debate cogently using structured arguments, respecting others' views
- Ability to assimilate complex information, weigh evidence and draw conclusions
- Evidence of commitment to the Nolan Principles of Public Life

Desirable (all applicants)

- Experience of starting up a new body or successfully guiding change in a complex environment
- Knowledge of the delivery of services in a public service environment and consumer related interests
- Knowledge of Government and its operation and infrastructure.

The selection panel hope to be able to include, among the successful candidates, individuals with qualifications or experience in finance, audit or the law.

Exclusions

In some circumstances an individual may not be considered appropriate for appointment. These include:

- A person previously convicted in the UK and given a prison sentence of more than three months
- An individual ever made bankrupt or who has made a composition or arrangement with creditors
- An individual who has ever been disqualified under the Company Directors Disqualification Act 1986
- Anyone who has been dismissed from employment with the exception of redundancy
- An individual who has previously held a similar position as Chair or member of a Board or Council which was terminated in some circumstances
- An individual who has been on a professional register, or a member of a professional body, and was removed from that register under the conditions of registration/membership.

Application and timetable

Your CV and completed application form should be sent for the attention of David Kidney at UKPHR either by email to d.kidney@ukphr.org by post to UKPHR, 18c, McLaren Building, 46, Priory Queensway, Birmingham B4 7LR by 16.30 hrs on the closing date.

Applications will be considered by a selection panel comprised of existing Directors and advised by the Executive Director.

Interviews will be held. Candidates will be asked on the application form to indicate any dates when they would be unavailable for interview, if invited.

UK Public Health Register

Board members

APPLICATION FORM

Please complete legibly in black or blue ink, or type/word-process
This application form must be accompanied by a CV (maximum 4 pages)

Mr/Ms/Dr/etc	Surname	Forenames	
Address:			
Telephone (Home):	Telephone (Work):		
Telephone (Mobile):	Email address:		
Are you registered on, or eligible to be registered on, the UK Public Health Register?		Are you closely related to anyone registered with, or employed by, the UKPHR?	
Nationality:		Are you required to hold a work permit to work in the UK?	
		If so, do you hold a work permit?	
Are there any restrictions on your continued residence or employment in the UK? If the answer is yes, please specify below.			
Please state any restrictions on your availability to fulfil the commitments of a member of the UKPHR Board.			

REASON FOR APPLICATION

Please describe why you wish to join the UKPHR Board. Summarise in up to **450 words** the relevant skills, knowledge and experience that you would bring. Refer to the requirements on the role description.

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

TRAINING

Please detail in the box below any recent training you have undertaken which you consider relevant to this post

EMPLOYMENT HISTORY, INCLUDING VOLUNTARY WORK

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.

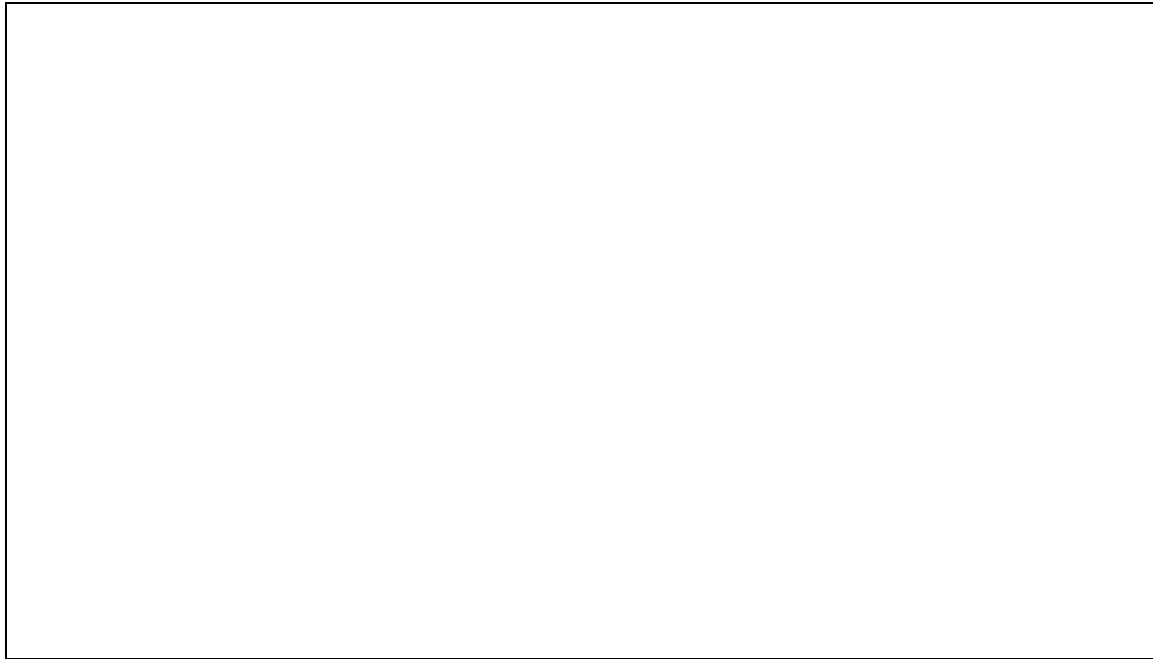
COMPETENCY QUESTIONS

In each of the five 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.

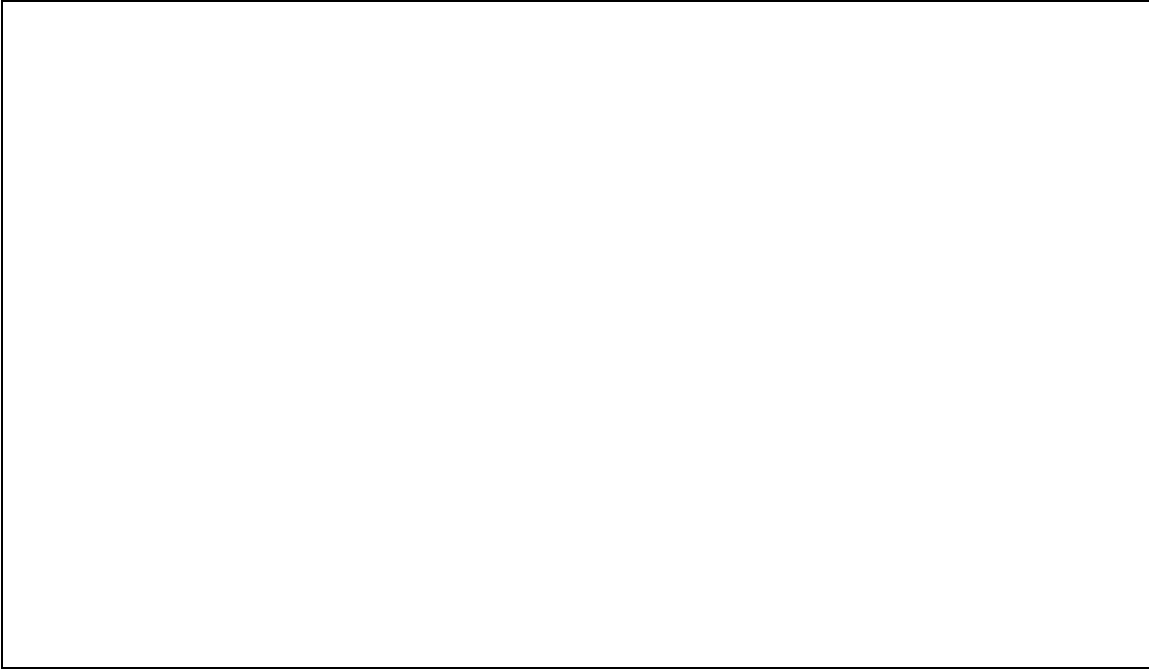
Please limit your answers to **300 words per competency**. Please avoid using an achievement more than once and give examples that are recent, preferably within the last two years.

1. STRONG COMMITMENT TO PROTECTING AND IMPROVING THE HEALTH AND WELLBEING OF THE PUBLIC



2. ABILITY TO THINK STRATEGICALLY AND HOLD AN ORGANISATION TO ACCOUNT





3. UNDERSTANDING OF THE PRINCIPLES OF PROFESSIONAL REGULATION



**4. ESTABLISHING GOOD RELATIONS WITH A RANGE OF
STAKEHOLDERS**

**5. JUDGEMENT, IMPARTIALITY AND COMMON SENSE IN OPERATION
OF GOVERNANCE ARRANGEMENTS**

6. ABILITY TO ASSIMILATE INFORMATION, DEBATE COGENTLY, COMMUNICATE EFFECTIVELY AND RESPECT OTHERS' VIEWS

7. COMMITMENT TO THE NOLAN PRINCIPLES OF PUBLIC LIFE

Please write a paragraph confirming your commitment to uphold the Nolan principles of public life and how you have transferred them into practice in your career (you can provide a summary).

CURRENT AND PREVIOUS PUBLIC APPOINTMENTS

Do you currently hold or have you previously held any public appointments?

If Yes please give the following additional information:

Body and nature of appointment	Period of Appointment	
	From	To

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:

a)	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?	
b)	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?	
c)	ever been the subject of any professional investigation by any regulatory body in the UK or elsewhere?	
d)	any court or tribunal charges outstanding?	
e)	become bankrupt in the past 10 years?	
f)	been disciplined within or dismissed from any office or employment over the past 10 years?	
g)	ever been disqualified from acting as a Company Director or in the conduct of a Company?	
h)	ever been a Director, Partner or Manager of a Company which has gone into liquidation, receivership or administration?	

If you have answered 'yes' to any of the above questions, please give full details on an attached sheet.

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? Please provide information on an attached sheet, if necessary.

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. Where pecuniary interest is declared, you are therefore asked if you are willing to forego it.

1. Are there any Companies or Partnerships:	
a) of which you are, or have been, during the previous 10 years a Director or Partner?	
b) of which you own more than 50%, whether or not you are a Director or Partner?	
2. Do you, or your spouse or partner, hold direct shareholdings in market sectors linked to the work of UKPHR?	
3. Are you, or is your spouse or partner, a director of any commercial firm in those market sectors?	
4. Do you, or does your spouse or partner, receive any retainer from commercial firms in those market sectors?	
5. If pecuniary interest is declared are you, or your spouse or partner, willing to forego it for the period of appointment?	

REFEREES

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.

1. Name:
Address:
Email:
Tel no:

In what context, and for how long, has this referee known you?

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2. Name:
Address:
Email:
Tel no:

In what context, and for how long, has this referee known you?

.....

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 I have provided is subsequently found to be untrue then my appointment may be terminated.

Signature (or typed name if sending electronically):

Date:

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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.