

STATEMENT OF ROLE, JOB DESCRIPTION & PERSON SPECIFICATION	
DATE (Month, year)	
POST	Appeals Panel Member
COMMENCEMENT DATE	
DATE LAST UPDATED	

## ROLE

### Overall purpose of UKPHR

UKPHR is the regulator for multi-disciplinary public health. It is the regulatory body for individuals working in the public health workforce and is principally for public health specialists and practitioners who are not registered with another regulatory body.

### Role of the Appeals Panel

The role of the Appeals Panel is to consider and determine any appeals in relation to the Fitness to Practise Rules and/or a refusal to admit an applicant to the register of UKPHR and/or the rejection of a portfolio after assessment.

UKPHR's Appeals Rules govern the composition, duties and powers of the Appeals Panel.

### Role of the Appeals Panel Member

The role of the Appeals Panel Member is to serve on the Appeals Panel faithfully, responsibly and impartially. He or she will be accountable to the Board for the integrity of the register and will uphold, and behave in accordance with:

- UKPHR's Memorandum & Articles of Association
- UKPHR's Standing Orders
- UKPHR's Fitness to Practise Rules
- UKPHR's Code of Practice for Board members, Committee members and assessors including the seven Nolan Standards of Public Life.

## JOB DESCRIPTION

### Duties:

- > Accountable to the Board for the integrity of the register
- > Uphold the standards UKPHR sets for administering its Appeals Rules and applying those standards whenever attending meetings of Appeals Panels
- > Apply, in carrying out duties as an Appeals Panel Member, UKPHR's Code of Practice for Board members, Committee members and assessors and, where appropriate, UKPHR's Code of Conduct
- > Uphold the good governance of all registration aspects of UKPHR's operations.

The post-holder will be required to:

- Act without favour towards any individual or organisation
- Serve without seeking personal gain or preferment
- Avoid being placed under any obligation which might affect the ability to carry out UKPHR duties impartially and objectively
- Declare any involvement with any organisations or individuals, or any prior knowledge, which might be seen as giving rise to a conflict of interests; and to withdraw from involvement in matters where a conflict of interests may arise
- Reject discrimination on grounds of race, beliefs, gender, language, sexuality disability or age
- Abide by, and actively uphold, UKPHR's Standing Orders and Rules
- Distinguish clearly, when speaking or writing, between personal views and those of UKPHR.

## PERSON SPECIFICATION

Evidences sound judgement and has an appreciation of rules of natural justice

Possesses an ability to exercise critical, analytical thinking when making judgements involving facts and situations

Demonstrates a personal commitment to equality and diversity

Has knowledge and/or experience of regulatory processes or of the quasi-judicial working of an appeals panel

Can show knowledge and application of data protection legislation and rules relating to confidentiality

### Future change:

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake duties and responsibilities relevant to the nature, level and scope of the post.

### Special Features:

The post holder may be required from time to time to be away from home and work outside normal office hours to attend meetings related to the work of the Appeals Panel.

Signature of Manager:		Date:	
Signature of post holder:		Date:	

**UKPHR is an equal opportunities employer**