



PUBLIC APPOINTMENT OF MEMBERS TO THE HEALTH AND SOCIAL CARE RESEARCH ETHICS COMMITTEES

GUIDANCE NOTES

For completion of Self-Nomination Form for a Public Appointment

The following notes give guidance to help you provide the relevant information when completing the self-nomination form. Read these notes and the information pack carefully before completing the form. These notes are available in other formats; please contact the address below for details.

1. PERSONAL DETAILS

Please give full details of your home address, business address and contact address (if different) as well as how you may be contacted.

2. SUITABILITY FOR APPOINTMENT

The BSO is not just interested in people who have a traditional career path. Many appointments are open to people who do voluntary or community work, or have direct experience of the problems faced by patients or users of the Health and Social Care. Make sure you take full advantage of this Section to provide practical evidence and examples of how you feel you are suitable for a public appointment, on the basis of the selection criteria for appointees, as outlined in your information pack.

In this section you are asked to provide practical information against the selection criteria for appointees. The information you provide should enable an assessment to be made of the extent to which you meet the various criteria. The information you provide in Section 2 will be used for shortlisting, assessment and selection purposes. When completing this section you should have a copy of the selection criteria beside you for reference.

Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Before

starting to complete this section, it is important that you think about your role and what **you** have done individually, either on your own or as a team member. To complete this section effectively, you need to understand the relationship between the examples you will use and the relevant selection criteria. In addition you should bear in mind the following points:

- you should use simple and easy to understand language in your examples to describe what you have done;
- use actual examples, rather than ‘how you would do something’;
- you can use examples from your working life, where appropriate, or from your personal life, including any voluntary or community work you are or have been involved in;
- avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results;
- if possible, quantify/qualify your accomplishments;
- describe what you did and how you behaved – if your example includes activities undertaken by a team, focus on your role and not that of the team as a whole.

What information should I provide?

To assist you more fully in completing the form, each selection criteria is now discussed in more detail, providing you with examples of the type of information that you may wish to include. *You do not have to use the examples provided. These examples are included for illustrative purposes only.*

LEADERSHIP [ONLY FOR THOSE WHO WISH TO BE CONSIDERED AS CHAIR AT A FUTURE DATE]
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<i>Acting as Committee Leader to ensure focus, direction and results</i>
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The role of the Chair has a number of different elements, and a primary element is to lead the Committee. Therefore in this section we would like you to provide us with an example of a team or group that you have led or are currently leading. This could be a team at work, or it could be team or group outside of a working environment, such as a local community group or a youth club. In particular, we would like you to provide evidence that shows how you led the team to meet a specific goal, what you did, how you did it and why you did it. You should include also some indication of the results.

MAKING AN IMPACT WITH OTHERS

Developing and maintaining smooth co-operative working relationships to achieve results

Being an appointee means being part of a team. Depending on the appointment, the type and size of team may differ. However we want to know about how you operate and contribute in a team environment. Therefore we would like you to tell us about a team you have been part of or are a member of. This could be a work team or it could be a team outside of a work environment, for instance in a voluntary capacity. We want you to tell us about the type of team it is and what it does, but in particular we want to know about your contribution to the team, and how your contribution made the team successful in meeting its aims.

COMMITMENT TO BEING A MEMBER OF A COMMITTEE

Understanding the working environment in which you are making a contribution

The role of the appointee is an important public service role and is governed by public service values such as integrity and trust. Public service values have been developed to ensure a consistent environment for all those working in public service. In addition as an appointee you will have organisational responsibilities, to the Committee and the Department. At times this will result in you agreeing and committing to Committee decisions that may be contrary to your individual position. You need to be content that you would be able to give this commitment.

Therefore under this selection criterion you should provide us with an example that demonstrates how you work under values or rules. These could be organisational values, or they could be the values of a club or association of which you are part. You could alternatively provide an example of how you committed to a group decision that differed from your viewpoint, or perhaps how you demonstrated integrity and honesty under difficult circumstances.

ANALYTICAL THINKING

Making decisions and solving problems in a team and organisational environment

As an appointee you will encounter a lot of information that may require analysis and a decision or resolution to be made by the Committee. You will be expected to play an active part in contributing to these decisions and solutions. For this selection criterion we would like you to describe a problem you have encountered in a team or group environment, when you have contributed to providing a solution. You should emphasise your role and how you went about your analysis and generating options or solutions. You should also describe how the team provided its options or solutions. The team or group could be work based or outside of a work environment.

If you do not have an example of making a decision or solving a problem in a team or group environment, then tell us about an occasion when you had to make a difficult decision or solve a complex problem on an individual basis. Again outline how you went about it and the result of your actions.

LEARNING AND SELF-DEVELOPMENT

Able and willing to further develop as an appointee

As an appointee you will not be expected to know everything on the first day. However we will be assessing your ability and willingness to learn quickly to ensure your confidence and contribution develops quickly. Therefore for this selection criterion you should think about a group or activity you were involved in, either in work or outside of the work environment, when you were required to develop a considerable amount of knowledge or understanding in a short time.

If you do not have an example when you were required to develop knowledge and understanding quickly, then tell us how you gather understanding and knowledge, for example by reading newspapers or using the internet.

3. PREVIOUS EMPLOYMENT AND/OR VOLUNTARY WORK EXPERIENCE

We are particularly interested in any experience, which would have special relevance for a public appointment. However do not be concerned if you have not been in employment for any or all of the last 10 years. You will have had the opportunity in Section 3 to outline your suitability for appointment, and to tell us how you have gained these skills outside of the normal employment field.

4. PREVIOUS AND CURRENT PUBLIC APPOINTMENTS

The Business Services Organisation requires us to publish details of public appointments already held by successful candidates.

5. QUALIFICATIONS

You are not required to complete this section, but you may wish to tell us about qualifications you have attained. Please list any academic, professional and/or vocational qualifications gained since leaving secondary education.

6. CONFLICTS OF INTEREST

An appointee to a public body could find that matters or incidents, which previously attracted no attention, could become matters of legitimate public interest once the person concerned holds a public appointment. In this section you are asked to provide information regarding interests that you, or your immediate family, have that might be construed as being in conflict with the appointment for which you have applied, and might be raised in public.

7. DECLARATION

Ensure that you read the declaration statement and sign your self-nomination form.

8. MONITORING INFORMATION

The Business Services Organisation (BSO) wishes to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. The BSO also requires that announcements about successful candidates should contain details of their recent political activity. You are asked to complete these details in Section 8 of the form. As with all the information contained in the form, it is gathered, maintained and

processed, strictly in accordance with our Data Protection Registration, for public appointment purposes only.