



Department of
Health

An Roinn Sláinte
Máinnystrie O Poustie

CANDIDATE INFORMATION BOOKLET

APPOINTMENT OF NON-EXECUTIVE DIRECTORS FOR THE DEPARTMENT OF HEALTH

Foreword

The Department of Health is seeking two Non-Executive Directors (NEDs) to join our Departmental Board and I hope you will consider applying for one of these critical roles.

As a NED, you'll play an important role on both the Board and the Departmental Audit and Risk Assurance Committee by bringing an external and independent perspective. We need independent, external and varied experience to support and challenge Executive members of the Board. The external view brought by NEDs adds significantly to the quality and effectiveness of decision-making in the Department and enables me, as Accounting Officer, to be assured about our governance and risk management arrangements .

As a NED, you would have a challenging and rewarding role. We're looking for people who:

- are interested in ensuring that public services are delivered in the most effective and efficient way;
- has an inquiring and inquisitive mind, with an ability to assimilate, assess and analyse complex information;
- possess high ethical standards, sound judgement and the ability to communicate ideas; and,
- can think creatively and have an ability to take a wider, strategic view.

This is an exciting and valuable opportunity to make a real difference to the running of a public body and to ensure that public resources are managed effectively.

I am very keen that we have a wide and diverse pool of talent for these important appointments. If you believe you have the necessary ability, experience, enthusiasm and could make a positive contribution to the work of the Department, then I very much look forward to hearing from you.

Peter May

Permanent Secretary, Department of Health and Chief Executive of Health and Social Care

About this Competition

This recruitment competition is to fill two vacancies for NEDs of the Departmental Board.

The successful candidates will be expected to take up their respective positions from 1 October 2022. The appointments will be for an initial period of three years with the possibility of renewal by mutual agreement.

The pool of successful candidates will remain live for up to three years from the closing date for applications and may be used to fill any further vacancies that may arise within the Department (or other Departments) during that time.

Appointees may only hold one Departmental post at any time. Any prospective applicant who currently holds a similar appointment in any NI Civil Service Department, and intends to continue in that position after 30 September 2022, is therefore not eligible to apply for these appointments.

Any decision of the Selection Panel to appoint successful candidates to positions within this recruitment process is final.

This Candidate Information Booklet should provide all the information that you need. However, if you have any queries on the process please contact the DoH Governance Unit on governance@health-ni.gov.uk. Please note we are unable to provide advice on the suitability of evidence on your application form.

All applicants are required to complete an Equality Monitoring Form.

Background

The principal functions of the Northern Ireland Civil Service (NICS) are to provide support to the Ministers of the Northern Ireland Executive and to deliver a wide range of public services to the people of Northern Ireland. The work of the NICS varies across the many different aspects of Government and will touch on the day-to-day lives of every person in Northern Ireland in some way.

There are nine Government Departments each of which is headed by a Permanent Secretary who, as Accounting Officer, is responsible for making sure that money allocated to the Department is spent appropriately and for putting in place a sound governance framework.

The **Department of Health** (DoH) has a statutory responsibility to promote an integrated system of health and social care (HSC) designed to secure improvement in:

- The physical and mental health of people in Northern Ireland;
- The prevention, diagnosis and treatment of illness; and
- The social wellbeing of the people in Northern Ireland.

Its statutory responsibilities under the Health and Social Care (Reform) Act (Northern Ireland) 2009 are to:

- Develop policies;
- Determine priorities;
- Secure and allocate resources;
- Set standards and guidelines;
- Secure the commissioning of relevant programmes and initiatives;
- Monitor and hold to account its ALBs; and
- Promote a whole system approach.

DoH is also responsible for establishing arrangements for the efficient and effective management of the Fire and Rescue Services in Northern Ireland. It discharges these duties both by direct departmental action and through its 16 Arm's Length Bodies (ALBs):

- Business Services Organisation

- Belfast HSC Trust
- NI Ambulance Service Trust
- Northern HSC Trust
- South Eastern HSC Trust
- Southern HSC Trust
- Western HSC Trust
- NI Blood Transfusion Service
- NI Fire and Rescue Service
- NI Guardian Ad Litem Agency
- NI Medical and Dental Training Agency
- NI Practice and Education Council for Nursing and Midwifery
- NI Social Care Council
- Patient and Client Council
- Public Health Agency
- Regulation and Quality Improvement Authority

DoH is headed by a Permanent Secretary and has seven Groups, headed by a Grade 3 official:

- Social Services Group
- Chief Digital Information Officer Group
- Healthcare Policy Group
- Chief Nursing Officer Group
- Chief Medical Officer Group
- Resource and Corporate Management Group
- Strategic Planning and Performance Group

The overall budget for DoH is in the region of £7bn. The Department directly employs some 572 full time equivalent (FTE) staff as at the end of February 2022.

Further information about DoH can be found at www.health-ni.gov.uk

Departmental Board

The Departmental Board is chaired by the Permanent Secretary and is comprised of senior officials from the organisation and two NEDs. They provide the collective strategic and operational leadership and the function of each Board includes:

- setting the strategic direction for the Department, including its vision, values and strategic objectives;
- developing and overseeing the implementation of policies and programmes in line with the Department's strategic direction;
- monitoring performance against corporate plans, budgets and targets;
- overseeing the strategic management of finance, information and physical resources within the Department; and,
- establishing and overseeing the implementation of the Department's corporate governance arrangements, including risk management.

Departmental Audit and Risk Assurance Committee

The Departmental Audit and Risk Assurance Committee (DARAC) is an essential part of the governance and control framework of Departments - the system by which they are directed and controlled. It is an independent and objective committee which supports the Departmental Accounting Officer and wider Departmental Board by reviewing the comprehensiveness and reliability of assurances on governance, risk management, the control environment and the integrity of financial statement and the annual report.

NEDs complement the balance of skills and experience of the Department's officials on the DARAC by bringing an independent, external perspective to the work of the Committee. The value of the NED member lies in the constructive challenge function and the fresh, objective viewpoint that they provide. NEDs of the DARAC are responsible for advising the Accounting Officer and Management Board on:

- the strategic processes for risk, control and governance and the Governance Statement;
- the accounting policies, the accounts and the annual report of the organisation, including the process for review of the accounts prior to the submission for

audit, levels of error identified, and management's letter of representation to the External Auditors;

- the planned activity and results of both Internal and External Audit;
- adequacy of management's response to issues identified by audit activity, including External Audit's management letter;
- assurances relating to the management of risk and corporate governance requirements for the organisation and its sponsored bodies;
- actions related to the management of IT and cyber risks;
- (where appropriate) proposals for tendering for either Internal or External Audit Services; and
- anti-fraud policies, whistle-blowing processes and arrangements from special investigations.

One NED will be appointed as Chair of the DARAC and will be invited to do so by the Chair of the Departmental Board. Both NEDs will be members of DARAC, with the remaining two independent members of DARAC being senior civil servants from other Departments.

Vacancies

The Department of Health is seeking to make **two appointments** from this current recruitment competition.

Following interview, there will be one list of successful candidates, which will be used to place successful candidates. The list will be in merit order. The panel will allocate the positions offered.

The list of candidates deemed suitable for appointment will remain in place for up to three years from the closing date for applications. Any reserve candidates from this current competition may be considered to fill NED vacancies within other departments, depending on the skills required.

Eligibility Criteria

A criteria-based selection procedure will be adopted to identify suitable candidates for these positions. The application form is an essential element of this process and is designed to allow applicants to give specific examples of past performance to demonstrate their ability or competence.

In this stage of the selection process applicants must demonstrate how they meet the criteria below. Examples and supporting evidence may be taken from a wide variety of sources and experiences including the applicant's career, voluntary work, or participation on other boards or committees.

Please take full advantage of the opportunity to provide practical evidences and examples of how and why you consider you are suitable for the post. These examples as provided will inform the selection process.

Person Specification / Criteria

Candidates must be able to demonstrate:

- the capacity to bring a fresh, external view to the strategic direction and decision-making of an organisation by providing constructive, independent challenge;
- good communication skills with evidence of building and sustaining relationships with internal and/or external stakeholders;
- Management and governance experience in a delivery organisation in the public or private or third sector adopting a risk-based approach and making a personal impact; and,
- an ability to analyse complex information, reach practical decisions and to think strategically;

COMPLETING YOUR APPLICATION

To make an application, please forward:

- a copy of the completed application form, which includes a personal statement, which provides you with the opportunity to give details of the qualities, skills and experience you can bring to the position. You should include an explanation of your specific interest in the DoH Departmental Board and DARAC, You should refer to the person specification in this booklet before completing your statement. **Please note that you must limit your personal statement to two pages;**
- a copy of your CV, which should include the name and contact details of two References, one of which should be identified as a personal reference; and
- an equality monitoring form.

It is essential that the evidence you provide includes sufficient detail and context to clearly demonstrate how you meet the criteria above. Evidence should include references to specific examples of experience, actions, timescales/dates and achievements. The short-listing panel will not make any assumptions about your role and can only make an assessment of how you meet the criteria on the basis of the information provided.

Guidance for Applicants

- The space available on the application form is the same for all applicants and must not be altered.
- We will not accept any other supplementary material in place of, or in addition to, the completed application form and a CV.
- If you are completing a hard copy application form, please use legible, block capitals using black ink.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Applications will not be reviewed until after the closing deadline.

- Please avoid the use of acronyms, complex technical detail etc. Assume the reader does not know your employer, your job, or the boards or committees you were involved with.
- 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.
- It is not appropriate simply to list the various posts that you have held to demonstrate evidence of meeting a criterion.
- The examples you provide should be concise and relevant to the criteria.

It is your *unique* role that the selection panel is interested in, not that of your team or organisation. It would therefore be important to seek to ensure that you provide specific and tailored examples that make clear your role in achieving an outcome.

Application Form Submission

- All applications must be received by **12:00 noon on Thursday 28 July 2022**. Late applications will not be accepted.
- Applicants are encouraged to submit applications electronically where possible. However, all requests for hard copy application packs are welcomed and all applications will be treated equally regardless of whether they are hard copy or online.
- Applicants will be asked to declare that if appointed they will uphold the seven principles of public life (see **Annex A** for further details).

Disability Requirements

Any candidate who because of a disability cannot complete the application form in its current format should contact the DoH Governance Unit at:

governance@health-ni.gov.uk

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration in confidence to enable you to attend any part of the assessment process please contact governance@health-ni.gov.uk . Details of this will only be used for this purpose and do not form any part of the selection process.

After the closing date for applications

The Department of Health may commission a pre-assessment of candidate applications which would be provided to the Selection Panel for consideration and to inform the short-listing process. By applying, you are agreeing to your application being shared with another party for pre-assessment. The pre-assessor and the panel would be reliant on the information you provide in your CV and application form to assess whether you have the skills and experience required. It is the responsibility of the panel to determine who it believes best meet the criteria for the role and who will be invited for interview.

Interviews are due to be held w/c: **22/08/2022**

The Selection Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out above. However, if you have advised that you have a disability and you meet the essential criteria, you will be invited for interview under the Guaranteed Interview Scheme. If you wish to apply for consideration under this scheme, please complete the relevant form. It is not necessary to state the nature of your disability. If you are invited for interview and if you are unable to attend on the set date, an alternative date can only be offered at the discretion of the Selection Panel.

It will not be possible to routinely provide feedback to those candidates not shortlisted for interview.

It is the intention that interviews will be held in the Departmental offices, Castle Buildings, Stormont Estate, Belfast, with appropriate social distancing arrangements. However, on occasion, meetings may take place at other offices throughout Northern Ireland.

The interview will take the form of a conversation with a purpose where you will be asked to demonstrate how you meet the competences set out in the job description. You will also be asked if you have any business or personal interests that might be relevant to the work of the DoH or its ALBs and which could lead to a real or perceived conflict of interest if appointed. In addition, you will be asked if there is anything in your professional or personal history, which if brought into the public domain, may cause

embarrassment or disrepute to the Department. The Selection Panel will explore any such issues in order to judge if the public would have confidence in your appointment.

Merit Principle

The DoH is committed to encouraging a diverse range of applicants for these appointments and to the principle of appointment on merit following an open and transparent process. Only those individuals judged to best meet the requirements of the post will be recommended for appointment.

Applications are welcome from all backgrounds regardless of religious belief, gender, disability, ethnic origin, political opinion, age, marital status, sexual orientation, or whether or not you have dependants. Applications are particularly welcome from women, people with disabilities and people under 40 years of age as these groups are currently underrepresented in these types of role within the NICS.

DoH Privacy Notice

You may also be interested to know how we will handle your personal information.

For more information visit the following link: <https://www.health-ni.gov.uk/publications/doh-privacy-notice>

TERMS AND CONDITIONS FOR NON-EXECUTIVE DIRECTORS OF DEPARTMENTAL AUDIT COMMITTEES AND BOARDS

Type of Appointment

This is not a Ministerial Appointment, nor does it constitute employment. NEDs are subject to the NICS rules on conduct and political activity.

Duration

These appointments are for an initial period of three years which may be extended in further defined periods by agreements. The maximum total term of appointment is six years.

Time Commitment

The time commitment is expected to be between 15-20 days per year, to include preparation for and attendance at meetings.

Fees Payable

The fees payable in relation to these responsibility will be £500 per day (or pro-rata), plus expenses. One day's payment will normally cover attendance at a Committee or Board meeting, including preparation time for meetings and actions arising. All remuneration and expenses are subject to deduction of income tax and national insurance.

Attendance at meetings

DoH Board and DARAC meetings are normally held at its headquarters building in the Stormont Estate.

All Board and Committee members are expected routinely to attend all meetings in person, unless meetings need to be conducted remotely. Any request to attend a meeting remotely will be considered by the Chair of the Board and/or Committee based on the specific circumstances of the request.

Travel and subsistence

Travel and subsistence costs, properly incurred, will be paid from the point of entry to Northern Ireland and in accordance with NICS travel and subsistence rates. The

successful candidate must have access to a form of transport which will enable them to perform their duties.

Security Vetting

The successful applicants will be required to undergo Counter-Terrorist Check (CTC) level of security vetting.

Double Paying

Applicants who already work in the public sector need to be aware that no one can be paid twice from the public purse for the same period of time. As a result, candidates who already work in the public sector may not be entitled to claim remuneration for this position if the duties are undertaken during a period of time for which they are already paid by the public sector. In the interests of minimising the potential for double paying to occur the Department reserves the right to contact your employer regarding your candidature.

Probity and Conflicts of Interest

The DoH must ensure that the individuals it appoints are committed to the principles and values of public service. These principles are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

The interview panel will determine whether you are aware of the standards of behaviour required of appointees and can demonstrate your understanding of the issue. You will also be asked to declare whether or not you are involved, or have been involved, in activities that could call into question your reputation and/or damage the reputation of the department to which you are applying. The interview panel will also consider any actual, or perceived, conflicts of interest.

What is a conflict of interest?

These appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of an appointing department should be examined.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

No-one should use, or give the appearance of using, their public position to further their private interests. This is an area of particular importance, as it is of considerable concern to the public and receives much media attention. It is important, therefore, that you examine your circumstances when applying for these positions and consider any potential conflicts of interest, whether real or perceived.

You will be required to declare on the application form any personal or business interests which are, or could be perceived as, a conflict of interest with the potential to influence your judgement in any of the posts. Conflicts of interest are not necessarily a barrier to appointment, but both real and perceived conflicts, if viewed as relevant, must be explored by the interview panel to ensure that the public can have confidence in the appointee's independence and impartiality.

[Any applicant who has held an elected or appointed position at senior level in an organisation linked to the DoH may not be eligible for appointment.]

Successful candidates will be required to complete a Declaration of Interests form, which will be included on the publishable *Board, DARAC and SCS Register of Interests*.

Equality Information

Departments are keen to encourage applicants from all sections of society and we are interested in monitoring all applicants in order to see how effective we have been. As such, we would like to ask you to complete the Equal Opportunity Monitoring Form which is attached to the application form. **Please note, the monitoring form is not regarded as part of your application.** It is not made available to the Selection Panel and does not play a role in the decision-making process. All applications for appointment are considered strictly on the basis of merit.

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.