

 **Ref No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Official Use Only***

**APPLICATION FORM**

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| **PUBLIC APPOINTMENTS** **APPOINTMENT OF AN INDEPENDENT CHAIRPERSON OF THE NORTHERN IRELAND TEACHERS’ PENSION SCHEME PENSION BOARD (NITPSPB)** |
| **Completed applications should be returned by the following methods.**Email to :pensionspolicy@education-ni.gov.ukor by post: Pensions Policy Team, Department of Education, Waterside House, 75 Duke Street, Gobnascale, Londonderry, BT47 6FP**The closing date for the return of completed applications is:****5pm on Monday 15 April 2024** |

**PART A: NOTES ON COMPLETION OF APPLICATION FORM**

Please bear in mind the following when completing your application:

* **It is strongly recommended that you read the Guidance Notes and Information Booklet carefully before completing your application form.**
* Applications **must** be made on this form and should be completed in black ink in either typescript Arial, font size 12 or handwritten. If your application is handwritten please ensure it is legible. **All sections must be completed**.
* CVs, letters or any other supplementary material should not be submitted in place of or in addition to the completed application form. This is to enable us to consider all applications on a fair and equal basis.
* The evidence that you provide under each criterion must be limited to a maximum of **400 words**. **Any words over this limit will be discounted.** If you need to include a continuation sheet, please ensure this is securely appended to the relevant criterion, remembering that for all criteria the maximum 400 word limit should not be exceeded.

**RETURN OF APPLICATIONS**

* Application forms should, where possible, be submitted by email, to pensionspolicy@education-ni.gov.uk, but may also be posted to the address shown on the covering page (please ensure you leave sufficient time for this to be received by the deadline and that your application is signed and dated).
* If you post your application, please bear in mind that 1st class mail does not guarantee next day delivery. Please ensure that posted applications bear the correct amount of postage as any shortfall may lead to a delay in delivery, causing you to miss the closing date. The Department will not accept any application where there is a shortfall in postage.
* Late applications will not be accepted unless there are extenuating circumstances.
* If you submit your application form electronically you should receive an electronic receipt within one working day.

* If you do not receive an acknowledgement confirming receipt within three working days of submission please contact the Pensions Policy Team (contact information overleaf).
* We encourage you to retain a copy of your completed application for your own information.

**MONITORING FORM**

* Please complete the Equal Opportunities Monitoring Form included in the application pack. DE collects monitoring data to assess the effectiveness of its equality of opportunity and diversity measures. Applicants are therefore asked to complete the Equal Opportunities Monitoring Form included in the application pack. You are not obliged to answer the questions on the monitoring form and you will not suffer any penalty if you choose not to do so. Nevertheless we would encourage you to complete it. The information is used to provide (anonymised) statistical data for all public appointments, and we would encourage you to respond to all sections and return this with your application.
* Completed monitoring forms **will not** be seen by the Selection Panel or form any part of the selection process.

**FURTHER INFORMATION**

If you have any queries about any aspect of the appointment process please contact the

Pensions Policy Team:

 **Telephone**: 028 7132 1295

**Email:** pensionspolicy@education-ni.gov.uk

**PLEASE INDICATE HOW YOU WERE MADE AWARE OF THIS OPPORTUNITY:**

Newspaper or Journal Name of publication: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internet Name of website:

Social Media Please specify:

Elsewhere Please specify:

Letter from the Department

Word of mouth

**PART B: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Title:**( Professor / Dr / Mr / Mrs / Ms / etc ) |  |

|  |  |
| --- | --- |
| **Surname:** |  |

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| --- | --- |
| **Forenames:**(Please underline the name by which you are known) |  |

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| --- | --- |
| **Permanent Address:**(including post code) |  |
| **Address for Correspondence:**  (if different from above) |  |

 **Contact Details** (include STD code where appropriate)

|  |  |
| --- | --- |
| Home Tel No:  |  |
| Mobile No: |  |
| Office Tel No: |  |
|  Email address: |  |
| How would you prefer to be contacted? Please **tick** appropriate box. *(typing use capital P)* | Telephone | Email | Post |
| Home | Mobile | Office |  |  |
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| --- | --- |
| **National Insurance No:** |   |

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**PART C: GUARANTEED INTERVIEW SCHEME**

**The Department will operate the Guaranteed Interview Scheme (GIS) for this public appointments process.**

The aim of the GIS Scheme is to provideapplicants with a disability, who demonstrate that they meet the criteria for the post, a guaranteed invitation to interview.

To be eligible for the GIS you must be considered as disabled under the Disability Discrimination Act 1995 which defines a person with a disability as someone who has, or has had in the past, a physical or mental impairment which has had a substantial adverse long term effect on their ability to carry out normal day to day activities.

Please **tick** *(if typing use capital* ***P****)* in the box below and sign and date if you wish to be considered under the Guaranteed Interview Scheme.

**GIS Declaration**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme. I understand that a false declaration of a disability in order to obtain an interview will invalidate my application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |   | **Date:** |  |

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**C1. REASONABLE ADJUSTMENTS**

Please let us know below if you require any reasonable adjustments, or arrangements to enable you to attend for interview. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview.

**PART D: DISQUALIFICATION, PROBITY AND CONFLICTS OF INTEREST**

Before you complete this section, it is important that you read the disqualification criteria on pages 17 and 18 of the Information Booklet, which is included in your information pack. In completing this section you should take into account all of your current commitments (remunerated or unremunerated) including employment, company directorships, voluntary and community work.

|  |  |
| --- | --- |
| ***I confirm that I have read the disqualification criteria relating to the appointment and am satisfied that my candidacy is legitimate.*** *(If typing use Capital* ***P****)* **Tick to confirm***)* |  |

**Yes No**

Have you, or your immediate family, any business or other interests or personal connections that might be, or perceived to be, in conflict with the appointment for which you have applied?

Are there any other probity issues, which might cause embarrassment if, in future, they are raised in public?

Are you, or have you in the past been, involved in activities that could call into question your own reputation and/or damage the reputation of the public body(s)?

If you answered **YES** to any of the above, please provide details below:

***Note****: any potential probity issues or conflicts of interest detailed above will not prevent you from being called for interview but will be explored with you at that time to establish how you would address the issue should your application be successful.*

**PART E: APPOINTMENTS / COMMITMENTS**

**E1. PUBLIC APPOINTMENTS**

Please list all your current appointments giving the name of the public body, the position held, the period of the appointment and whether the position is remunerated including the amount received. If not appropriate insert N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Body / Organisation** | **Position****held** | **Period of Appointment** | **Remunerated?*****If yes, state amount*** |
| **From** | **To** | **Y** | **N** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*\* public appointments are those made by or on behalf of an Appointing Authority or government department*

**E2. CURRENT COMMITMENTS**

Please provide details of all your current commitments (remunerated or unremunerated) including employment, company directorships, voluntary and community work and any other information you consider relevant to this appointment. (This information will be used to identify any potential conflicts of interest)

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**E3. Have you previously served on the NI Teachers’ Pension Scheme Pension Board?**

 **Yes / No** [*delete as appropriate*]*If you have answered* ***yes*** *please complete table below:*

|  |  |  |
| --- | --- | --- |
| **Position held:** | **From:** | **To:** |

**PART F: CRITERIA FOR APPOINTMENT**

In the following section you are asked to provide evidence which demonstrates how you meet each of the following essential criteria for appointment:

 **1. Leadership**

 **2. Advocacy and Influence**

 **3. Partnership skill**

Additionally, the NITPSPB Chair will demonstrate experience and appreciation of:

**4. Strategic and Policy context**

**5. Financial context**

The strength and quality of the evidence you provide will be considered by the Selection Panel to assess how well you meet the eligibility criteria and whether your application should proceed to the next stage of the selection process.

To effectively demonstrate your ability to meet each criterion you are required to describe, by means of examples,tasks and actions that you have undertaken that are relevant to each of the essential criteria. Please describe what *you* did and how *you* behaved. If your example includes activities undertaken by a team it is important that you focus on *your role* in the team and not that of the team as a whole. It is not sufficient to simply provide a list of the positions you have held. The Selection Panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held.

Please read, enclosed within the Application Pack, the criteria-based selection guidance note which has been provided to assist you with your application. Please also bear in mind the following points:

* you should use plain 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; and
* if possible, quantify/qualify your accomplishments.

***In completing this application form, please use black font size 12 when typing - or BLOCK CAPITALS and black ink if handwritten. Please ensure the number of words used does not exceed 400. Any words over this limit will be discounted.***

**CRITERION 1.**

**Leadership** – strategic vision combined with the ability to deliver results, as well as a proactive approach to making things happen.

* Combines strategic vision with a proven track record in shaping agendas and delivering programme outcomes;
* Takes a proactive stance. Able to engage others, spark debate and discussion, ensure appropriate decisions are made and agreed and able to drive through action; and
* Balances the need to achieve ‘quick wins’ with longer term gains.

**CRITERION 2.**

**Advocacy and Influence** – the ability to engage with stakeholders, gain their commitment and raise the profile of the Pension Board agenda.

* + Able to act as a figurehead and advocate, raising the profile and visibility of a given agenda;
	+ Track record in influencing and gaining commitment from stakeholders and those working in senior positions; and
	+ Standing and repute commensurate with chairing a public body with influence over high profile public services.

**CRITERION 3.**

**Partnership skills** – the ability to bring people together, broker deals and gain agreement.

* Ability to form and develop strategic partnerships and alliances with a diverse range of stakeholders;
* Acts as an ‘enabler’ for partnership activity – able to bring people together, broker deals, provide constructive challenge and gain agreement;
* Works through others to achieve objectives and is able to demonstrate the added value of working together; and
* Effective chair of meetings.

**CRITERION 4.**

**Strategic and Policy Context** – the successful candidate will demonstrate a strong interest in, and an appreciation of, the following:

* the NI Teachers’ Pension Scheme and the local educational environment;
* legislation and regulation relating to pension schemes;
* policy and public accountability, sound judgement and awareness of political sensitivities; and
* equality, efficiency and innovation.

Please describe your knowledge and experience in relation to the above and how you would bring these qualities to the work of the Board. Please use examples to support your description.

**CRITERION 5.**

**Financial Context –** the successful candidate will demonstrate knowledge of public finances.

Please describe your knowledge and experience in relation to the above and how you would bring these qualities to the work of the Board. Please use examples to support your description.

**PART G: DECLARATION**

* I understand that, if appointed, I must raise with the **Department of Education**, any probity or conflict of interest issues that might arise during my term of appointment and that my failure to do so could lead to my appointment being terminated.
* I declare that I have completed this declaration, having read and understood the disqualification criteria provided in the Information Booklet.
* I understand and accept that my appointment is subject to a criminal history record check.
* I declare that I have been made aware of the standards of behaviour required of those who serve on the Boards of public bodies and confirm my commitment to maintaining high standards of behaviour as Chairperson should my application be successful.
* I declare that the information I have given in support of my application is true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed, to dismissal.
* I understand and accept that the information I have provided will be processed by the Department of Education, in line with the requirements of the Data Protection Act 2018 – General Data Protection Regulation (GDPR), for the purposes of making public appointments; and that this may involve disclosing information to other government departments, the Commissioner for Public Appointments for NI or anonymously in response to Assembly Questions and other enquiries.
* I understand that some of the information I have provided will be included in a press release announcing my appointment and therefore placed in the public domain.

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| **Signature:** |  |  | **Date:** |  |

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| --- | --- |
| **Print Name**:  |  |