



Candidate information pack

Appointments and Remuneration Committee member (HR specialist)

- Application deadline – 0900, Friday 15 March 2019.
- Interviews planned for – Tuesday 9 April 2019.
- This pack can be made available in alternative formats. To arrange this, please contact Tricia Keen on 020 7928 6006 or e-mail t.keen@cieh.org
- If, having reviewed this pack, you have any unanswered questions, please contact Shally Adlakha on 020 7827 6344 or e-mail s.adlakha@cieh.org
- If you need any reasonable adjustments to the recruitment process or anticipate adjustments needing to be made to the role or working environment, CIEH is committed to make these.

Date of issue of information pack: 14 January 2019

Contents

Introduction from Siraj Choudhury, Chair of CIEH	3
About CIEH	4
Committee role	5
Committee member competencies	6
Recruitment process	8
What is it like to take on a role in CIEH's governance?	9
Disqualification from appointment	10
Conflicts of interest	11
Diversity	11
Application process	12
Appendix – draft meeting schedule, 2019	14

Introduction from Siraj Choudhury, Chair CIEH

Dear Prospective Candidate

Like most professional bodies, CIEH has been through a recent period of transformation. The working environment in which our members (and the wider profession) operate is ever changing. At this critical time of change, pressure and opportunity for our members, CIEH has reviewed how it can best deliver value as a professional body and has adapted its business focus accordingly.

The CIEH Charter places an important obligation on us to act in the public interest; we are determined to do that in an open and transparent way. Almost three years ago, as part of that approach, the Board commissioned an independent review of CIEH's governance; we implemented each recommendation from that review. Alongside that work, we want to ensure that those with governance roles are reflective of the diversity of the modern profession and the communities it serves.

I have just completed my first year as Chair and we recently held the third annual round of direct member elections to the CIEH Board (six of our 13 Board members come via this route). We now wish to make a co-option appointment to our Appointments and Remuneration Committee to ensure that we have the best possible combination of skills to manage our business and to lead the profession.

On this occasion, we are looking to appoint an HR professional to bring their particular experience and expertise to the work of the Committee. Many of those who hold governance roles are Environmental Health Officers but, amongst our co-opted members, we have colleagues with finance, audit, third sector, membership body and legal services experience.

If you would like to join the team leading and transforming CIEH and the support that it gives to the profession, we would welcome an application from you.

Thank you for your interest.

Siraj Choudhury

About CIEH

The Chartered Institute of Environmental Health is a professional membership body dedicated to improving health and wellbeing. We are a registered charity established by Royal Charter, based in the UK with offices in England (London) and Northern Ireland (Belfast), as well as staff based in Wales.

On behalf of our 8,000 members and the wider environmental health profession, we campaign and provide information and evidence on environmental health issues to government and other key decision-makers.

We set standards and accredit courses and qualifications. We provide training to educate, inform and boost the skills of environmental health professionals and the general workforce across the public and private sectors. Our training also assists employers to comply with legal requirements and best practise, to ensure that businesses can enhance the health and wellbeing of staff and clients.

Committee role

After the 2016 governance review, the Board of Trustees agreed a new committee and advisory group structure. The aim was a robust, transparent and simplified approach to governance, offering the Board expert advice.

The key responsibilities of the Appointments and Remuneration Committee are to:

- Recommend appointments to the Board, its committees and advisory groups.
- Review the composition of the Board and identify any skills gaps.
- Recommend the framework policy for the remuneration of the Chief Executive.
- Review any significant proposed changes in employment policy and benefits for CIEH staff.

There are five members of the Committee:

- Two members of CIEH
- A member of the CIEH Board
- Two independent members

The initial term of office for all committee and advisory group members is three years: the maximum service is six years (consecutive or otherwise).

Committee member competencies

Candidates must demonstrate (in application and at interview) that they meet the competencies below. Some examples of how these may be met are shown.

Competence	Evidence
Ability to contribute to strategic direction	<ul style="list-style-type: none"> • Understanding of the relationship between the purpose and values of an organisation and its strategic direction. • Knowledge and experience of strategic planning and delivery, with the ability to scrutinise performance data. • Experience of contributing to the achievement of objectives within time and resource constraints.
Awareness of equality and diversity issues	<ul style="list-style-type: none"> • Able to explore and work with values of respect, inclusion, fairness and transparency and what these might mean in a professional body. • Broad awareness of equality and diversity issues.
Ability to listen and communicate effectively	<ul style="list-style-type: none"> • Well-developed listening skills. • Good communication skills and the ability to put views across clearly and sensitively in a variety of settings. • Awareness, and acceptance, of diverse views. • Ability to inspire confidence and support amongst CIEH’s members and other stakeholders.
Ability to work effectively as part of a team	<ul style="list-style-type: none"> • Experience of participating in group discussions. • Involving and including others in a decision making to achieve the best outcome for an organisation. • Sharing expertise whilst being able to recognise expertise in others. • Ability to reflect on own behaviour and impact on others.

Competence	Evidence
<p>Capacity and skill to understand the priorities of our stakeholders</p>	<ul style="list-style-type: none"> • Knowledge and understanding of environmental health (CIEH member candidates only). • Skills and experience to develop an understanding of the sectors in which CIEH members operate and of the profession (Non-CIEH member candidates only). • Knowledge and understanding of the wider social, political and educational landscape, across the nations of Britain and internationally.

Recruitment process

Key dates	Application deadline:	0900, Friday 15 March 2019
	Shortlisting complete by:	Monday 25 March 2019
	Interviews:	Tuesday 9 April 2019
	Induction:	tbc
	Appointment starts:	Thursday 2 May 2019
Essential Competencies	Candidates must demonstrate that they have the competencies outlined on page 6. They must also outline the specific skills and experience they bring, relevant to the work of the committee or advisory group.	
Eligibility	See page 10 for full details of eligibility.	
Remuneration	Unpaid. Travel and subsistence reimbursed in line with CIEH's policy.	
Time commitment	Up to eight days a year, including meetings, meeting preparation, training and attendance at other events. Most meetings are held in London at CIEH's office on the South Bank.	

What is it like to take on a role in CIEH's governance?

Amanda Clarke

Amanda joined the CIEH Appointments and Remuneration Committee in 2016. She is a practicing Environmental Health professional with experience in hospitality management, the private sector and local government. She says, "It is a pleasure to sit on the Appointments and Remuneration committee at a very exciting time when so many committed professionals are putting themselves forward to be part of an Institute which has recognised the need for change. To be part of the process ensuring the organisation recruits the best possible candidates on to the committees and boards is both an impressive and rewarding experience. As a Chartered Environmental Health Practitioner, I feel my role on the committee represents the views of CIEH members. My commitment to the role is driven by a rewarding career that the CIEH has supported along the way. CIEH genuinely wants to be more inclusive and welcoming and I'm pleased to be part of that change."

Kevin Gould

Kevin joined the CIEH Risk and Audit Committee in 2015. He is a Chartered Accountant who has worked in internal audit and consulting roles in the financial services industry for 25 years. Kevin wanted to broaden his experience and use his skills in for the benefit of a cause he believes to be important. "I have met interesting people from very different professional backgrounds and found that my expertise is welcome and valued. As someone who has prepared board papers for many years, I have also found it invaluable to see things from the other side and get an insight into the information board and committee members need to perform their role." Kevin became a trustee of CIEH in 2017 and was elected Deputy Chair earlier this year. He is enjoying using his financial experience in a more strategic capacity, which again is something he believes will develop new skills and offer new career opportunities.

Andrea Higginbottom

Andrea is a member of CIEH's Learning and Qualifications Advisory Group - she joined in 2017. She specialises in helping professional service providers identify and make dynamic improvements to their business, so that they achieve their full potential. "When I heard the CIEH was looking for advisors I knew it would be an invaluable opportunity for me to support the transformation of such a respected organisation. As a professional advisor I have had the chance to share the wide range of experience I've gained in industry with a variety of people, to help them further their goals. Personally, the role has been amazingly fulfilling too. I learn something new every day from the many specialist professionals we collaborate with."

Disqualification from appointment

The Appointments and Remuneration Committee will not recommend for appointment to any role any person who:

- Has a criminal conviction or a caution (or the equivalent in any other jurisdiction) which is unspent under the terms of the Rehabilitation of Offenders Act 1974, nor who has an unspent sanction for contempt of Court.
- Has been found guilty of disobedience to an order of the Charity Commission for England and Wales under section 336 (1) of the Charities Act 2011.
- Is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (commonly known as being on the sex offenders register).
- Is a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc Act 2010 or the Al Qaida (Asset Freezing) Regulations 2011.
- Is an undischarged bankrupt (or subject to bankruptcy restrictions or an interim order).
- Has been dismissed, other than by reason of redundancy, from any paid employment.
- Has been removed from the membership of any professional body, having been found guilty of a disciplinary offence, or had their membership suspended.
- Has been had their licence to practise suspended or revoked through the fitness to practise arrangements of any regulator.
- Is disqualified from being a company director (as a result of an order under the Company Directors Disqualification Act 1986 or The Company Directors Disqualification (Northern Ireland) Order 2011 or is subject to an order under section 429(2) of the Insolvency Act 1986.
- Has been removed as a trustee, officer, agent or employee of any charity by the Charity Commission for England and Wales, the Scottish Charity Regulator, the Charity Commission for Northern Ireland or the High Court.
- Is disqualified from being a trustee by any provision of the Charities and Trustee Investment (Scotland) Act 2005.
- Is under the age of 16 years at the date of appointment

The Board expects members appointed to it and to its committees and advisory groups to attend all meetings, other than in exceptional circumstances. CIEH's operating procedures include provision for the removal of those who do not attend meetings regularly, without good cause.

No member of staff of CIEH is eligible to become a Trustee or a member of a committee or advisory group during the period of their employment, nor for a further three years after the end of their employment contract.

Conflict of Interests

Close relationships with other Board members, members of the interview panel (set out on page 12) or of the CIEH Executive Management Team may be considered a conflict of interest, as may employment, shareholding or other similar relationships with any CIEH contractor, business partner or competitor.

The onus is on applicants themselves to declare any potential conflicts in their written application. The Panel will explore, fully, any conflicts of interest at interview.

Diversity

CIEH is committed to making appointments on merit alone using an open and transparent process. CIEH's Board wants its membership (and that of its committees and advisory groups) to reflect the profession as a whole.

We aim to offer equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We welcome applications from all sections of the community.

Application process

To apply for this role you must submit (as a single Word document or PDF, if sent by e-mail):

- Your CV (no more than two pages, 11 point).
- A letter of application (also no more than two pages, 11 point). It is vital that this sets out, clearly, how your experience allows you to meet the competency requirements. The Panel will not rely on job titles or similar to assume competence. If you are not explicit in how you meet the competency requirements, the Panel will not be able to short-list you for interview.

The deadline for completed applications is **0900 on Friday 15 March 2019**.

Applications should be sent by e-mail to: t.keen@cieh.org

Or by post to:

Tricia Keen
CIEH
15 Hatfields
London
SE1 8DJ

After the closing date:

- We will acknowledge receipt of your application (by e-mail if provided).
- We will rely on only the information you provide in your letter and CV to assess whether you have the skills and experience required.
- Our Appointments and Remuneration Committee will shortlist and, subsequently, interview invited candidates. Committee members are: Steve Othen (Independent member), Amanda Porter (CIEH member), Victoria Stubbs (CIEH member and Committee Chair) and Dawn Welham (Board member).
- By Monday 25 March 2019, we will advise candidates invited to interview.
- At interview, the Panel will ask questions about your experience and expertise and to find whether you meet the specified competencies. The Panel's questions will require answers which include examples of when you have demonstrated these behaviours in your professional or personal life.
- Interviews will give candidates an opportunity to ask questions about the role and its responsibilities.
- Whilst every effort will be made to accommodate your availability on the interview date, this is the **only** date available.
- Requests for a change of interview date will not be considered unless to meet a 'reasonable adjustment' request.

- Candidates will be able to claim travel expenses only (standard class rail, economy air and tube or bus in London) for attendance at interview. A claim form will be included with the invitation to interview.
- The Panel will recommend a candidate to the Board for appointment, when it meets on 2 May 2019. Candidates will be informed of the outcome as soon as possible thereafter.
- Induction for new committee members (attendance at which is mandatory) will follow confirmation of appointment.

Appendix – Draft meeting schedule, 2019

Whilst this list is subject to revision (and there may be other occasions where Committee members' attendance is needed), the outline meeting structure may be helpful to candidates.

Shortlisting meeting (by phone)	Friday 22 March
Committee meeting and interviews	Tuesday 9 April
Shortlisting meeting (by phone)	Wednesday 9 October
Board interviews	Thursday 17 October
Board interviews	Friday 18 October
Committee and advisory group interviews	Monday 4 November
Committee and advisory group interviews	Tuesday 5 November