Council meeting 14 June 2012

Public business

Council Member appointments – person specification

Purpose
To consider the person specification that will be used to inform the recruitment of Council Members to take office in March 2013.

Recommendation

The Council is asked to agree the draft person specification at appendix 1 to inform the recruitment of Council members to take office in March 2013.

1.0 Introduction

1.1 The Council at its meeting in May agreed that the eight Council vacancies arising in March 2013 be filled by an open recruitment process and noted that the proposed person specification would be brought to the June meeting for consideration.

1.2 The Council also noted that the process will be governed by guidance provided by the CHRE (to become the PSA) which is currently out for consultation.

2.0 The person specification

2.1 The proposed person specification outlines essential and desirable criteria. It has been developed following a review of the experiences and competencies of members continuing on the Council in order to ensure that the overall mix of knowledge, skills and experience on the Council would meet future needs.
2.2 The structure of the person specification is based on that used by the Appointments Commission when recruiting council members for the GPhC and other regulators. The content reflects that used to recruit council members of regulators previously but also takes account of the person specifications applying to members of the GPhC’s statutory and non-statutory committees.

3.0 Equality and diversity implications

3.1 The recruitment and selection process should be conducted in line with good practice in relation to equality and diversity. The standards produced by CHRE in relation to this will be followed and an equality impact assessment would be produced as part of the process.

4.0 Communications

4.1 Council vacancies should be publicised widely, but appropriately and proportionately, so as to attract a sufficient number of diverse and suitably qualified candidates.

5.0 Resource implications

5.1 It is anticipated that the recruitment and selection process would be carried out within existing budgets, although this may include drawing on the contingency budget to cover the overall cost of recruitment agency support, publicising vacancies, panel remuneration and expenses, and candidate expenses.

6.0 Risk implications

6.1 An appropriate and robust process for recruiting and selecting Council members is an essential step in ensuring good governance within the GPhC.

Recommendation

The Council is asked to agree the draft person specification at appendix 1 to inform the recruitment of Council members to take office in March 2013.

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6 June 2012
Appendix 1

Draft person specification

Vacancies for 4 registrant members (pharmacists or pharmacy technicians) and 4 lay members

We have listed below the criteria that will be applied when assessing applicants. To be considered, applications must demonstrate that applicants fulfil the essential criteria for the role.

Essential criteria – all candidates must demonstrate the following:

E1 - Expertise in the development of overarching strategy in healthcare or in a regulatory context, or the ability to acquire this expertise quickly

E2 - The ability to display credibility and influence at an appropriate level across and beyond the registered pharmacy professions

E3 - A developed and advanced awareness of the need to relate professional standards to required levels of public protection and quality of care

E4 - An understanding of, and interest in, regulation, healthcare professions and pharmacy in Great Britain

E5 - Commitment to the Nolan Principles of public life and to protecting, promoting and maintaining the health, safety and wellbeing of members of the public.

In addition, registrant members must demonstrate the following:

E6 - Up to date knowledge and understanding of the practice of pharmacists and/or pharmacy technicians (preferably across the various sectors of practice and the workforce) and an understanding of the strategic factors that influence it, for example, education and training, workforce development and workplace factors.

At least one of the appointees must be a person (lay or registrant) who lives or works wholly or mainly in Wales

Competencies

Candidates who are shortlisted for interview will also need to demonstrate that they have the competencies to be effective in this demanding role. Candidates will be assessed against the following qualities and abilities.
C1 – Personal qualities
- Willing to accept and uphold own accountability but also willing and able to hold others to account for performance of delegated responsibilities
- A high level of probity, integrity, objectivity and fairness
- Commitment to equality, diversity and inclusion
- The ability to maintain confidentiality
- High level of motivation and a willingness to constantly review and improve performance.

C2 – Intellectual flexibility
- Thinks clearly and creatively
- Able to analyse complex information – considering the bigger picture as well as the detail
- Willing to modify thinking in light of new information and dialogue
- Tests and probes constructively and effectively to achieve the best outcomes for the GPhC and its statutory functions.

C3 – Effective influencing and communication
- Can influence and persuade others using well reasoned arguments
- Capacity to give and take advice
- Questions effectively
- Debates cogently, using evidence to support views.

C4 – Effective team working
- Builds constructive relationships and works effectively in a team
- Understands and maintains the separation between the non-executive and executive function
- Actively seeks the differing views of others and respects those views.

Desirable (but not essential) qualities
Experience gained at a senior level in a large/complex business environment
Finance and audit expertise.

Proposed text regarding E&D
We value the diversity of our organisation and welcome applications from all sections of the community. We particularly want to hear from people from black and minority ethnic communities, and from people of all ages.