**July 2019**

**UKHEAC: recruitment of new members**

The UK Healthcare Education Advisory Committee (UKHEAC) is looking for a number of new members with the expertise and vision to contribute to the development of healthcare education and research across the UK.

The committee advises the four UK higher education funding bodies and Research England on healthcare training and research, and is keen to appoint new members with high-level experience in relevant professional areas of healthcare higher education – specifically dentistry, nursing and pharmacy.

These are rewarding roles and successful applicants will have the opportunity to contribute to and help shape the approach to healthcare higher education over the coming years.

The OfS is seeking to appoint **three** new members to represent English healthcare education provision on the Committee.

This document provides further information on the committee, the person specification and the recruitment process.

The deadline for applications is midnight on **Sunday 28 July 2019**.

**About the UKHEAC**

1. The UKHEAC provides advice to the UK higher education funding bodies on the impact of changes and developments in healthcare education and research. It advises on the interpretation of government health departments' workforce needs in terms of educational provision, informs the joint working of government health and education departments and gives advice to the Health Education National Strategic Exchange (HENSE) on strategic decisions.
2. The UKHEAC observes and advises on differences in health and education partnership arrangements in each of the UK administrations, which is increasingly important as these systems continue to diverge.
3. The current Chair of the committee is Professor Dame Jessica Corner. The committee has a broad membership from across the UK and its responsibilities span both research and teaching.
4. As well as its appointed members, the committee is supported by three student representatives, drawn from student bodies to represent the range of health professions. Each serves a term of one year at a time. The committee is also supported by observers who are invited to attend from stakeholder bodies as appropriate, to bring additional perspective and expertise.
5. The committee’s current terms of reference are at **Annex A** of this document.

**How the committee works**

1. Members are expected to attend meetings in person. Under exceptional circumstances, attendance may be by video conference, telephone conference or by encrypted electronic means.
2. Papers are normally circulated electronically one week before the meeting. Members can provide comments on the papers via the secretary if they are unable to attend.
3. In addition to the three committee meetings a year, the Chair may call for ad‑hoc meetings or for members’ advice and insight to be sought between meetings. The committee aims to develop more effective ways of progressing its business between formal meetings, to increase its ability to provide timely advice on policy implementation and to ensure that the time spent in formal meetings is used productively.
4. The Committee provides advice in several ways including, but not limited to:
	1. written feedback letters after each meeting
	2. discussions in the presence of stakeholders
	3. an annual report to the OfS board
	4. additional communications and interactions by the Chair with relevant stakeholders.

**Appointments to the UKHEAC**

1. For each nation in the UK, appointments to the committee are made by the respective UK higher education funding body. For appointments in England, candidates are assessed by staff from the Office for Students (OfS) and Research England (RE), based on standard OfS recruitment guidance which includes encouraging diversity and values difference.
2. In appointing members, consideration will be given to the geographic balance of the committee in terms of higher education providers represented, as well as balance across healthcare professions and specialisms. Where appropriate, advice will also be sought from the Chair of the UKHEAC with regard to the composition of the UKHEAC.
3. The OfS is committed to ensuring equal opportunities and we welcome applications from underrepresented groups. The equal opportunities monitoring form enables us to determine whether we are receiving applications from a diverse range of applicants.
4. The OfS is a ‘disability confident’ organisation. The assessment process will draw attention to any disabled candidates as identified in the equality and diversity monitoring form. If these candidates meet the essential criteria, they will be given due consideration for potential appointment (subject to ‘disability confident employer’ guidance which also notes that the organisation retains scope to manage the process sensibly to meet business need).
5. Final appointment decisions will be made by the OfS Chief Executive, based on recommendations from OfS and RE staff carrying out the assessment process.

**Terms of appointment**

1. Members of the UKHEAC are normally appointed for periods of three years. After a first term, members are eligible to be re-appointed for a second three year term, following satisfactory appraisal by OfS staff and the committee Chair. Members may only serve a maximum of two terms.
2. Members are appointed as individuals. If they are unable to participate in any given Committee meeting or discussion, representatives may not stand in.
3. Members are expected to attend three meetings of the committee during a year; usually two in London (typically in March and November) and the third alternating between Edinburgh and Cardiff (typically in June). However, meeting frequency and location can vary if required to fulfil the terms of reference.
4. An attendance fee of up to £100 per meeting may be claimed in addition to claiming for any expenses incurred for travel and subsistence costs in order to attend UKHEAC meetings.
5. Committee members are subject to regular individual appraisal by the OfS and the committee Chair. Members are expected to conform to the OfS [board code of conduct](https://www.officeforstudents.org.uk/about/who-we-are/our-board-and-committees/) and the values of the OfS, and to register any relevant personal interests (see <https://www.officeforstudents.org.uk/about/who-we-are/our-board-and-committees/>).

**How to apply**

1. To apply for appointment to the UKHEAC, please submit your curriculum vitae along with an application statement which addresses the requirements of the person specification (see **Annex B**), by midnight on **Sunday** **28 July 2019**. Your application statement should be no longer than one side of A4. **Please include your name and contact details on your statement.**
2. Please also complete the equality and diversity monitoring form that accompanies these particulars at **Annex C**. The form will be detached from your application and does not feature in the shortlisting process. The form includes an option on each question for "prefer not to answer". If a candidate chooses not to complete the form, this will not affect their application.
3. All your application documents must be submitted in a single email to: healthcarepolicy@officeforstudents.org.uk
4. If you require any reasonable adjustments to be made to the application process or have any specific requirements that you wish to be taken into account by those shortlisting, please detail what these are in your application.
5. Applicants should be aware that if they are considered for appointment we may request further information with regard to due diligence searches of social media for information relevant to the decision of whether or not to appoint.
6. We aim to inform all candidates about the outcome of the recruitment process by end of August 2019.

**Annex A**

**UKHEAC**

**Terms of reference**

1. Advise the Office for Students, Research England, Scottish Funding Council, Higher Education Funding Council for Wales, and the Department for the Economy in Northern Ireland on the impact on students, higher education providers and the health workforce of any proposed or active changes to healthcare education, research and their contribution to society and the economy.
2. Advise on the interpretation of government health departments' workforce needs in terms of educational provision for individual nations and the whole UK, paying particular regard to developing positive student choice and opportunity while recognising the differences between each of the UK nations.
3. Monitor the working of government health and education departments across the UK and provide advice and feedback to relevant Government bodies to inform and promote a joined up approach to strategic decisions in each of the UK nations.
4. Monitor differences in health and education partnership arrangements in each of the UK administrations to encourage sharing of strategic and operational issues, recommendations for consistency and joined up working, and promotion of best practice.
5. Advance the development of healthcare research funding and support for academic staff in health disciplines and promote links to teaching to ensure a holistic approach to health higher education across the UK that will support workforce needs.
6. Support, monitor and promote initiatives for all health disciplines on widening access, improving retention and supporting students to achieve successful outcomes, including lifelong learning and progression of the UK health and social care workforce.

**Annex B**

**UKHEAC member recruitment: person specification**

**Skills and experience**

**Essential**

1. Personal experience, knowledge and career insight into one or more of the following professional areas of health higher education: dentistry, nursing or pharmacy.
2. Knowledge and experience of the delivery of health subjects in higher education at a strategic level, with a keen understanding of the challenges and issues facing providers, students and healthcare employers and how this impacts on the future health workforce needs.
3. Knowledge of healthcare research funding and the support available for academic staff in health disciplines and the links between teaching and research.
4. Broad understanding of the different mechanisms and processes for the development of health and education in each of the devolved UK nations and an awareness of the interplay and cross border impacts between the systems.
5. Able to provide advice and insight on initiatives for health disciplines on widening access, improving retention and supporting students to achieve successful outcomes.
6. Able to absorb, analyse and draw conclusions from data and qualitative information and work constructively with colleagues to develop Committee positions and feedback on issues.

**Desirable**

1. Skills and capability to work effectively on a strategic advisory group.
2. Understanding of the current and future issues and risks facing the wider higher education context across the UK.

**Availability**

1. Able to prepare for, attend and participate in three meetings a year, usually two in London (which normally take place in the afternoon) and one in either Cardiff or Edinburgh (which normally take place in the morning after an informal working dinner the preceding evening). The first meeting of the UKHEAC that successful candidates would be expected to attend is due to be held in London on the afternoon of Friday 22 November 2019.
2. Able to take an active part in the work and discussions of the Committee, both in the regular scheduled meetings, through electronic communications during the year, and to attend other relevant events on an ad hoc basis as required.

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**Equality and diversity**

OfS is an equal opportunities organisation. We will seek to ensure equality of opportunity and treatment for all in our recruitment processes. This form is for monitoring purposes and will be removed from your application prior to shortlisting stage.

The information you give us will be treated confidentially and will be used to fulfil statutory obligations and for internal equal opportunities monitoring.

**Short form summary privacy notice**

Here is a short summary of how the personal information you submit will be held and used:

* Your personal information will be used to administer the application process and to monitor applicant pools for equality and diversity purposes (at a non-identifiable level)
* The Data Controller of the personal information you submit will be Office for Students
* The legal basis for processing your personal information is consent and your consent can be withdrawn at any time
* Copies will be held locally in OfS’s document management system
* It will not be routinely shared with any other organisations
* It will be retained for two years after the end of the application process then securely disposed of
* You have certain rights in relation to your personal information, set out at: <https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/>
* You may contact our Data Protection Officer (dp@officeforstudents.org.uk) with any queries or concerns you have about the use of your personal information.

Once your personal information has been collected, you have certain rights in relation to that personal information that may be exercised. Further information can be found about these rights and our processes for handling such requests at: <https://www.officeforstudents.org.uk/contact/how-to-request-information-from-us/how-to-make-a-request-to-access-your-personal-information/>

**Ethnic origin** *Please mark relevant option(s) with ‘****X****’*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White**  | **Mixed**  | **Asian or Asian British** | **Black or Black British** | **Chinese or other ethnicity** |
| British  |  | White and Black Caribbean |  | Indian |  | Caribbean |  | Chinese |  |
| Irish  |  | White and Black African |  | Pakistani |  | African |  | Any other ethnic group (please specify below)  |  |
| Other |  | Any other mixed Background |  | Bangladeshi |  | Other |  |
| Other Asian Background |  | **Prefer not to answer** |  |

If not covered by the above options please specify ethnicity: ………………………………………

**Age** *Please mark relevant option with ‘****X****’*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 18-24 |  | 25-34 |  | 35-44 |  | 45-54 |  | 55+ |  | Prefer not to answer |  |

**Disability**

Do you consider yourself to be disabled within the social model of disability?

Yes / No / Unsure / Prefer not to answer *(Delete as appropriate)*

*A disabled person is someone who has an impairment and experiences externally imposed barriers which disable them, or who self-identifies ad a disabled person.*

*Please indicate the type of impairment which applies to you with ‘****X****’. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please specify the type of impairment under ‘other’*:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hearing impairment  |  | Visual impairment |  | Speech impairment |  | Mobility impairment |  | Physical co-ordination impairment |  |
| Reduced physical capacity  |  | Sever disfigurement  |  | Learning difficulties (e.g. dyslexia) |  | Progressive conditions |  | Prefer not to answer |  |

Other, please specify: …………………………………………………

**Gender**

I am: male / female / prefer not to answer *(Delete as appropriate)*

Is your gender identity the same as the gender you were assigned at birth?

Yes / No / Prefer not to answer *(Delete as appropriate)*

**Religion** *Please mark relevant option(s) with ‘****X****’*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No religion  |  | Baha’i |  | Buddhism |  | Christian |  |
| Jain |  | Jewish |  | Hindu |  | Muslim |  |
| Sikh |  | Prefer not to answer  |  | Other (please specify below) |  |

Other, please specify: …………………………………………………

**Thank you for helping us to ensure the effectiveness of our Equal Opportunities and Diversity Policy by completing this form.**