

People Committee - Application Form 2: Supporting Information and Competency Assessment

Senior Independent Advisor to the People Committee

Providing independent expertise, challenge and assurance on people, culture and organisational development matters.

Important Information

This form contains the information that will be assessed by the selection panel against the role requirements. Please provide evidence and examples that demonstrate how you meet the criteria set out in the candidate information pack.

Use of Artificial Intelligence (AI)

To ensure a fair and transparent recruitment process, applicants are expected to provide responses that accurately reflect their own knowledge, skills, experience, and personal views.

Applicants may use Artificial Intelligence (AI) tools to assist with spelling, grammar and formatting. However, all content and examples provided must be the applicant's own and must genuinely reflect their experience, knowledge and abilities.

Applicants may be asked to discuss or elaborate on their responses during the assessment process. Where information is found to be misleading or does not accurately represent the applicant's experience, the application may be withdrawn from consideration.

Before starting this application please note:

Pausing your application: You can pause and save your application at any time, just click on the 'Finish later' button at the foot of the page you are on, provide your email address in the box provided and press 'Send'. Remember to check your inbox for the link so you can return to your application.

Submitting your application: To submit application forms, you will need to make sure you click 'Finish'. You will then be taken to a confirmation page. Here you will be able to save a completion receipt and a pdf version of your responses to keep for your records. Please note that you will have only **15 minutes** to download your completed application form after pressing the 'Finish' button.

Further instructions on submitting your application is available in the information pack and at the end of this application form.

Mobile device users

If you are completing this form using a mobile device, you may find it useful to view certain questions in a list format, specifically questions that make use of a grid. To do this click the link above the particular question 'view as a separate question instead'.

Competencies section

The competencies in the information pack will be assessed through completion of this application form.

You have a maximum of 250 words to answer each question in this section. If you exceed the word limit you will not be able to proceed with your application.

Please be aware that if you are preparing your answers in Microsoft Word, at the moment the total word count might not match the word count in the Jisc Online Surveys system. If when you paste your answer from Word into the space provided the word counter remains at zero, or if you are told you have reached the word limit, you will need to delete some spaces, punctuation or words in the box to be able to continue with your application. We hope this guidance will make it easier for you to complete the online forms.

Please do not use bullet points on your application form because the online form will generate these into an amalgamated block of text making it difficult for the panel to read.

Please note that information submitted by you for this role will be processed in accordance with our Privacy Policy.

1. Please confirm you are applying for the following post

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☐ Senior Independent Advisor to the People Committee

Evidence of adaptable knowledge, skills
and behaviours which you have for this role

Part 1 – Your personal details

2. Your name *

0/32,000 characters

Current and previous employment

Please provide details of your current employment, plus all previous employment in the past five years and any earlier positions that you think are relevant for the role for which you are applying. There are three boxes to complete in this section, so please make sure you scroll across. Please enter 'not applicable' or 'N/A' in any boxes where you do not have information to submit.

Current role

3. Date to and from
*

0/32,000 characters

4. Company *

0/32,000 characters

5. Job purpose and brief description of role (approximately 50 words)
*

Previous role

6. Date to and from

*

0/32,000 characters

7. Company *

0/32,000 characters

8. Job purpose and brief description of role

*

Previous role

9. Date to and from

*

10. Company *

0/32,000 characters

11. Job purpose and brief description of role

*

Previous role

12. Date to and from

*

0/32,000 characters

13. Company *

0/32,000 characters

14. Job purpose and brief description of role

*

Relevant earlier role

15. Date to and from

*

0/32,000 characters

16. Company *

0/32,000 characters

17. Job purpose and brief description of role

*

Relevant earlier role

18. Date to and from

*

0/32,000 characters

20. Job purpose and brief description of role

Part 2: Competencies

The competencies in the information pack will be assessed through your responses given in this application form.

Please ensure that you do not include any identifiable personal information such as your name, background or protected characteristics. This is to avoid the panellists making conscious or unconscious assumptions about you based on your application.

You will find all the information you need about the requirements for this role in the competency section in the information pack. It is a good idea to read through this before you start completing the areas of the form below.

This part of the form is set out to help you to provide us with all the information we need. We will ask you a question about each competency and we have included some prompts to help you consider your responses.

NB We define competencies as adaptable knowledge, skills and behaviours which you have for the role.

Competencies required for the post

We define competencies as adaptable knowledge, skills and behaviours you can use to do this role.

Strategic leadership and organisational impact

21. Tell us about a time when you used your people expertise to influence a strategic organisational decision.

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Prompts to think about as you respond:

- What insight did you provide?
- How did you influence the discussion?
- What was the impact on the organisation?

Deep expertise in people, work and change

22. Please summarise your professional background, including your CIPD standing (or equivalent), sector experience, and any specialist areas such as Pay and Reward, Recruitment, HR systems or outsourcing. Please highlight how this experience would support the People Committee's assurance role.

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Reliability and governance assurance

23. Independent advisors play an important role in providing oversight, challenge and assurance. Drawing on your experience, please describe what effective governance and oversight look like in a professional, regulated or public-interest organisation. Please include an example of how you have contributed to governance, assurance or accountability, and the difference your contribution made.

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Submitting Application Form 2

By clicking the **Finish** button below, you will submit Application Form 2. Remember, you will have only **15 minutes** to view and then download your completed application form after pressing the 'Finish' button.

Once you click the **Finish** button, you will be taken to a confirmation page. On this page, you will be able to save a **completion receipt** and a copy of your responses for your records.

The **completion receipt** will provide you with a record of the date and time that you submitted the application.

If you want copies of both the completion receipt **and** your responses, we suggest that you print or email your completion receipt and do this first, and **then** download your responses. If you download your responses first, you will not be able to go back and save your completion receipt.

Please note that you cannot download a pdf of both your completion receipt and your responses. But you can print or email the completion receipt and **then** download your responses.

To download your responses, click on **My responses** and then download the pdf from the new page that opens. This is available in the top box on the page.

Please also make sure to complete Application Form 1. If you want your application to be considered, you must complete both Application Forms 1 and 2.

