(For official use only) Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM – PART A**

**Chairperson** **of the Agri-Food and Biosciences Institute (AFBI) Board**

The **closing date** for the return of completed application forms is **Noon on Thursday 6 June 2024**

|  |
| --- |
| **Notes for guidance**:   * Late applications will **not** generally be accepted. * The Application Form is in three parts (Parts A, B and C). Please note that if **Part A** and **Part B** sections of the application form must be completed in full. * Electronic versions of the application forms are preferred and should be completed in **Arial**, minimum font size of **12**. * Handwritten applications should be legible and completed using **black ink**. * Applications will **not** be examined by the selection panel until after the closing date. It is your responsibility to ensure the application is valid and meets eligibility requirements. * Where indicated, word limits have been set on sections of this application form. Information provided over the word limit will **not** be seen by the selection panel. * **Do not** attach additional information to your application form. Supplementary material in place of, or in addition to the completed application form will **not** be accepted. * The Guaranteed Interview Scheme will be in operation in this competition for applicants with a disability. * Alternative formats of the application form can be requested by contacting DAERA’s Public Appointments Unit (contact details below). * We would advise you to retain a copy of your application for your own information.   **Completed application should be sent by email to:**  [**PublicAppointments@daera-ni.gov.uk**](mailto:PublicAppointments@daera-ni.gov.uk)  Alternatively hard copy forms can be sent to: Public Appointments Unit, Jubilee House, 111 Ballykelly Road, Ballykelly, Limavady, BT49 9HP.  Please notify us if a hard copy application has been sent.  You can contact us on **028 7744 2025** or at the email address above. |

**DATA PROTECTION AND PRIVACY NOTICE**

Please note that the personal information you are asked to supply is to be used by the Department of Agriculture, Environment and Rural Affairs (DAERA) in making this appointment, as part of its public task. Contacts for DAERA and its Data Protection Officer are provided for information and reference purposes below:

**Data Protection Officer**

**Department of Agriculture, Environment and Rural Affairs**

**Jubilee House,**

**111 Ballykelly Road**

**Ballykelly,**

**Limavady**

**BT49 9HP**

**Telephone: 028 7744 2350**

**Email:** [**dataprotectionofficer@daera-ni.gov.uk**](mailto:dataprotectionofficer@daera-ni.gov.uk)

The personal information you supply, including sensitive data (special category data), will be managed in accordance with Data Protection Legislation and DAERA’s Public Appointments Privacy Notice which can be accessed at:

[**https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice**](https://www.daera-ni.gov.uk/publications/daeras-public-appointments-privacy-notice)**.**

The information will be kept for no longer than is necessary for the purposes for which it has been obtained.

If you are successful in the competition, your details will be retained for a period of seven years after the appointment ends (including reappointments). If you are unsuccessful, your details will be retained for three years from the close of the competition.

You have the right to request from the Department, the Data Controller, access to and rectification or erasure of your personal information, or restriction of processing, for example if you are contesting the accuracy of the personal information held by the Controller.

The relevant details from your application will be shared with the selection panel which will include a Departmental representative and Independent Assessor from the office of the Commissioner for Public Appointments for Northern Ireland (CPANI) and/or a representative from the public body.

**At the sifting stage this will exclude your identity details.**

Please note that some of the personal details and Equal Opportunities Monitoring information you provide during the application process will be shared with the **Northern Ireland Statistics and Research Agency (NISRA).** Equal Opportunities Monitoring information will be shared in an **anonymous** form and includes national insurance number, gender, date of birth, marital status, disability, sexual orientation, race, community background, dependants, employment history sector and level of educational attainment.

The equal opportunities monitoring information will **not** be shared with the competition selection panel. This information is used to research and monitor diversity in public appointments and a composite analysis is published in a Public Appointments Annual Report for Northern Ireland which is available to the public.

If appointed, you will be asked to complete a **Political Activity questionnaire**. This information will be published with the announcement of your appointment. Your name, address, date of birth, details of the post held and remuneration will be disclosed to **NISRA** for the purpose of updating the Public Appointments database.

NISRA will only collect and hold the personal data required to provide and manage its service in relation to Public Appointments.

Furthermore, some of the personal information you supply may be disclosed to other government departments as part of our collective public tasks, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly/Parliamentary Questions and other enquiries.

If you are unhappy with the way in which your personal information has been handled, you have the right to complain to the regulator:

**Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
Email:** [**casework@ico.org.uk**](mailto:casework@ico.org.uk) **Website:**[**https://ico.org.uk/global/contact-us/**](https://ico.org.uk/global/contact-us/)

**PART A: PERSONAL DETAILS**

National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title (Prof/Dr/Mr/Mrs/Ms/etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former surname(s) (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred contact number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different from above)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| How did you hear about this position? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **We will normally contact you by email, if however, you would prefer to be contacted by a different means then please indicate this here.**  By Telephone By Mobile By Post  **Error! Filename not specified.**  Johnston, Alison14:40 |

**OTHER INFORMATION**

* Are you or have you in the past been involved in activities that could call into question you own reputation/or damage the reputation of **DAERA/AFBI**?
* Have you ever been convicted of a criminal offence (other than minor motoring offences) which is not spent in accordance with the Rehabilitation of Offenders (NI) Order 1978?
* Are you the subject of any legal, criminal, or statutory investigations or actions, or are any pending?
* Have you been adjudged bankrupt or made a composition or arrangement (such as those set out in Note 1 below) with your creditors over the past 10 years?
* Have you ever been disqualified from acting as a company director or in the conduct of a company, or are under investigation in relation to a potential Directors disqualification?
* Are you or have you been a director, partner or manager of a company which has gone into liquidation, receivership, or administration?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick as appropriate | Yes |  | No |  |

|  |
| --- |
| If you ticked yes to any of the above, please provide details below. |

Note 1

* Individual Voluntary Arrangements (IVAs) and Fast-Track Voluntary Arrangements (FTVAs);
* Bankruptcy Restrictions Orders or Undertakings (BROs/BRUs);
* Debt Relief Orders (DROs); and
* Debt Relief Restrictions Orders or Undertakings (DRROs/DRRUs).

**REASONABLE ADJUSTMENTS**

|  |
| --- |
| Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for interview or take up an offer of appointment. The selection panel will only be advised of any adjustments they need to know about in order to manage the interview process. |

**PROBITY AND CONFLICTS OF INTEREST**

**Before you complete this section, it is important that you read the CPANI leaflet ‘**[**Complaints and Conflict of Interest Information Guidance**](https://www.publicappointmentsni.org/publications/guidance-conflicts-interest-integrity-and-how-raise-complaint)**’ and the guidance contained in your information pack. In the absence of a Commissioner currently, there may be a delay in complaints being considered independently of Departments.**

Are you aware of the **Seven Principles of Public Life** and are you prepared to abide by these?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

Have you, your partner, or your immediate family, any business or other interests or personal connections that might be construed as being in conflict with the appointment for which you have applied, and might, in future, be raised in public?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

If applicable, if you are employed in the Public Sector have you sought permission from your employer to apply for this position?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

Are you a serving civil servant or former civil servant whose last day of paid service was within the last **two** years? \*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes\* |  |  | No |  |

\*If **yes**, please state your **Department, Grade** and **Date** of your last day of service.

Civil servants, or former civil servants, are subject to the rules on Acceptance of Outside Business Appointments, Employment or Self-Employment for a period of up to two years after leaving the NI Civil Service. Individuals in this category must check their eligibility to apply with their (former) Department and NICSHR Employee Relations. (Standards of Conduct Policy, NICSHR Handbook)

**Any potential probity issues or conflicts of interest detailed above will not necessarily prevent you from being called for interview but will be explored, if appropriate, with you at the time to establish how you would address the issue should you be successful in your application and to confirm that approval(s) have been received if/as appropriate.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Do you have access to a form of transport that will permit you to meet the requirements of the post in full?** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Yes** |  |  | **No** |  | |

**Interviews are expected to be held week commencing 17 June 2024. Please indicate below if you are unavailable on any specific dates or times during this period. Please note no guarantee can be given of an alternative interview date.**

|  |
| --- |
|  |

**DECLARATION**

I understand that a candidate found to have given false information or wilfully to have suppressed any material fact will be liable to either disqualification or, if appointed, to dismissal.

I have read the CPANI leaflet ‘[**Complaints and Conflict of Interest Information Guidance’**](https://www.publicappointmentsni.org/publications/guidance-conflicts-interest-integrity-and-how-raise-complaint) and have completed that section of **Part B** accordingly. I understand that, if appointed, I must raise 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 have read the statutory disqualifications relating to this appointment and I am satisfied that my candidacy is legitimate.

If a public sector employee, I understand the general principle of double paying and confirm that, if appointed, I will not breach the principle.

I declare that the information I have given in support of my application as recorded in **Parts A, B and C** of this application form is true and complete to the best of my knowledge.

I understand that, if I am appointed and the information I have provided is incorrect, or any of the statements made in this declaration are untrue, or subsequently circumstances arise at any time before the end of my term of office which would render any such statements untrue, then my tenure of office may be terminated.

I note the information provided in the **Privacy Notice** and understand and accept that the information I have provided can be processed by the Department of Agriculture, Environment and Rural Affairs, in accordance with Data Protection legislation, for the purposes of making this appointment. This will involve disclosing the following information to NISRA for the purpose of producing the Public Appointments Annual Report: my personal details and equal opportunities monitoring information (upon application); and if appointed, political activity information. I note my name, appointment term and details of remuneration will be published in the Public Bodies Annual Report. Furthermore, I understand some of my personal information may be disclosed to other government departments, the Commissioner for Public Appointments for Northern Ireland, or anonymously in response to Assembly Questions and other enquiries.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(For official use only) Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICATION FORM – PART B**

**Chairperson** **of the Agri-Food and Biosciences Institute (AFBI) Board**

|  |
| --- |
| **Notes for guidance:**   * Part B of the application form provides an opportunity for you to demonstrate that you have the skills, knowledge and experience set out in the **Candidate Information.** Address each of the criterion in turn, **using specific evidence to support your statements. This is a very important part of your application.** * It is your responsibility, to demonstrate clearly on your application form, how you satisfy the published selection criteria, including any shortlisting criteria. * The selection panel cannot make assumptions as to your skills, knowledge and experience from the title of previous posts held. * It is essential that you provide evidence of how you meet each selection criteria, giving examples as appropriate to support your statements. Remember, skills, knowledge and experience can be acquired in a variety of ways including work, on a voluntary basis or a personal capacity. * You must restrict your examples to **400 words** per criterion. Any text beyond the allotted number of words will be **redacted** and will **not** be seen by the selection panel. * **The layout should not be changed or altered in any way**. Supplementary material such as CVs or testimonials **will not**be considered and should not be provided. * Only those applicants who are deemed, from the information provided, to meet the published selection criteria will be called for interview. |

**PART B: ESSENTIAL CRITERIA**

|  |
| --- |
| **Criteria 1. Experience in a field of activity relevant to the discharge of the functions of the Institute:** (Application Stage Only)  The functions of AFBI, the role of the AFBI Board and Chair and some of the challenges facing the organisation are detailed on pages **4-8** of the Candidate Information Document.  We are looking for evidence that demonstrates (a) your understanding of AFBI’s role (b) your understanding of the range of strategic challenges facing AFBI in the medium-term and (c) your experience in a field of activity relevant to the discharge of AFBI’s functions. When providing this evidence, you need to demonstrate that you have the ability to operate as an effective Chair. You do not need to demonstrate experience in undertaking any of AFBI’s specialist scientific activities.  **Maximum 400 words** |
| **Criteria 2. Strategic Thinking and Direction:** (Application and Interview Stages)  The AFBI Chair will be responsible for establishing the AFBI Board’s strategy and for leading the Board in establishing the overall strategic direction of AFBI. In doing so, the Chair will ensure that AFBI fulfils the aims and objectives set by DAERA and approved by the Minister.  We are looking for evidence that demonstrates your strategic thinking and the skills you have employed to influence the direction of an organisation, taking account of internal issues, the wider external environment and any operating frameworks or other set parameters (resources, budgets, policies, business models etc.).  We are looking for evidence of your ability to fully engage with and utilise the AFBI Board and Executive Management Team’s wider experience and knowledge to support strategic decision making.  Please illustrate your experience by way of example below:  **Maximum 400 words** |

|  |
| --- |
| **Criteria 3. Leadership:** (Application and Interview Stages)  The AFBI Chair will be responsible for generating corporate responsibility and cohesion among Board members and for providing strategic leadership to AFBI. This will involve working with Board colleagues, the AFBI Chief Executive and senior management team, senior civil servants, the DAERA Minister and other stakeholders.  We are looking for evidence that demonstrates your ability to provide strong leadership such as the ability to manage relationships effectively, guiding, persuading and constructively challenging others, driving the decision-making process and exercising personal authority.  Please illustrate your experience by way of example below:  **Maximum 400 words** |

|  |
| --- |
| **Criteria 4. Communication and Collaboration** (Application and Interview Stages)  The AFBI Chair will be an excellent communicator and will be capable of communicating effectively in order to develop and maintain good relationships and to achieve results. They will be expected to speak publicly on behalf of AFBI.  We are looking for evidence to demonstrate your communication skills including your ability to interact constructively with others and to influence key decision makers and those in senior positions of authority. We are also looking for evidence of your ability to be highly articulate, and be credible at the most senior levels, consistently delivering inspiring, engaging and meaningful messages about the future direction.  We are also looking for evidence to demonstrate your ability to collaborate with a range of different stakeholders and to bring them along with you in any decisions you make and for you to show that you are aware of the need seek specialist advice when necessary.  Please illustrate your experience by way of example below:  **Maximum 400 words**  **Criteria 5. Corporate Governance and Accountability** (Application and Interview Stages)  We are looking for evidence, gained at Board level of (a) your understanding and application of the principles and practice of corporate governance and accountability, including risk management and (b) to demonstrate that you have maintained or improved good governance within an organisation and (c) that you have demonstrated personal accountability when making decisions and taking action.  Please illustrate your experience by way of example below:  **Maximum 400 words** |

**PUBLIC APPOINTMENTS HELD**

**Please list all CURRENT public appointments, beginning with the most recent and working back, giving the name of the public body, the position held, the length of the appointment and any remuneration paid.**

**Please note that DAERA will seek information on performance and probity from the Departments listed if you are invited to interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | | **Public Body** | **Remuneration** |
| **From** | **To** |
|  |  |  |  |

**Have you previously been appointed to the AFBI Board?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**If yes, please provide details of the appointment (position held, dates, number of terms):**

**GUARANTEED INTERVIEW SCHEME (GIS)**

The aim of the GIS is to provide applicants with a disability the opportunity to demonstrate their abilities beyond the initial application stage. Applicants with a disability who meet the essential criteria at stage one of the selection process (the sift process) will automatically be offered an interview. Their application will **not** be subjected to any **short-listing** which may take place.

Declaring a disability for the purpose of qualifying for the GIS is your decision and is entirely voluntary.

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 long-term adverse effect on their ability to carry out normal day to day activities. This includes sensory impairments, people who have had a disability in the past even though they are no longer disabled, people whose disability is likely to last for twelve months or rest of their life, and people whose condition is likely to progress or recur.

Severe disfigurement is also acknowledged as a disability.

**GIS Applicants only**

Please only sign the declaration below if you are applying under the GIS and meet the requirements of the scheme.

**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.**

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(For official use only) Candidate No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART C: EQUAL OPPORTUNITIES MONITORING INFORMATION

**Chairperson of the Agri-Food and Biosciences Institute (AFBI) Board**

The Northern Ireland Civil Service (NICS) is committed to ensuring that eligible persons have equal opportunity for public appointments on the basis of their ability and aptitude for the role. Monitoring is carried out to help us ensure that our processes and procedures promote equality of opportunity as far as possible and therefore your help in completing and returning this monitoring form as part of your application would be appreciated.

**Please note the information you provide on a voluntary basis in this monitoring form will be detached from the information on the application form and will not be available to anyone involved in the selection process.**

The information will be used for statistical purposes only and analysed independently by staff in the Northern Ireland Statistics and Research Agency (NISRA) in the strictest confidence. Equality monitoring information is published annually on an anonymised basis. Thank you for your co-operation.

**PART C – EQUALITY MONITORING FORM**

**National Insurance Number** ­­­­­­­­­­­­­­­­­

|  |
| --- |
|  |

**Gender**

|  |  |
| --- | --- |
|  | Male |
|  | Female |

**Age**

Please give your date of birth:

|  |  |  |
| --- | --- | --- |
| **Day** | **Month** | **Year** |
|  |  |  |

**Community Background**

Please indicate your community background by ticking the appropriate box below:

|  |  |
| --- | --- |
|  | I have a Roman Catholic community background |
|  | I have a Protestant community background |
|  | I have neither a Protestant or Roman Catholic community background |

**Disability**

The Disability and Discrimination Act (DDA) defines a disability as a “physical or mental impairment which has substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. The Equality section in the Candidate Information booklet gives an explanation of this definition. Please read that section and then answer the question below.

**Do you consider yourself to have a disability (Please tick one box below)**

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Race**

Please tick one box to indicate your race:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | White |  |  | Black African |
|  | Black Caribbean |  |  | Bangladeshi |
|  | Chinese |  |  | Black Other |
|  | Pakistani |  |  | Indian |

Are you a member of a Mixed Ethnic Group?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

Are you a member of the Irish Travelling Community?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

If you are of other ethnic origin, please specify.

|  |
| --- |
|  |

**Language**

Is English your first language? (Please tick one box below):

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Sexual Orientation**

My sexual orientation is towards someone (Please tick one box below):

|  |  |
| --- | --- |
|  | Of the same sex (this covers gay men and lesbians) |
|  | Of a different sex (this covers heterosexual men and women) |
|  | Of the same sex and of the opposite sex (this covers bisexual men and women) |

**Marital status**

Please indicate your marital status by ticking one box below:

|  |  |
| --- | --- |
|  | Single, that is never married or in a civil partnership |
|  | Married |
|  | Separated, but still legally married |
|  | Divorced |
|  | Widowed |
|  | In a civil partnership |
|  | Separated, but still legally in a civil partnership |
|  | Formerly in a civil partnership which is now legally dissolved |
|  | Surviving partner from a civil partnership |

**Dependants**

Do you have personal responsibility for the care of a child, or children, a person with a disability or a dependent older person?

|  |  |
| --- | --- |
|  | Yes |
|  | No |

**Employment history**

Which sector would you consider best reflects your employment history over the course of your career?

|  |  |
| --- | --- |
|  | Private Sector |
|  | Civil Service |
|  | Other Public Sector |
|  | Voluntary Sector |

Other, Please Specify:

|  |
| --- |
|  |

**Educational attainment**

What is your highest level of educational attainment?

|  |  |
| --- | --- |
|  | No Qualifications |
|  | GCSE/ O-level or equivalent |
|  | A-level or equivalent |
|  | Degree or higher |