**College of Agriculture, Food and Rural Enterprise  
College Advisory Group (CAFRE CAG)**

**Appointment of 6 Members (3 year appointments)**

**Application Form**

**CAFRE College Advisory Group – Members**

**APPLICATION FORM**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION.**

***Please place an X in the sector for which you are applying (you can only apply for one sector).***

**Agri-food Business Development**

**Environment**

**Environment in the Supply Chain**

**Higher Education**

**Poultry/Pigs**

**Red Meat Sector**

**The closing date for applications is 4pm on Friday 14 October 2022.**

**Late applications will be accepted only in exceptional circumstances and at the discretion of the selection panel.**

**Completed forms should be returned by hard copy or email to either the mail or email address below.**

# If you have any questions about this application form or if you require it in another format, please contact:

**Richard McCreedy**

**Agri-food Support Branch**

**Food and Farming Group**

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

**Room 516A, Dundonald House**

**Upper Newtownards Road**

**Ballymiscaw**

**Belfast, BT4 3SB**

**Telephone: (028) 9052 0889**

**E-mail:** [**cagrecruit@daera-ni.gov.uk**](mailto:cagrecruit@daera-ni.gov.uk)

**If you have a hearing difficulty you can contact the Department via Text Relay:**

* **Making a call from a text phone dial 18001 + 028 9052 0889**
* **Making a call from a telephone dial 18002 + 028 9052 0889.**

**Notes on completion:**

1. Applications must be made using this form. It must not be altered; additional pages submitted with application forms will not be permitted. CV’s or other written material must not be submitted. Please read the information pack carefully before completing this form in **black ink** or **Arial, Size 12 font**, in the boxes provided.
2. If your application is submitted by e-mail we will require you to sign a hard copy of your application if invited to interview.
3. We would advise you to retain a copy of your application for your own information.
4. The CAFRE College Advisory Group (CAFRE CAG) is an Expert Committee and not a Public Body; however this competition will follow the spirit of the Code of Practice for making Public Appointments as laid down by the Commissioner for Public Appointments in Northern Ireland (CPANI).
5. Applications from civil or public servants are welcome, however in order to avoid any potential for “double pay” applicants will not be paid to attend meetings while taking annual leave and applicants must ensure there is no connection to their ‘day job’. Similarly applicants must ensure their employer has granted permission to apply for this appointment.
6. Departments are required to monitor the gender, age, ethnic origin, community background and disability of all applicants to ensure that equal opportunity measures are effective. A separate Equality Monitoring form is included in the information pack. The information provided in the Monitoring Form will be detached from the information on the application form and held separately. It will not be available to selection panels or to anyone else 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.
7. The Department takes data protection, freedom of information and environmental information issues seriously. It takes care to ensure that any personal information received from you is dealt with in a way which complies with the requirements of the General Data Protection Regulations (2016). This means that any personal information you supply will be processed principally for the purpose for which it has been provided. However, the Department is under a duty to protect the public funds it administers, and to this end may use the information you have provided for this purpose. It may also share this information with other bodies responsible for the audit or administration of public funds, in order to prevent and detect crime. For full details of the DAERA Privacy statement please follow the internet link below or read the hard copy enclosed in this application pack:

[**DAERA Privacy Statement**](https://www.daera-ni.gov.uk/sites/default/files/publications/daera/18.19.153%20DAERA%20Privacy%20Statement%20Update%20June%202019%20Final.pdf)

1. Interviews are expected to commence from the **week commencing 28 November 2022**. If you cannot make yourself available on any of the dates available, an alternative date may be considered.
2. Please note that we are operating the Guaranteed Interview Scheme in this competition for applicants with a disability. (See page 9 of this application form).
3. Applications received after 4.00 pm on Friday 14 October 2022 will be accepted only in exceptional circumstances and at the discretion of the selection panel. All applications will be acknowledged by return email or in writing.
4. Due to the ongoing Covid-19 situation staff within DAERA will generally be working from home. At this time, we would appreciate if all forms could be submitted electronically. However, if this is not possible, you may submit a hard copy application to the address outlined on page 1, advising the recruitment team to expect such an application either by telephone (02890 520889) or email [**cagrecruit@daera-ni.gov.uk**](mailto:cagrecruit@daera-ni.gov.uk).

**APPLICATION FORM**

Applications must be made using this form.

CVs are not acceptable.

The form should be completed in typescript (**minimum font size 12 and font style Arial** or clearly written in **black ink** in the boxes provided.

**HOW WERE YOU MADE AWARE OF THIS OPPORTUNITY?**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper or Journal |  | Social Media |  |
|  |  |  |  |
| Internet |  | Elsewhere |  |
|  |  | (Please specify) |  |
| Letter from DAERA |  |  |  |
|  |  |  |  |

**PERSONAL DETAILS**

**Title:**

(Prof/Dr/Mr/Mrs/Ms etc.)

**First name:**

**Surname:**

(Block letters)

**Home Telephone**:

**Mobile Telephone**:

**Work Telephone**:

**Email**:

**Address:**

**Postcode**:

**MONITORING INFORMATION**

**This information is required for monitoring purposes only and will not be used to determine your suitability for appointment. It will not be seen by the selection panel - the form for completion is therefore attached separately.**

**MONITORING DETAILS – Please complete section 3 (attached separately)**

**SUITABILITY FOR APPOINTMENT**

**4 RECENT EXPERIENCE AND KNOWLEDGE OF THE SECTOR**

**For Guidance:**

Applicants for the membership role must demonstrate that, by the closing date for applications, they meet the following requirement:

**Recent experience and knowledge of the sector they wish to represent**

*The experience and knowledge may have been derived from working within the sector directly or from membership of an organisation which works with the sector.*

*Applicants can only apply for one sector.*

*Recent experience and knowledge is defined as within the last 5 years.*

*The term ‘organisation’ can be defined as a body operating in the public, community, voluntary or private sectors.*

Applicants who have previously held ordinary member positions on the CAFRE College Advisory Group are not eligible to apply.

For each of the 6 sectors that we are seeking members, we are looking for an individual who can demonstrate the following respectively:

**Agri-Food Business Development** Management experience and knowledge of agri-food business development preferably within an international context.

**Environment** Experience and knowledge of environmental management within the land and/or food sectors;

**Environment in the Supply Chain** Experience and knowledge of environmental management within the Agri-food Processing and Distribution Chain;

**Higher Education** Experience and knowledge of the development and/or delivery of programmes within the Higher Education sector;

**Poultry/Pigs** Experience and knowledge of business and management within either the Poultry or Pigs sectors;

**Red Meat** Experience and knowledge of management within the red meat production and/or processing sector.

**If shortlisting is required, this will be done by considering the strength and quality of your experience and/or previous representational role of the sector. It is essential that you clearly demonstrate how and to what extent you meet the eligibility criteria, including relevant dates.**

**4. Please provide details (in the box below) to show you have recent experience and knowledge of the sector you wish to represent (maximum of 400 words):**

**CURRENT PUBLIC APPOINTMENTS**

List all current public appointments you hold, noting the name of the public body, your job title and the remuneration received. If you do not hold any current public appointments, please write “None”.

**Organisation**

**(Name and Address)**

**Job Title and Responsibilities**

**Remuneration**

Have you previously held any position on the CAFRE College Advisory Group?

**Yes No**

If you answered **yes**, please provide details below

**GUARANTEED INTERVIEW SCHEME**

The aim of the Guaranteed Interview Scheme (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 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 for the rest of their life, and people whose condition is likely to progress or recur. Severe disfigurement is also acknowledged as a disability.

**Do you want to be considered under the GIS?**

**Yes No**

*If you have answered Yes, please consider the following:*

*As an Equal Opportunity Employer, we wish to ensure that all applicants have the opportunity to perform at the best of their ability in an interview situation. We also wish to be able to consider how best to accommodate any reasonable adjustments you may require should you be offered an appointment.*

*Providing this information is not mandatory and will not inform your success or otherwise in this competition.*

***However, please note that we will only advise the interview Selection Panel of any adjustments they NEED to know; and any information passed to the Panel will be by prior agreement with you.***

*If you require any form of reasonable adjustment in order to attend interview, or are likely to require these if appointed, please note this in the box below.*

**PROBITY AND CONFLICTS OF INTEREST**

***Before you complete this section, it is important that you read Annex A of the Information Pack entitled “Probity & Conflicts of Interest Guidance for Candidates”.***

**To answer the following questions please place an X in the appropriate box**

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**

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

**Yes No N/A**

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 you answered **yes**, please provide details below

Any potential conflicts of interest detailed above will not prevent you from being called for interview but may, if appropriate, be explored with you at that time to establish how you would address the issue should you be successful in your application.

**DECLARATION**

**I have read Annex A of the information pack entitled ‘*Probity & Conflicts of Interest Guidance for Candidates’* and have completed Section 6 of this application form accordingly.**

**I understand that, if appointed, I must raise with the Director of CAFRE 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.**

**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 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 DAERA 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 (which will be aggregated and anonymised before publication).**

**If appointed 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.**

**Signature:**

**Date:**

**\**Candidates who submit application forms electronically will be asked to sign a hard copy at interview stage.***

**GUIDANCE NOTES**

***For completion of this Application Form***

The following notes give guidance to help you provide the relevant information when completing the application form. Read these notes and the information pack carefully before completing the application form. These notes are available in other formats, please contact the address below for details.

The following needs to be numbered in line with the questions on the form.

**1. HOW WERE YOU MADE AWARE OF THIS OPPORTUNITY?**

It is important for us to assess how people learn of public appointment opportunities in the Department, so that we can use the information to ensure we reach as wide a range of potential candidates as possible. Therefore we would ask you to note the initial method that drew your attention to the opportunity.

**2. PERSONAL DETAILS**

Please give full details of your home address, as well as how you may be contacted.

**3. MONITORING INFORMATION**

The Department is required to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunity measures are effective. You are asked to complete these details in Section 3 of the form. As with all the information contained in the form, it is gathered, maintained and processed, strictly in accordance with the [DAERA Privacy Statement](https://www.daera-ni.gov.uk/sites/default/files/publications/daera/18.19.153%20DAERA%20Privacy%20Statement%20Update%20June%202019%20Final.pdf), for public appointment purposes only.

**4. SUITABILITY FOR APPOINTMENT**

The Department is not just interested in people who have a traditional career path. Many appointments are open to people who do voluntary or community work, or have direct experience of the problems faced by the agricultural industry. Make sure you take full advantage of this Section to provide practical evidence and examples of how you feel you are suitable for a public appointment, on the basis of the selection criteria for appointees, as outlined in your information pack.

In this section you are asked to provide practical information against the selection criteria for appointees. The information you provide should enable an assessment to be made of the extent to which you meet the criteria. The information you provide in Section 4 will be used for shortlisting, assessment and selection purposes. When completing this section you should have a copy of the eligibility and shortlisting criteria beside you for reference.

Many people are not used to writing about themselves or thinking about what they have done as opposed to what a team has done. Before starting to complete this section, it is important that you think about your role and what ***you*** have done individually, either on your own or as a team member. To complete this section effectively, you need to understand the relationship between the examples you will use and the relevant selection criteria. In addition you should bear in mind the following points:

* you should use simple and easy to understand language in your examples to describe what you have done;
* use actual examples, rather than ‘how you would do something’;
* you can use examples from your working life, where appropriate, or from your personal life, including any voluntary or community work you are or have been involved in;
* avoid statements that describe your personal beliefs or philosophies – focus on specific challenges and results;
* if possible, quantify/qualify your accomplishments;
* describe what you did and how you behaved – if your example includes activities undertaken by a team, focus on your role and not that of the team as a whole.

**5. CURRENT PUBLIC APPOINTMENTS**

The Commissioner for Public Appointments requires us to publish details of public appointments already held by successful candidates.

**6. GUARANTEED INTERVIEW SCHEME**

The aim of the Guaranteed Interview Scheme (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 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.

**7. PROBITY AND CONFLICTS OF INTEREST**

An appointee to a public body could find that matters or incidents which previously attracted no attention could become matters of legitimate public interest once the person concerned holds a public appointment. In this section you are asked to provide information regarding interests that you, or your immediate family, have that might be construed as being in conflict with the appointment for which you have applied.

Included at Annex A of the Candidate Information Booklet is a section entitled ‘Probity and Conflicts of Interest – A Guide for Candidates’. This provides advice on what constitutes a conflict of interest. Please read it before completing this section. A conflict of interest will not necessarily prevent you from taking up an appointment but you must be prepared to have this explored in more detail at interview.

**8. DECLARATION**

Ensure that you read the declaration statement and sign your application form.

An application received by e-mail before the closing date will be treated as having met the return deadline but a signed, unaltered, hard copy must be provided before interview. Candidates who submit application forms electronically will be asked to sign a hard copy at interview stage.

**CHECKLIST**

**Have you:**

* **Provided all the required information?**
* **Completed the monitoring information questionnaire?**
* **Signed the declaration above?**

**REMINDER:** The **CLOSING DATE** for receipt of applications

is **4.00pm on Friday 14 October 2022.**

Please return the completed form to:

**Richard McCreedy**

**Agri-food Support Branch**

**Food and Farming Group**

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

**Room 516A**

**Dundonald House**

**Upper Newtownards Road**

**Ballymiscaw**

**Belfast, BT4 3SB**

or via email to: [**cagrecruit@daera-ni.gov.uk**](mailto:cagrecruit@daera-ni.gov.uk)