



Independent Panel Member (Member recruitment)



This information pack is available in alternative formats (for example large print).

Please submit your request to the Governance team (governance@optical.org)

Timeline

Key dates for this appointment are as follows:

Application Deadline

Sunday 03 March 2024 at midnight

Interviews

Monday 08 and Tuesday 09 April 2024 (Online – via MS Teams)

Appointment Start Date

Monday 15 April 2024

About the GOC

Background

We are one of 13 organisations in the UK known as health and social care regulators. These organisations oversee the health and social care professions by regulating individual professionals. We are the regulator for the optical profession in the UK. We currently register around 33,000 optometrists, dispensing opticians, student opticians and optical businesses.

We have four core functions:

Setting standards for optical education and training, performance, and conduct

Approving qualifications leading to registration

Maintaining a register of those who are qualified and fit to practise, to train or carry on business as optometrists and dispensing opticians

Investigating and acting where registrants' fitness to practise, to train or carry on business is impaired

Legislation

Our primary legislation is the Opticians Act 1989 (as amended), and we also have a series of related rules that describe how we carry out our statutory functions. This information can be found on [our website](#).

Our mission

Our mission is to protect the public by upholding high standards in the optical professions.

Our vision

Our vision is to be recognised for delivering world-class regulation and excellent customer service.

Our values

The interests of patients and the general public are at the heart of all we do, and we aspire to the timeless seven (Nolan) public sector principles of public life (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

Our values underpin the way we work with each other, and with the public, our registrants and partner organisations:

- We act with **integrity**
- We pursue **excellence**
- We **respect** other people and ideas
- We are **agile** and responsive to change
- We show **empathy**
- We behave **fairly**

Independent Panel Member

Role purpose

The Independent Panel Member supports our recruitment of members who serve on our Council, Committees and some panels and boards by participating in the appointment process. The Independent Panel Member may also on occasion be invited to participate in the appointment process of senior executive staff.

The Independent Panel Member occupies an important role. As a member of the appointment panel, they help shortlist candidates, conduct interviews and contribute to the panel's final decision to appoint.

The Independent Panel Member role is defined in the Professional Standards Authority for Health and Social Care (PSA) guidance *Good practice in making council appointments* (June 2022). The guidance specifies that the role of the Independent Panel Member "is to bring a credible, impartial perspective to selection decisions, and provide their own assessment to the Authority about how well the appointments process adhered to the four principles [as set out in the PSA guidance].

Council member appointment panels are generally comprised of a mix of lay and registrant Council members, and an Independent Panel Member. For committee member appointments, these panels may include members from the relevant committee.

Person specification

Essential skills and experience

Please note that due to the nature of this role, GOC registrants, members, employees or workers are not able to apply.

We are looking for one or more candidates who can demonstrate the following essential criteria:

- Experience of senior executive or non-executive recruitment, selection and appointment processes, or other comparable experience;
- Experience of actively promoting and embedding equality, diversity and inclusion within selection and appointment processes, as well as an understanding of how diverse groups bring their lived experiences as transferable skills and experiences;
- Understand the role and purpose of statutory healthcare regulation in the UK, and the role and purpose of the GOC;
- Be familiar with *Good practice in making council appointments* (PSA guidance, June 2022), or an equivalent governance code for public appointments; the public appointments principles and the Nolan Principles;
- Have good inter-personal skills and be willing to challenge, where necessary, while working as a member of an appointment panel; and
- Have experience of reviewing and synthesising large volumes of information and preparing high quality independent reports within specified timescales.

Remuneration and time commitment

The Independent Panel Member is remunerated at £421 per day, with each Council member campaign requiring between two to ten days for preparation, attendance and reporting, dependent on the number of applications and interviews required. Committee and other appointments may require between one and three days for preparation, attendance and reporting.

The number of recruitment campaigns will vary from year to year. Interviews and meetings will be held during the working day (9am – 5.30pm), generally utilising MS Teams, and it is likely that for each campaign, shortlisting and interviews are scheduled over a couple of working days.

We will work closely with appointment panel members to give as much notice as possible for shortlisting and interview dates, to enable appointment panel members in their management of their diary commitments.

Independent Panel Members are limited to serving on a total of three Council recruitment campaigns. However, the Independent Panel Member may be asked to undertake committee member recruitment from time to time at an equivalent rate. The Independent Panel Member's term of office will end once they have served on a maximum of three Council recruitment campaigns.

It is unlikely that remuneration from this role would provide for the sole source of an individual's income, so please consider whether this would be the right role for you. We cannot guarantee a definite number of hours of work, and you will be a member for the purposes of your employment status.

How to Apply

Your application

Please apply via appointment@optical.org with your CV and a statement of no more than 2 sides of A4 indicating how you meet the essential skills and experience.

Equality monitoring

When submitting your application, you will also be asked to complete equality, diversity and inclusion (EDI) monitoring information using the following [link](#). This is to ensure all candidates are treated fairly throughout our process.

Please note the information you submit will be treated in the strictest confidence and used for monitoring purposes only. This will be separated from your application at the shortlisting stage.

Deadline

Please complete your application by **Sunday 03 March 2024 at midnight**.

Interview

Interviews will be held on **Monday 08 and Tuesday 09 April 2024** online – via MS Teams. If this date is problematic, please indicate in your covering email/ letter. Some flexibility may be offered, but this is not guaranteed.

The interview will consist of a series of questions with the following selection panel*:
Leonie Milliner, GOC Chief Executive
Dr Anne Wright CBE, Chair of Council
Ranjit Sondhi, current GOC Independent Member

**Correct at point of publication*

If you have any questions, please email them to appointment@optical.org or call us on 020 7580 3898.

Equal Opportunities and Accessibility

Equality Diversity and Inclusion

We strive to be as diverse as the public we protect and welcome applications from everyone, regardless of age, disability, gender reassignment, race/ethnicity, religion or belief, gender, sexual orientation, marriage and civil partnership, pregnancy and maternity. We are committed to equality of opportunity for all, and appointments will be made solely on merit. We believe that for any organisation to be successful, it needs to work with the most talented and diverse people available. We positively encourage applications from people from all the community, from all backgrounds and with a broad range of experience.

To ensure all candidates are treated fairly, we monitor diversity at all stages of the appointments process. The application process includes a monitoring section which is submitted online. Providing this information is optional, but we would be grateful for your co-operation.

Information provided will be treated as strictly confidential and will be used for monitoring purposes only. It will not be seen by anyone directly involved in the selection process and will not be treated as part of your application. No information will be published or used in any way which allows any individuals to be identified.

Access requirements

We have a duty to promote equality of opportunity for people who have disabilities. One of the ways we are doing this is through identifying barriers to opportunity facing people with disabilities and making reasonable adjustments to remove them.

If you would like to discuss your requirements for reasonable adjustments at any stage of the recruitment process in more detail, please contact Governance on 020 7580 3898. If you would like more information on reasonable adjustments please read this link: <https://www.gov.uk/reasonable-adjustments-for-disabled-workers>

Your data

Data protection

Our [data protection policy](#) is published on our website. We are required to retain information about the people who apply for public appointments, and make this available for audit purposes, if requested to do so. Our retention policy in relation to the information we collect in respect of appointments is that we keep the following information for two years and then it is destroyed:

- initial contact details, including your name and address;
- application form and any supporting documentation; and
- monitoring information.

Some of the information requested on the application form will be made public if you are appointed (e.g., your name, brief career/background history, other public appointments held, any other information that it is in the public interest to disclose). Moreover, we may be required to release information, including personal data, on request under the Freedom of Information Act 2000. However, we will not permit any unwarranted breach of confidentiality, nor will we act in contravention of our obligations under the General Data Protection Regulation. By signing the application form you consent to the information being used in this way.

