

**SCTS Audit & Risk Committee – Membership Application Form**

**Post Applied For: Independent Non-Executive Member**

The Selection Panel will not have access to the personal details on application forms and CVs when deciding on whom to invite for interview. Please use separate sheets for each section of your application and, on your CV, please only include personal details on the front or cover page.

**SECTION 1**

|  |
| --- |
| **Personal Details** |
| Title  |  |
| Forenames |  |
| Surname |  |
| Place of birth |  |
| Home address and post code |  |
| Telephone |  |
| Mobile |  |
| Email address |  |
| Address/email address for correspondence (if different from above) |  |

|  |
| --- |
| **CV** Please attach your CV to this application form. |

**SECTION 2**

**Evidence In Support of Application**

In the page overleaf (and further pages if required) please provide a supporting statement that gives short examples of the skills, abilities and personal qualities you possess that are relevant to the role. The examples you choose can come from your professional life, private life or voluntary activities.

Please limit your supporting statement to **1,000 words in total**. The Selection Panel will use the information you provide, alongside your CV, to determine whether to invite you to interview.

The key qualities/criteria sought in a member of the SCTS Audit & Risk Committee (based on the Board Member Core Skills Framework developed by the Scottish Government and the Commissioner for Ethical Standards in Public Life in Scotland) are as follows:

Priority skills/experience

|  |  |  |
| --- | --- | --- |
| **Skill/quality** | **What does this mean?** | **How will it be tested?** |
| Financial qualifications and experience | We need a qualified accountant who has experience of working in finance, audit or risk, who would be able to offer professional advice to the Committee. It would be an advantage to have some commercial experience. | We will want you to tell us about your experience and how this has been gained in the written application. We will also be having a discussion with you about this during the interview. |
| Change management/ transformation delivery | We would like a member who has been involved at a senior role in implementing change in a large department/function or organisation.  | We will want you to tell us at interview about your role and experience of change. |

General skills & personal qualities

|  |  |  |
| --- | --- | --- |
| **Skill/quality** | **What does this mean?** | **How will it be tested?** |
| Governance | * Experience of fiscal/legal processes/procedures
* Experience of ensuring effective governance within the public or private sector or through involvement within a charity or as a member of a committee
 | We will assess this through the information you provide in your application form. We will want you to tell us at interview about your experience of ensuring effective governance. |
| Longer term planning/ seeing the bigger picture | * See the ‘bigger picture’ when considering issues and topics, although may not have had any direct experience of developing strategy
* Understands the importance of having a plan/strategy and what it might include/involve
* Looks ahead and considers issues/topics within different timeframes
* Identifies some relevant implications from what is being discussed, such as challenges & risks
* Sees beyond their own personal experience and gives consideration to other information and views
 | We will assess this through the information you provide in your application form. We will also ask you questions at interview that will allow us to assess your personal experience of ‘seeing the bigger picture’. |
| Managing performance | * An understanding of what the body/board are required to do and their responsibilities
* An appreciation of the different roles and responsibilities of internal staff and non- executive board members
* Recognises the personal contribution they would be able to make to the success of the body/board
 | We will want you to tell us at interview about your understanding of the roles and responsibilities of non-executive board members, any relevant experience you have and what personal contribution you can make to the Committee. |
| Constructive and supportive challenge | * Direct evidence of challenging effectively within a diverse team or committee situation.
* Evidence of where challenge has changed the views of others and influenced decisions without causing rancour or resentment.
* Questioning shows good level of understanding of organisational and other issues that have led people to form their views.
 | We will assess this through the information you provide in your application form. We will also ask you questions at interview that will allow us to assess your personal experience of ‘constructive and supportive challenge’. |
| Communication & influencing | * Being persuasive, able to influence within a committee/meeting setting or perhaps other stakeholders
* An understanding of the need for a flexible influencing style
* Being engaging & enthusiastic
* Good written skills
* Able to adapt their style appropriately for different audiences
 | We will assess this through the information you provide in your application form. We will also want you to tell us at interview about your personal experience of using different influencing styles. |

**Statement of Evidence in Support of Application**

*[Continue on a further page if necessary – max statement size – 1,000 words]*

**SECTION 3**

**References**

Please give the names and full contact addresses of two referees\* who, through actual experience of your work or other achievements, are able to comment on your ability to meet the requirements of the appointment.

|  |  |  |
| --- | --- | --- |
| **1.** | Name |  |
| Address |  |
| Telephone: |  |
| E-mail: |  |

|  |  |  |
| --- | --- | --- |
| **2.** | Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |

**\***References will not be taken up prior to the sift of applications. Should you be invited to interview references may be taken up either before or after interview**.**

**SECTION 4 – EQUALITY OPPORTUNITIES MONITORING FORM**

We want our Board to be representative of the communities it serves. We are therefore committed to having recruitment practices which are free from discrimination and accessible to a diverse range of people.

In order for us to monitor the effectiveness of our recruitment we ask all applicants the following equal opportunities questions. **The information you provide will not be seen by the selection panel, will remain strictly confidential and will only be used for diversity monitoring purposes**. If you choose not to answer a question and are comfortable sharing the reasons for your choice we would be interested to know why you feel this way so we can make improvements where necessary.

As part of the Scottish Courts and Tribunals Services commitment to Equal Opportunities, we guarantee to interview any disabled applicant who fully meets the essential criteria detailed at page 3 of this form. The Equality Act (2010) defines a disability as a physical or mental impairment which has a substantial and long term (i.e. lasted or likely to last for 12 months or more) adverse effect on a person’s ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website [http://www.equalityhumanrights.com](http://www.equalityhumanrights.com/)

**DISABILITY**

* **Do you have a physical or mental health condition or illness lasting or expected to last 12 months or more?**

[ ]  Yes

[ ]  No

If you answered **‘Yes’** please complete the following two questions:

* **Does this condition or illness affect you in any of the following areas?**

[ ]  Vision (for example blindness or partial sight)

[ ]  Hearing (for example deafness or partial hearing)

[ ]  Mobility (for example walking short distances or climbing stairs)

[ ]  Dexterity (for example using a keyboard)

[ ]  Learning or understanding or concentrating

[ ]  Memory

[ ]  Mental health

[ ]  Stamina or breathing or fatigue

[ ]  Socially or behaviourally (for example associated with autism, attention deficit disorder or Aspersers’ syndrome)

[ ]  Other (please specify)

* **Does your condition or illness reduce your ability to carry-out day-to-day activities?**

[ ]  Yes, a lot

[ ]  Yes, a little

[ ]  Not at all

**GENDER IDENTITY**

* **Which one of the following best describes your gender?**

[ ]  Male

[ ]  Female

[ ]  In another way - If you describe your gender with another term, please provide this here

[ ]  I prefer not to answer this question (If you’ve chosen not to answer this question could you please share the reasons for your choice)

* **Do you consider yourself to be a Trans\* person?**

[ ]  Yes

[ ]  No

 Prefer not to say (If you’ve chosen not to answer this question could you please share the reasons for your choice)

*\*Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth.*

**SEXUAL ORIENTATION**

* **Which of the following options best describes how you think of yourself?**

[ ]  Heterosexual / Straight

[ ]  Gay / Lesbian

[ ]  Bi / Bisexual

[ ]  If you prefer to use another term, please provide this here

[ ]  I prefer not to answer this question. (If you’ve chosen not to answer this question could you please share the reasons for your choice?)

**ETHNIC GROUP**

* **What is your ethnic group?**

*Choose ONE Section from A to F, then tick ONE box which best describes your ethnic group or background.*

1. **White**

[ ]  Scottish

[ ]  Other British

[ ]  Irish

[ ]  Gypsy/Traveller

[ ]  Polish

[ ]  Other white ethnic group, please write in

1. **Mixed or multiple ethnic group**

Any mixed or multiple ethnic groups, please write in

1. **Asian, Asian Scottish or Asian British**

[ ]  Pakistani, Pakistani Scottish or Pakistani British

[ ]  Indian, Indian Scottish or Indian British

[ ]  Bangladeshi, Bangladeshi Scottish or Bangladeshi British

[ ]  Chinese, Chinese Scottish or Chinese British

[ ]  Other, please write in

1. **African**

[ ]  African, African Scottish or African British

[ ]  Other, please write in

1. **Caribbean or Black**

[ ]  Caribbean, Caribbean Scottish or Caribbean British

[ ]  Black, Black Scottish or Black British

[ ]  Other, please write in

1. **Other ethnic group**

[ ]  Arab, Arab Scottish or Arab British

[ ]  Other, please write in

**RELIGION/BELIEF**

* **What is your religion?**

[ ]  I have no religion

[ ]  Church of Scotland

[ ]  Roman Catholic

[ ]  Other Christian

[ ]  Muslim

[ ]  Buddhist

[ ]  Sikh

[ ]  Jewish

[ ]  Hindu

[ ]  Pagan

[ ]  Another religion please write in

**CARING RESPONSIBILITIES**

Do you have caring responsibilities for a partner, child, relative or friend who cannot manage without help because they are physically or mentally ill, frail or disabled? You may or may not live with the person you are caring for.

[ ]  No – I don’t have any caring responsibilities

[ ]  Yes – Primary carer of a child/children (under 18)

[ ]  Yes – Primary carer of disabled child/children

[ ]  Yes – Primary carer of disabled adult (18 and over)

[ ]  Yes – Primary carer of older person/people (65 and over)

[ ]  Yes – Secondary carer

[ ]  I prefer not to answer this question

If you’ve chosen not to answer this question and wish to share the reasons for your choice please do so here:

**SECTION 5**

**APPLICANT DECLARATION**

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete.  I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be rejected and/or that I may be removed from office if I have given false information or withheld relevant details.

I understand the information given on this form will be retained for relevant purposes by the SCTS and will be held in accordance with all relevant data protection legislation.

I have read this application form and the associated information for candidate’s document and confirm that I am eligible to apply for the post.

**Signature:**

**Date:**

Please send your completed application by email to

gbattison@scotcourts.gov.uk

**Should you have any queries in relation to the application process or form please feel free to contact Head of Financial Governance, Gillian Battison on 0131 248 1820.**