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| 1. **NOMINATION PROCESS** |

This form is for candidates aspiring to their first board / governing body executive director level role. Please note that if you are already operating substantively at executive director level and wish to join the Aspire Together Talent Pools you will need to submit a different form which can be obtained from the team at [aspire.together@nhs.net](mailto:aspire.together@nhs.net).

**To submit your nomination please complete the following:**

* **Complete Part A** (Personal Details, Nominated Senior Leaders details, nomination route and confirmation from your CEO / AO /Regional Director).
* **Complete Part B** (Your career history and selection questions). If invited for interview this section will be shared with your assessment panel and forms part of your assessment evidence.
* Hold a career / talent conversation using your organisation’s talent management processes and tools or, those produced by the Leadership Academy with your ‘Nominated Senior Leader’ (board / governing body executive director).
* Consider your skills, knowledge and experience against the [Success Profile](https://www.leadershipacademy.nhs.uk/aspiretogether/nominate) such that where possible you can both agree you are ready to be assessed for a board / governing body executive director level role. Please note that we do not expect you to have all of the competencies and experiences listed in the Success Profile and understand that we need different styles and types of leadership. We'll be looking for those who understand the board / governing body executive director role, have a good range of experience and demonstrate a range of strengths in the competencies.
* Your CEO / AO / Regional Director, if from an eligible Arm’s Length Body (ALB), should confirm that you are operating at one below board level or equivalent and not involved in any ongoing performance, grievance or disciplinary discussions. If self-nominating, we will contact your CEO / AO /RD on your behalf.
* Complete and return your Equal Opportunities Monitoring Form directly to [aspire.together@nhs.net](mailto:aspire.together@nhs.net) by **16th December 2019.** This form in not mandatory, however the information you provide will help us to monitor progress towards achieving senior leadership teams which are representative of the population we serve.
* Please read the Privacy Policy and Terms & Conditions, signing your agreement once you have completed the form and happy to do so.
* Complete and submit this form to [aspire.together@nhs.net](mailto:aspire.together@nhs.net) **by 16th December 2019**  Please be aware it is your responsibility to ensure this deadline is met.

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| 1. **PRIVACY NOTICE AND TERMS AND CONDITIONS** |

You can find an up to date version of the Privacy Policy here: [**https://improvement.nhs.uk/privacy/**](https://improvement.nhs.uk/privacy/)

1. I confirm that all the information provided in the Nomination Form is up to date and accurate.
2. My Nominated Senior Leader has agreed to supply an assessment of me and my abilities.
3. I understand that by applying I am identifying myself as an individual looking for a new role in the NHS.
4. I will attend and partake in all elements of the assessment process and understand that not attending or partaking without agreeing extenuating circumstances with the Aspire Together team could mean that I may lose my place to be assessed.
5. I will ensure I provide feedback when asked to do so, recognising that this will help inform future development of the Gateway Assessment Process.
6. If I am assessed as ‘not ready’ for the Talent Pool I understand that I can reapply to the Aspire Together Gateway Assessment Process at a later date and once I have closed my development gaps.
7. I acknowledge I cannot defer my application to a later date.
8. I understand that I need to make my own arrangement to cover travel costs and subsistence (other than refreshments available at interview).
9. I agree to advise the Aspire Together team as soon as possible if I am successful at interview elsewhere or if I am no longer looking to join the Talent Pool and that this will result in withdrawal from the process.
10. I understand that my information will be used for reporting purposes as part of the NHS Leadership Academies work.
11. I understand that following assessment my contact information and readiness rating will be shared with the Local Leadership Academies who will provide access to coaching and support.
12. If I enter the talent pool NHS Executive Search team will communicate with me following the assessment process regarding career opportunities.
13. I understand my organisation will be advised of my status during the nomination, pre-assessment and assessment outcome stages of this process. This information will be shared unless I specify my reasons in writing to [aspire.together@nhs.net](mailto:aspire.together@nhs.net) that I wish this information be withheld.
14. I understand that if at any time I wish my contact details not to be shared I must advise in writing that I do not wish this to happen. Any requests should be made to: [aspire.together@nhs.net](mailto:aspire.together@nhs.net).
15. I understand that the Aspire Together team will be in touch during the assessment process and post assessment. We may contact you to discuss some of the information contained within this form and only if we feel that we need more detail from you. This will be via the contact details I have shared in this form or otherwise stated.
16. I understand that I may be contacted during the process and following assessment regarding (but not limited to) potential development opportunities and various programmes, workshops, newsletters or networking events which may be of interest to me in developing my career.

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| **Name:** |  | **Date:** | **\_ \_ / \_ \_ / \_ \_ \_ \_** |
| **Signature:** | **(sign here once you have completed the Nomination Form)** |

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| 1. **PERSONAL DETAILS** |

Please complete all sections below.

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| **Name:** |  | **Role:** |  | |
| **How would you categorise your current role?** | For example: Operations, Medical, Nursing, Finance, Pharmacy) | | | |
| **Organisation Name:** |  | **Pay Band:** | |  |
| **Email Address:** |  | | | |
| **Phone Number:** |  | | | |

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| 1. **NOMINATION ROUTE** |

Please tell us if your organisation is nominating you or if you are self nominating.

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| **Route** | **Description** | **Select** |
| **Organisation Nomination** | You have been identified through local talent profiling exercises within your organisation and you have had a career/talent conversation with your Nominated Senior Leader. |  |
| **Self-nomination** | You are self-nominating and ideally have had a career / talent conversation with your choice of Nominated Senior Leader. |  |

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| **Career / Talent Conversation process** | **Yes, with Leadership Academy tools** | **Yes, with my organisation’s tools** | **No** |
| **I have had a formal career conversation.** |  |  |  |

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| 1. **NOMINATED SENIOR LEADER DETAILS** |

# If you are invited for interview your Nominated Senior Leader will be asked to complete pre-work in preparation for your assessment day. Please provide details below so we that we can contact them following invitation to assessment. Your Nominated Senior Leader will be a board / governing body director and, someone who is able to provide evidence on your behalf later in this process.

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| **Name:** |  | **Role:** |  |
| **Organisation Name:** |  | | |
| **Email Address:** |  | **Phone Number:** |  |
| **Relationship to you:** |  | | |

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| 1. **CEO / AO / Regional Director** |

All individuals require confirmation from their Chief Executive Officer or Accountable Officer. For those working in NHS England and NHS Improvement, Health Education England or Public Health England confirmation is required from your Regional Director.

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| **STATEMENT (please answer all questions)** | | | | **YES** | **NO** |
| **Please confirm you are the Chief Executive or Accountable Officer for your organisation (or Regional Director in an ALB):** | | | |  |  |
| **The nominee is currently working at ‘one below’ board or equivalent level:** | | | |  |  |
| **The individual is not subject to any ongoing performance, grievance or disciplinary discussions:** | | | |  |  |
| **Name:** |  | **Job Title:** |  | | |
| **Signature:** | (desirable but not essential) | | | | |





**Nomination Form: Aspire Together Talent Pool - Aspirant Directors**

**(Candidates please complete this form electronically)**

**PART B**

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| 1. **CAREER HISTORY** |

Please list your career history below, detailing the **previous 10 years.** You should ensure it details the required information from the table below; including number of people managed, budget managed, key achievements in role and size of organisation. If invited for interview, this detail will be shared with your panel in advance.

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| **Role** | **Accountabilities / Achievements**  *Please include number of people managed, budget managed & size of organisation* | **Organisation** | **Dates (Years)** | |
| **From** | **To** |
| *Current role* | *c.100 words* |  | *YYYY* | *Current* |
| *Previous role* | *c.100 words* |  | *YYYY* | *YYYY* |
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| 1. **SELECTION QUESTIONS** |

This information will be used to support understanding of your readiness for entering the Gateway Assessment Process. If invited for interview, this information will be shared with your panel in advance.

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| **Please answer all questions** | **YES** | **NO** |
| **Will the next role you apply for be an Executive Director in a Trust, Governing Body or regional ALB Board?** |  |  |
| **If successful in the gateway process, are you able to consider an Executive Director opportunity within the next six months?** |  |  |
| **Do you have experience of leading multiple teams or services? This may be through the direct management of multiple teams or through the oversight across a range of different, complex services areas which requires you to influence across multiple teams and groups.** |  |  |
| **Have you had exposure to a unitary board governing body (either within or outside of the NHS)?** |  |  |
| 1. **Please outline your understanding of the role of an Executive Director and the transition you will need to make to be successful in the role.** | | |
| *Maximum 250 words* | | |
| 1. **If you have answered ‘no’ to any of the above but feel you are suitable for an Executive Director role, please outline why below.** | | |
| *Maximum 250 words* | | |
| 1. **What specific Executive Director career moves are you most interested in (roles, organisation type)?** | | |
| *Maximum 50 words* | | |