



Council Apprentice

Candidate information

Message from our Chair

The HCPC is an important public body, full of talented and committed people with a shared purpose of protecting the public.

The Council plays a key role in guiding and supporting the executive as a team to ensure that our common purpose of protecting the public is at the heart of everything we do.

Being a Council member is an incredibly rewarding and interesting role. However, we have long struggled to attract diverse candidates for our Council member roles. The barrier seems to us to be that initial step, getting your foot in the door of the boardroom.

That is why we are excited to be able to provide this 'apprenticeship' opportunity to a talented candidate to give them that first step to a truly rewarding career

For the HCPC this scheme will enhance the range of opinions and perspectives around our board table, which is essential to guarding against 'group think' and truly representing the diverse needs of our stakeholders.

Thank you for your interest in being our 'apprentice', I hope the information provided in this pack will result in your application.

Christine Elliott



Who are we?

We are a UK-wide regulator established by law, committed to delivering high quality, efficient regulation in order to protect the public.

We regulate 15 professions:

- Art Therapists
- Biomedical Scientists
- Chiropodist/Podiatrists
- Clinical Scientists
- Dietitians
- Hearing Aid Dispensers
- Operating Department Practitioners
- Orthoptists
- Occupational Therapists
- Paramedics
- Physiotherapists
- Prosthetist/Orthotists
- Practitioner Psychologists
- Radiographers
- Speech & Language Therapists



What we do

We regulate by:

- Deciding what it takes to be a member of one of our professions
- Approving education programmes which will produce competent graduates who are safe to treat people
- Keeping an accurate register of people who are legally able to call themselves one of our 15 professions.
- Taking action when a professional isn't meeting our expectations of safe practice and conduct.

To do all these things for 15 different professions is complex and requires good governance.

Our Council plays an important role in this by setting the HCPC's strategic direction and overseeing the organisation's performance.

What is the Council?

Our Council is our 'board'. The Council is the most senior decision making group at the HCPC. They are ultimately responsible for the success of the HCPC. Our Chief Executive and his team are accountable to the Council.

There are 12 members of our Council and they are all Non-Executive meaning they are not employed by the HCPC.

Half of our Council members are professionals currently on our register. The other half are 'lay' members, who have skills and experience which benefits the HCPC, for example legal, business, HR, financial etc. expertise.





What is the Council Apprentice?

The Council Apprentice is a new role which our Council is committed to making a success.

We want to help give the right talented candidate the experience and skills they need to go on to have a rewarding boardroom career.

Once appointed our Council Apprentice will take part in all our Council meetings and associated activity. They will also get involved in our Audit Committee to maximize their transferable experience of governance.

Whilst our Apprentice will not be a voting member when decisions are taken (due to our governing laws) they will see all the board papers that support decisions and they will be encouraged to (and once settled in expected to!) participate in the meeting debate that leads to a decision being made.

We encourage applications from all backgrounds and communities, and are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage Black, Asian and Minority Ethnic candidates to help to address under-representation on the Council and value the positive impact that difference has on our teams. We are committed to equality and diversity within our workforce and all opportunities provided by the Health and Care Professions Council.

What are we offering?

Inclusion

We are a supportive board and very keen to hear opinions and views that may differ from our own. We will take the Apprentice into everything that happens on a board, no issues will be off limits.

Range

We will also involve the Apprentice in our Audit Committee work, this will enhance the experience gained by the Apprentice.

Development

We will provide a comprehensive induction into the HCPC's work, our Council and governance. At the start of the placement you will be assigned two 'buddies' one will be a current Council member and the other will be a member of the Chief Executive's management team. This means you will see both the Executive and Non-Executive perspective

Support

Additionally our Council Chair will regularly check in with you to provide ongoing mentorship and our Governance team will be on hand to provide you with practical support and assistance.

What are we looking for?

We are looking for potential.

We are looking for candidates with no previous board experience but with a passion for and an interest in the work of the HCPC, health regulation, public protection, and a desire to give back to public service.

Excellent inter-personal skills are essential as well as the confidence to share your perspective.

The Council apprentice must be;

- Interested in HCPC's work
- Keen to learn about being on a board
- A good communicator
- Willing to commit the time
- Able to uphold the seven principles of public life





How to apply

Applications are to be submitted to appointments@hcpc-uk.org . A CV and covering letter are required. The covering letter should answer the following:

1. Why do you want to be a Council Apprentice?
2. What interests you about the work of the HCPC?
3. What is your motivation to apply for this role and what do you think you can contribute?

Applications will be assessed by Christine Elliott, Chair of Council, and Eileen Millan, Senior Council Member. If shortlisted you will be asked to take part in an interview on Tuesday, 15 December 2020 to ensure we are right for each other.

A thorough induction will be provided and the role will run for one year to 31 December 2021.

Q&A

We hope the below information will answer questions you may have about our scheme.

How long is the appointment? The appointment is for one year until 31 December 2021

What is the time commitment? The main time commitment will be to attend meetings and the pre reading and preparation required for these meetings. Our apprentice will be expected to attend all Council and Audit Committee meetings, as well as the Council seminar sessions. Our meetings typically take half a day. Outside of meeting activity we want our apprentice to regularly meet informally with their assigned Council and Executive buddies. Altogether we estimate the time commitment will be 20 days a year

Will I be paid? Yes. Formal meetings attendance will be remunerated at £341, this includes reading time. Remuneration is taxable under Schedule E and subject to Class I National Insurance contributions. It is not pensionable.

Will I be entitled to annual leave and other employee benefits? No. The Council Apprentice is not a HCPC employee and will not have employment rights. They will be expected to adhere to the Council member code of conduct and should any issues arise with conduct these will be addressed through the Council member concerns process.

Will my expenses be paid? Yes. Reasonable expenses will be reimbursed according to our Council and Committee member expense policy.

Does the role require travel? Yes some travel will be required. We hold a mix of virtual and in person meetings through the year. If a meeting requires travel, the HCPC will cover your expenses in line with our expense policy.

Will I receive training and development? Yes. We run training for our Council members which you will take part in. Aside from this schedule of training, you will receive support from your Council and Executive buddies through the year.

Will I receive feedback on my performance? Yes the Chair of Council will check in with you throughout the year to provide mentorship. They will also undertake an end of placement review with you. Throughout all of this engagement we are very interested in how you think we are doing! We want to make the scheme as useful as possible.