

PUBLIC APPOINTMENTS VACANCIES WEBSITE

TEMPLATE FOR A VACANCY

| FIELD | EXPLANATION (please replace the text below with your content) |
|---|---|
| Job Title [Mandatory] | Member of the Health Honours Committee. |
| Vacancy reference [Mandatory] | n/a |
| Number of vacancies [Mandatory] | 2 |
| Short description [Mandatory] | The Health Honours Committee is one of the eight specialist honours committees which recommends to the Cabinet Secretary candidates for honours suggested by members of the public, government departments and professional bodies. The Cabinet Secretary submits them to the Prime Minister who submits them to The Queen for inclusion in the New Year and Birthday Honours Lists. The Committee considers candidates for honours who work in the health community, including public health and medical research. Candidates for honours may come from the public, voluntary or private sectors. We are looking to recruit two members in order to allow space for some long-serving members to step down when their term of membership comes to an end. Full details of the honours system, membership of the Health Committee and the areas of work covered by each committee, can be found at www.direct.gov.uk/honours . |
| Vacancy description [Mandatory] | |
| Salary Details [Mandatory] | Unpaid but reasonable travel expenses will be paid |
| Appointing Department [Mandatory] | Cabinet Office |
| Location(s) i.e: Region County Town or City [Mandatory] | London |

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| Travel Required [Mandatory] | No |
| Working arrangement / Time commitment [Mandatory] | Part Time. Two days a year and some preparatory reading. |
| Regulated by OCPA [Mandatory] | No. |
| Skills [Optional] | Candidates should have considerable experience of working in or with the health sector. They can come from any professional background but must be credible and able to command the confidence of those in health care. Members will probably be persons of distinction in their own fields who are able to judge the relative merits of competing candidates for honours. They will be able to act with independence of judgement and be individuals of the highest standards of probity and discretion. The consideration of individual nominations for honours has to be carried out with absolute confidentiality. They will need to be able to handle a large volume of submissions in a timely and efficient manner and be able to work closely with the supporting Secretariat and with their fellow committee members. They will need to be sympathetic with the aims of the honours system and have an awareness of the importance of diversity in the honours process. |
| Experience [Optional] | |
| Date due to appear on website [Mandatory] | 22 July 2011 |
| Closing Date [Mandatory] | 19 August 2011 |
| Interviews Start [Optional] | To be arranged |
| How to apply [Mandatory] | <p>The Cabinet Office is committed to a policy of equal opportunities. Applications are particularly welcome from women, minority ethnic and disabled candidates who are under-represented at this level in public life.</p> <p>Further information and an application form can be downloaded from www.direct.gov.uk/honours.</p> <p>Or please telephone Janet Outred, Cabinet Office, Honours and Appointments Secretariat on 020 7276 2722</p> <p>E-mail address: janet.outred@cabinet-office.x.gsi.gov.uk</p> |

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|------------------------|--|
| Attachments [Optional] | |

All fields marked [Mandatory] MUST be completed; otherwise the public appointment can not be uploaded. When the form is complete, send to: public.appointments@parity.net
Any questions on completing this template, email: public.appointments@parity.net
Alternatively, you can contact the Cabinet Office on 020 7276 0269