

States of Jersey People Services Department
Approval of Senior and Interim Appointments

The States Employment Board (SEB) is required to approve all posts remunerated at the equivalent to Civil Service Grade 15 and those at a rate of £100,000 per annum and above – Interim appointments at £380 per day and above.

Posts that fit into this category for approval will include temporary/interim appointments, Fixed Term appointments, newly created posts, replacement of existing post holders and current permanent posts where there is a potential change in remuneration. Please see accompanying guidance.

This form should be used when a Department intends to appoint to a new post, to replace an existing post holder or on re-evaluation of a post.

This should be completed by the Departmental Senior HR Business Partner and after Departmental and Ministerial approval, forwarded to the States People Services Director for final approval and submission to SEB.

Please note that the recruiting manager and/or The Senior HR Business Partner may be required to attend SEB to present and qualify the rationale for this submission.

Department	Health and Community Services
Job/Post Title	Risk and Governance Consultant
Post Status	<input type="checkbox"/> New Permanent/Fixed Term appointment <input type="checkbox"/> Permanent/Fixed Term appointment (replacement) <input type="checkbox"/> Change in remuneration to existing role/position <input checked="" type="checkbox"/> Interim appointment <input type="checkbox"/> Extension to Interim appointment
If this an existing/new post please explain the reason for recruitment	This is a consultancy role to provide expertise and support for a limited period given the currently level of risk being carried by the department. The consultant will also assist the organisation with implementation of appropriate measures to manage and reduce risk and improve governance.
If this an existing post please state the salary/ range	£ N/A
Has job been evaluated	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please confirm the grade	Grade:
Has or is there current succession plan for this post	This is not an existing post and is for time-limited consultancy work
If this is an Interim appointment, please state the day rate (excluding expenses and agency charge rate)	£750
If this is an Interim appointment, please state the duration of the contract/ contract extension	Contract Duration: 12 weeks work over a period of 6 months (2 weeks per month) Contract extension duration: Click or tap here to enter text. (Please also confirm the original contract term/duration)
If this is an Interim appointment, please state if this is covering a project or a substantiated role in the establishment	Project: <input checked="" type="checkbox"/> Substantiated role: <input type="checkbox"/> If Substantiated, please confirm what process, steps and timelines are in place to recruit into this role on a permanent/fixed term basis: Click or tap here to enter text.

<p>Business case & Background:</p> <ul style="list-style-type: none"> • Need for post/role • Benefit to organisation • For Interim roles, please detail the statement of work and proposed outcomes • For Interim extensions, please detail what has been achieved to date and new work and outcomes to be delivered in the term of the extension 	<p>Health and Community Services currently has a number of issues of risk and governance around 'high risk' areas including but not limited to maternity services, mental health services, health and safety and proposed efficiency programmes. There is a requirement to deliver a fit-for-purpose risk and governance framework for HCS.</p> <p>The proposed consultant has a proven background of risk and governance within healthcare organisations and is a respected former Director of Nursing. As part of the consultancy work the consultant will also support the Chief Nurse to establish an accountable care framework covering nursing, midwifery and allied health professionals across Jersey.</p>
<p>Organisation structure/chart attached</p>	<p>Click or tap here to enter text.</p>
<p>Job Description and person specification</p>	<p>There is no job description or person specification – this role is not covering an existing or proposed role.</p>
<p>Brief description of Recruitment plan and process</p> <p>For 'named' interim appointments, please provide details</p>	<p>It is proposed to engage the consultant on a Contract for Service</p> <p>Charlotte Hall</p>

Authorisations:	Signature	Date
Senior HR Business Partner		17.4.19
Director General/Chief Executive		17.4.19
Minister to Department		24.4.19
States People Services Director		25.4.19

<p>Approval to recruit by States Employment Board</p>		
--	--	--

Guidelines for this form

This form should be used in conjunction with the Guidelines for HR on Salaries over £100,000 Process for Review and Scrutiny.

All senior appointment processes should be managed through the central HR Department and the Jersey Appointments Commission, as indicated in its Guidance on Senior Recruitment.

This form must be used as part of the control and monitoring of salaries of senior posts in order to seek the approval of the States Employment Board to the remuneration, *prior to* the recruitment of all posts Civil Service Grade 15 equivalent and above £100k salaries, including temporary appointments and part-time appointments pro rata.

This form is not required for all medical locum appointments where the appointment is to cover annual leave, sickness and other absences of permanent staff.

This form which should be submitted at least 15 days in advance of the intention to commence recruitment (taking into account SEB meeting dates which are set in advance), should cover details of: