

How to Apply

Thank you for expressing an interest these positions. If you have read the candidate briefing information and you would like to apply, please follow the guidelines below.

Application Process

Application for either role is by CV (maximum 3 pages), with a short cover letter ensuring that you quote the appropriate reference number as below:

Non-Executive Director: ema430

Independent Member – Audit & Risk Committee: ema431

It is important that your CV highlights supporting evidence of how your previous experience and skills relate to the criteria outlined in the Role Profile and Person Specification. Within your CV, please supply the following:

- Full name and postal address;
- Work and home telephone number, mobile number and email address (NB most written communication with you will be electronic);
- Employment history (explaining any gaps);
- Education and dates your qualifications were obtained;
- Current memberships of relevant professional bodies and dates;

Your covering letter should be used to convey why you are attracted to this role and what you will bring to this role. The covering letter is considered an important aspect of your application and will be used to assess your motivation for the role.

Skills matrix – Can you please also complete the skills matrix and return with your CV and letter of application.

The timetables for the selection process are included below. In your supporting letter, please advise us if you have any difficulty with the outlined dates and/or any other dates when you are unavailable for assessment. We try to offer flexibility, but it can be difficult to convene the selection panel outside the advertised selection dates due to diary commitments.

Please return your application by **5pm Monday 31 January 2022** to our retained consultants at ema Consultancy Ltd (ema) to responsehandling1@emaconsultancy.org.uk Your application will be treated with strictest confidence.

Assessment and Selection Process

All applications will be considered and assessed against the requirements of the Person Specification in order to select an initial long list of candidates. If you have been successful at this stage ema will contact you via telephone/email immediately following the initial longlisting meeting with Midland Heart.

Timetable: Non-Executive Director

Process	Date
Closing Date	5pm, Monday 31 January 2022
Self-assessment against Board skills matrix & preliminary interviews with ema	w/c 7 February 2022
Final Interviews (Birmingham)	w/c 14 February 2022

Timetable: Independent Member – Audit & Risk Committee

Process	Date
Closing Date	5pm, Monday 31 January 2022
Preliminary interviews with ema	w/c 7 February 2022
Final Interviews (Birmingham)	w/c 14 February 2022

Contact Details

If you have any queries about the position or the selection process; or if you would like an informal and confidential discussion with our consultant, please do not hesitate to contact Ian Robertson on Tel No 07947 126329.

Thank you for your interest in this position.

Ian Robertson

Executive Director, ema

