

DIRECTOR OF THE CENTRE GUIDELINES

Thank you for your interest in this post. The accompanying documents provide details of the application process, background information on NICE, a job description and person specification, and the information about the selection process.

Applications

Applications should be submitted to grace.marguerie@nice.org.uk

Applications must consist of:

- A supporting letter, of no more than 2 sides of A4, which should set out why the appointment interests you, how you meet the appointment criteria and what you would want to achieve in the role.
- A curriculum vitae (CV) with your educational and professional qualifications, your employment history and your daytime and evening telephone contact numbers and e-mail addresses, which will be used with discretion. You should also provide the names and contact details of three referees, one of whom should be your current or most recent employer. Please indicate clearly whether or not you would be happy for your referees to be contacted if you are shortlisted or only if the post is to be offered to you.

Equal opportunities monitoring

- A completed equal opportunities monitoring form will be sent to you via email following submission of your application. The information you give us will be treated as confidential and is for monitoring purposes only; it will not form part of the application process.

Other information:

- Applications from job seekers who require Tier 2 sponsorship to work in the UK are welcome and will be considered alongside all other applications. However, non-EEA candidates may not be *appointed* to a post if a suitably qualified, experienced and skilled EU/EEA candidate is available to take up the post as the employing body is unlikely, in these circumstances, to satisfy the Resident Labour Market Test. The UK Visas and Immigration department requires employers to complete this test to show that no suitably qualified EEA or EU worker can fill the post. For further information please visit the [UK Visas and Immigration website](#).
- NICE is a Disability Confident Committed Employer.
- The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under this scheme a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.
- If you wish to apply under this scheme, please complete the appropriate section on our equality and diversity monitoring form.

Indicative timetable

Closing date: Midday 15 May 2018

Shortlisting complete: End of May 2018

Interviews: Early to mid-June 2018

Key facts about the post

Terms: Salary is set through the Department of Health and Social Care pay Framework for Executive and Senior Managers in Arm's Length Bodies

Salary: Up to £131,300 commensurate with experience. The appointment may also be made on NHS Consultant medical and dental terms and conditions for suitable qualified candidates.

Annual Leave: From 27 days to 33 days per annum dependent on NHS Service plus 8 bank holidays per annum

Pension: Optional NHS Superannuation Scheme

Location: Manchester

Contacts:

For further information regarding the selection process, please contact:

Grace Marguerie

Associate HR Director

Tel: 0161 870 3029

Email: grace.marguerie@nice.org.uk