Information for Applicants and Application Form

Please see the accompanying powerpoint document for further information about the SPPA and the role.

# Role Titles

* Chair, Audit and Risk Committee and member of the Management Advisory Board (at least 1 appointment)
* Member of the Management Advisory Board (at least 1 appointment)
* Member of the Audit and Risk Committee (at least 1 appointment)
* Vice-Chair, Public Sector Pension Board (1 appointment)

# Equality and Diversity

The SPPA is seeking to broaden the diversity of our Boards, as we know a diverse Board is a more effective Board. We warmly welcome and encourage your application if you are part of a group under-represented in Scottish Government public appointments. These groups include women, disabled people, LGBTQ+ people, those from Black, Asian and Minority Ethnic communities and people aged under 50. If there is anything we can do to support you in the application process or to make necessary adjustments to enable you to apply, please contact the Governance Team: SPPAGovernance@gov.scot .

# Accessibility

The Scottish Government will always give consideration to disability-related reasonable adjustments that an applicant might request to enable them to demonstrate their merit and participate fully in the selection process. If you require any of the application pack documentation in an alternative format, please contact us at SPPAGovernance@gov.scot . The Scottish Government participates in the “Positive about Disabled People” scheme. Under this scheme, we will invite to interview (or further assessment) all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and meet the minimum criteria for the post. You will still have to demonstrate on your application form that you have the minimum criteria for the post before we can invite you for further assessment.

# Nationality Requirements

From 1 January 2021 the civil service nationality rules, that apply throughout the UK, have been amended to reflect the UK’s exit from the European Union. It remains the case that you will be eligible to apply for any job in the Scottish Government if you are:

* a UK national or have dual nationality with one part being British;
* a national of the Republic of Ireland; or
* a national of a Commonwealth country.

In addition, you will be eligible to apply for a Scottish government job if you are:

* a national of any of the member states of the European Economic Area (EEA) or Switzerland who is already working in the UK Civil Service;
* a national of any of the member states of the EEA or Switzerland who has built up the right to work in the Civil Service and has leave to remain in the UK either through the EU Settlement Scheme or limited or indefinite leave to remain; or
* a certain category of family member of a relevant national of any of the member states of the EEA or Switzerland. Further information about civil service nationality rules is available [here](https://www.gov.uk/government/publications/nationality-rules).

# Security and Pre-appointment Checks

If you are successful, and are not currently a serving member of the Civil Service, we will as part of the Scottish Government’s pre-employment process carry out enquiries into your identity, employment/academic history, nationality and immigration status, ‘unspent’ criminal record (Disclosure certificate) and other matters, to ensure that you are qualified for the appointment. This will also involve a Baseline Personnel Security Standard (BPSS) check.

# Further Information

If you are interested in applying for this role and would like further information, please contact Clare Moffat, SPPA Corporate Governance Manager at SPPAGovernance@gov.scot .

# Role Description

We are recruiting for a number of roles as described below.

The SPPA is looking for candidates who can offer experience in promoting agreement and building consensus between stakeholders, ideally gained via senior manager or board-level roles. For some roles, we would accept candidates embarking on their first board-level role. We are looking for candidates with:

* Ability to communicate effectively;
* Ability to influence decision making and challenge constructively;
* Ability to analyse and review complex issues;
* Ability to work effectively as part of a team;
* Willingness to participate and experience in managing appraisal processes; and
* Willingness to participate in relevant training and continuous professional development to maintain overall understanding of subject matter and regulations.

**Essential criteria – all roles**

**As part of your application, you will need to demonstrate that you have experience delivering the following at a senior level:**

1. Analysis and use of evidence

2. Communications and engagement

3. Improving performance

4. Financial management

The sections below set out the specific requirements and priority criteria to be addressed for each of the roles available.

You will be offered training to support you in getting started in the role and throughout your time in post.

**Audit and Risk Committee Chair**

This role includes membership of the Management Advisory Board, the requirements of the Audit and Risk Committee member above, as well as:

* Prepare for and lead Committee meetings and other meetings and events as required
* Participate in quarterly performance monitoring meetings with the Director-General: Corporate and the SPPA Chief Executive

**Priority Criteria: In addition to the essential criteria listed above, applicants for this role will be asked to show evidence of:**

1. Relevant leadership experience in the field of audit, risk, and financial services, and experience on a board and audit and risk committee in this context.
2. Experience in facilitating constructive discussion and building consensus between stakeholders gained via senior manager or board-level roles

**Pension Board Vice-Chair**

Scheme Pension Boards are key to SPPA’s work in delivering its functions as Pension Scheme Administrator on behalf of Scottish Ministers. The Public Service Pensions Act 2013 requires the establishment of Pension Boards with the responsibility for “assisting the Scheme Manager” in securing compliance with the scheme regulations and other legislation relating to the governance and administration of the scheme.

Candidates should have the ability to lead the Board in an objective scrutiny of the scheme administration and issues for consideration, and to reach conclusions following best practice in governance and in light of current regulations and legislation.

**Priority Criteria: In addition to the essential criteria listed above, applicants for this role will be asked to show evidence of:**

1. Knowledge of and experience in pensions management and/or the finance industry
2. Experience in promoting agreement and building consensus between stakeholders gained via senior manager or board-level roles

**Management Advisory Board Member:**

We are looking for board members to:

* Offer strategic advice and constructive challenge to the Chief Executive and senior officers of the SPPA; seek to improve performance and promote good governance; and hold officials to account for identifying and managing risk.
* Develop good working relationships with other Non-Executive colleagues, both on the Committee and the Board, and with senior officers of the SPPA, including the SPPA Chief Executive (Accountable Officer) and members of the Senior Leadership Team

**Priority Criteria: In addition to the essential criteria listed above, applicants for this role will be asked to show evidence of:**

1. Experience leading transformational change in an organisation

**OR**

1. Experience of digital transformation in the financial/pensions sector

**Audit and Risk Committee member:**

* Provide scrutiny on the SPPA’s financial and corporate governance and financial and risk control mechanisms;
* Contribute to the SPPA’s corporate annual reporting cycle including the production of the Committee’s Annual Report;
* Participate in bilateral meetings with Internal Audit and the External Auditor.
* Ensure that the mechanism enabling key stakeholders to consider the overall risk and assurance needs of the SPPA is fit-for-purpose;
* Contribute to the work of the Board, with particular emphasis on aspects of audit, financial and risk controls;

**Priority Criteria: In addition to the essential criteria listed above, applicants for this role will be asked to show evidence of:**

1. Relevant experience in the field of audit, risk, and financial services, and an understanding of the role of a board and audit and risk committee in this context.

# Further information on the expectations within each criteria can be found by referring to Band C and above within our [Skills for Success Framework](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwj97PultZr1AhVKiFwKHd0_C1cQFnoECBMQAQ&url=https%3A%2F%2Fapplications.work-for-scotland.org%2Ffiles.axd%3Fid%3Dfedf8d9a-b6fc-4130-bf6b-920043665250&usg=AOvVaw1XQPgYDPfEGGCLB7AiutVg)

# Application Process

 There are **three** sections to the application form as follows:

# Application form

# Other Ministerial appointments held

# Equalities monitoring form (provided separately; not seen by panel)

 Further information and examples on completing a competency based application form along with advice on preparing for an interview can be found on the Scottish Government website, [How to Apply for a Public Appointment](https://www.gov.scot/publications/how-to-apply-for-a-public-appointment/?via=http://www.appointed-for-scotland.org/how-to-apply/).

# Selection

# We have a two-stage selection process. The first stage is where we review your application form to decide if it does or does not meet the person specification and criteria. Those who meet the criteria will normally be selected for the next stage of assessment. It is therefore important that you complete your application as fully, but concisely, as possible to demonstrate how you meet the criteria for the post. Please ensure that you study the selection criteria carefully before you complete your application.

# The next stage of assessment will be a competency-based interview and a short exercise. You will be given further details about the competency-based interview and other assessment elements with your letter of invitation. If you require a reasonable adjustment for the interview or assessment process, please let us know when you are agreeing the interview date so that we can put arrangements in place. The data we collect throughout the selection process will be held and used in accordance with the terms of Data Protection legislation. Further information, including a privacy notice, can be found on the [Public Appointments website.](https://www.gov.scot/publications/public-appointments-privacy-notice/)

# Interview Arrangements and Expenses

# The selection process will be held virtually via video conferencing, and we encourage you to ensure that you have an appropriate setup, including internet access, webcam and microphone, to enable this. Any expenses incurred during the selection process are the responsibility of the applicant.

# About this recruitment process

SPPA’s recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition. Details of how this principle should be applied can be found at the Civil Service Commission website. We will adopt a competency-based interview process for the roles advertised. Further information and advice on preparing for an interview can be found in the hints and tips section of the [Appointed for Scotland](https://www.gov.scot/collections/public-appointments/?via=http://www.appointed-for-scotland.org/how-toapply/hints-and-tips) website.

If as part of the recruitment process you feel that your application has not been treated fairly you should write to SPPAGovernance@gov.scot.

**Key Dates (indicative)**

|  |  |
| --- | --- |
| **What happens** | **When** |
| Closing date for applications | 11.59pm, 31 March 2024 |
| Date of shortlist meeting to select applicants for interview | w/c 8 April 2024 |
| Date by which outcome of shortlist will be relayed to applicants |  12 April 2024 |
| Date of interviews | w/c 22 April 2024 |
| Panel considers results | w/c 22 April 2024 |
| Successful and unsuccessful candidates notified of outcome via email.  | w/c 29 April 2024 |
| Date by which Selection Panel notifies Minister of appointment | 3 April 2024 |
| Expected date of appointment (subject to notifying the Minister) | 6 May 2024 |

**The Selection Panel**

The selection panel will be chaired by David Robb, Chief Executive, SPPA.

To make sure that the process is transparent, and the appointment is made on merit, the selection panel will declare if they know anyone who has applied for these appointments.

APPLICATION FORM - IN CONFIDENCE WHEN COMPLETE

**Application for public appointments to the Scottish Public Pensions Agency boards**

Please note that the **Personal Information** and **Monitoring Information sections** of the application form will **not** **be made available to the selection panel.**

Your form will be photocopied/scanned and then read by the panel. It is, therefore, important that it is legible. Please complete this form electronically or if hand-written, in black ink.

We request that completed applications be returned electronically to SPPAGovernance@gov.scot .

**Please indicate which role/s you are applying for:**

|  |  |
| --- | --- |
| **Role** | **Y/N** |
| Chair, Audit and Risk Committee |  |
| Board member, Management Advisory Board |  |
| Committee Member, Audit and Risk Committee |  |
| Vice-Chair, Public Sector Pension Board |  |

|  |
| --- |
| **Personal Information** |
| Last Name: |  | Title: |  |
| First name(s):(*please underline the name you are known by*) |  |
| Home Address: |  |
| Post Code: |  |
| Telephone number: |  |
| Mobile number: |  |
| Tel/No. Business |  |
| Email: |  |
| Address for Correspondence (*if different from above*): |  |
| Post Code: |  |

**Declaration**

Scottish Ministers must be provided with sufficient information and evidence to enable them to feel confident that the person they are appointing to the board of a public body is a fit and proper person to take up appointment.

By virtue of submitting this completed form, I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

I understand that all documentation associated with this appointment round will be held by the Scottish Government for two years following any announcement of this new appointment for the purposes of audit, diversity monitoring, management information for appointment round monitoring and for the investigation of any complaint. I understand that if my application is successful, my application will be held for the duration of my appointment. I agree that documentation generated during this appointment round may be accessed by a third party insofar as is necessary to ensure a fair appointment process.

By virtue of submitting this completed form, I am confirming the following:

1. That I understand the work of the Board/Committee for which I am applying (Management Advisory Board, Audit and Risk Committee, Public Sector Pension Board) and the nature of the appointment and that I am not aware of having committed any offence or performed any act incompatible with the position I am applying for.

2. That I have read the members Code of Conduct for the Board, that I understand this Code and that I agree to be bound by it in the event that I am appointed. (Details on how to access the Code are contained in the application pack).

Under the terms of the Data Protection Act 2018 I agree that the information given in the personal information section of my application may be processed to provide management information for appointment round monitoring purposes. I understand that my personal details will not be made available publicly unless I am appointed.

I have read and understood the above declaration and agree to these terms.

Signed: Click or tap here to enter text. Date: Click or tap to enter a date.

**Self-Assessment – Suitability**

**This part of the application form will be available to the Selection Panel.**

Please note that we may contact you to seek clarification or further information on the contents of your application.

Please study the accompanying **Person Specification**. On this form, we are asking you to demonstrate that you have the skills that have been identified as being essential for this role. When asked to provide examples, please draw on those from your working and/or personal life, or through your participation with a private, public, voluntary or community organisation.

This is a very important part of your application. If you do not deal with all of the essential criteria for the role that are to be tested at the application stage, the selection panel will find it difficult to assess your application and may be unable to invite you to interview. **The selection panel will not make assumptions – for example from a job title – as to the skills, knowledge and experience you have gained.**

Each of your responses should be **250 words** and should address the essential criteria listed. To be considered for interview, you must as a minimum requirement, meet all of the essential criteria tested at the application stage that are listed on the following pages.

**Suggested Preparation**

* Take time to think about each of the criteria;
* Think about the situations you have been involved in which are relevant to the criteria;
* Think how your actions/experiences in these situations demonstrated the criteria; and
* Prepare your answers – we have provided some ‘prompts’ for each of the criteria which you may find helpful in constructing your answers.

**Your Examples**

* Please be clear and succinct. You may be asked to expand on your answers at interview;
* When providing examples, please use the space provided. Should you require to use continuation sheets, please ensure they clearly illustrate to which section they refer;
* When asked for examples, please ensure that you give specific examples describing actual events rather than a generalised description of what you would usually do;
* Draw on examples which best demonstrate your skills, knowledge or abilities in that area, but please use different examples across the range of criteria to demonstrate a breadth of experience;
* Explain what you did and how you did it – **use “I” not “we”;**
* Give the outcome – what happened? and
* Where knowledge or understanding is required, describe how you gained and/or used this knowledge or understanding.

**This part of the application form will be available to the Selection Panel.**

**Essential Criteria**

|  |
| --- |
| **1. General: Analysis and Use of Evidence**Please provide **at least one**example which best demonstrates the above. Your full answer should be no more than 250 words. You may wish to include:* a description of the situation and the context;
* what skills and knowledge you deployed;
* the outcome; and
* your personal contribution.
 |
|  |

**Essential Criteria (continued)**

|  |
| --- |
| **2. General: Communications and Engagement**Please provide **at least one**example which best demonstrates the above. Your full answer should be no more than 250 words. You may wish to include:* a description of the situation and the context;
* what skills and knowledge you deployed;
* the outcome; and
* your personal contribution.
 |
|  |

**Essential Criteria (continued)**

|  |
| --- |
| **3. General: Improving Performance**Please provide **at least one**example which best demonstrates the above. Your full answer should be no more than 250 words. You may wish to include:* a description of the situation and the context;
* what skills and knowledge you deployed;
* the outcome; and
* your personal contribution.
 |
|  |

**Essential Criteria (continued)**

|  |
| --- |
| **4. General: Financial Management**Please provide **at least one**example which best demonstrates the above. Your full answer should be no more than 250 words. You may wish to include:* a description of the situation and the context;
* what skills and knowledge you deployed;
* the outcome; and
* your personal contribution.
 |
|  |

**Essential Criteria (continued)**

|  |
| --- |
| **5. Priority Criteria: Please respond to each of the priority criteria for the role/s for which you are applying. The criteria are detailed above. (One full answer up to 250 words per criterion)** Please demonstrate your knowledge and understanding which best demonstrates the above. Your full answer should not exceed 250 words. Your answer may refer to your knowledge and understanding and how you gained and used that knowledge and understanding. |
|  |
| **6. Other relevant experience**Describe any other relevant experience and/or roles and responsibilities you have undertaken which demonstrate the appropriate knowledge and skills for the role. |
|  |

**Conflict of Interest and Other Ministerial Public Appointments Held**

**Questions 1 – 7 in this section are not normally a barrier to appointment** as long as they are appropriately managed and/or resolved and this will be explored at interview.

All appointments are made on merit. Holding other ministerial public appointments or working for or on behalf of a Scottish Parliamentary Commission/Commissioner would not normally be a barrier.

There will be a requirement to ensure adequate time commitment and ensure no potential conflict of interest which **will be fully explored at interview**.

1. Are you aware of anything that might call into question your ability to demonstrate integrity or probity or of any possible conflict of interest which might arise either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed?

**Yes** [ ]  **No** [ ]

Where yes, please detail:

2. Do you currently hold any Ministerial Public Appointments?

**Yes** [ ]  **No** [ ]

Where yes, please detail:

3. Do you currently carry out work for/or on behalf of a Scottish Parliamentary Commission or Commissioner e.g. Public Standards Commissioner, Commissioner for Ethical Standards in Public Life in Scotland (previously known as Public Appointments Commissioner), Scottish Public Services Ombudsman, Scottish Commission for Human Rights?

**Yes** [ ]  **No** [ ]

Where yes, please detail:

4. Have you previously held a public appointment?

**Yes** [ ]  **No** [ ]

Where yes, please provide details for any public appointments you have previously held, including the name of the body, position held, date appointed and period of appointment.

5. We wish to promote and encourage senior officers and appointees making appropriate contributions to the work of other bodies. To ensure that there is no conflict of interest, please confirm whether you are currently a full-time senior employee (Chief Executive or Director) or Non-Executive Director/Member of a Scottish public body or hold any other Non-Executive Directorships/Memberships in the public, private or third sector?

**Yes** [ ]  **No** [ ]

Where yes, please detail:

6. Are you currently, or have been involved in any political activity in the last 5 years? (This includes holding office as a local Councilor, MSP, MP, MEP, standing as a candidate, speaking on behalf of a party or candidate, acting as a political agent, holding office of a local branch of a party, canvassing or helping on behalf of a party at elections, making any recordable donations to a political party).

**Yes** [ ]  **No** [ ]

Where yes, please detail:

7. **Research** - Please indicate below if you're content to be contacted in future by either the Scottish Government or the Commissioner for Ethical Standards in Public Life in Scotland, who may wish to seek your views on the public appointments process. If you are contacted, any information you provide will be used by the Scottish Government and the Commissioner for Ethical Standards in Public Life in Scotland to secure improvements to the public appointments process. Any information you provide will be held on a confidential basis

**Yes** [ ]  **No** [ ]

**8. Knowledge of the Selection Panel members**

Please confirm if you know any of the members of the selection panel. The names of the selection panel are found in the Application Information Pack.

**Yes** [ ]  **No** [ ]

**Where yes, please detail the nature of the relationship or knowledge:**

**Public Appointments Monitoring Form- confidential when complete**

***Why complete this form?***

We want those appointed to public appointments to reflect the diverse Scottish population thus it is important that opportunities to serve on boards are open to all. To help us achieve this, it is important that we obtain accurate and complete data from every applicant relating to gender, ethnicity, religion/faith, disability and other relevant details.

GDPR Articles 6(1) (c) and (e) are the lawful bases for processing and GDPR Article 9 (2) (b), in order to comply with a legal obligation, is the condition for processing.

**Age, disability, religion or belief, ethnicity questions sets:**

**Question 1 – What is your age?**

[ ]  Under 16

[ ]  16-19

[ ]  20-24

[ ]  25-29

[ ]  30-34

[ ]  35-39

[ ]  40-44

[ ]  45-49

[ ]  50-54

[ ]  55-59

[ ]  60-64

[ ]  65 or over

[ ]  Prefer not to say

**Question 2 – Do you have any of the following, which have lasted, or are expected to last, at least 12 months? Tick all that apply**

[ ]  Deafness or partial hearing loss

[ ]  Blindness or partial sight loss

[ ]  Full or partial loss of voice or difficulty speaking (a condition that requires you to use equipment to speak)

[ ]  Learning disability (a condition that you have had since childhood that affects the way you learn, understand information and communicate)

[ ]  Learning difficulty (a specific learning condition that affects the way you learn and process information)

[ ]  Developmental disorder (a condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language)

[ ]  Physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)

[ ]  Mental health condition (a condition that affects your emotional, physical and mental wellbeing)

[ ]  Long-term illness, disease or condition (a condition, not listed above, that you may have for life, which may be managed with treatment or medication)

[ ]  Other condition, please write in:

[ ]  No condition

[ ]  Prefer not to say

**Question 3 – Are your day-to-day activities limited because of a health problem or disability which has lasted, or expected to last, at least 12 months? Include problems related to old age**

[ ]  Yes, limited a lot

[ ]  Yes, limited a little

[ ]  No

[ ]  Prefer not to say

**Question 4** - **What religion, religious denomination or body do you belong to?**

[ ]  None

[ ]  Church of Scotland

[ ]  Roman Catholic

[ ]  Other Christian

[ ]  Muslim

[ ]  Hindu

[ ]  Buddhist

[ ]  Sikh

[ ]  Jewish

[ ]  Pagan

[ ]  Other

[ ]  Prefer not to say

**Question 5 – What is your ethnic group?**

**Choose ONE section, then tick ONE box which best describes your ethnic group or background**

**A White**

[ ]  Scottish

[ ]  Other British

[ ]  Irish

[ ]  Polish

[ ]  Gypsy/Traveller

[ ]  Roma

[ ]  Showman / Showwoman

[ ]  Other white ethnic group, please write in:

**B Mixed or multiple ethnic groups**

[ ]  Any mixed or multiple ethnic groups, please write in

**C Asian, Scottish Asian or British Asian**

[ ]  Pakistani, Scottish Pakistani or British Pakistani

[ ]  Indian, Scottish Indian or British Indian

[ ]  Bangladeshi, Scottish Bangladeshi or British Bangladeshi

[ ]  Chinese, Scottish Chinese or British Chinese

[ ]  Other, please write in:

**D African, Scottish African or British African**

[ ]  Please write in (for example, NIGERIAN, SOMALI):

**E** Caribbean or Black

[ ]  Please write in (for example, SCOTTISH CARIBBEAN, BLACK SCOTTISH):

**E Other ethnic group**

[ ]  Arab, Scottish Arab or British Arab

[ ]  Other, please write in (for example, SIKH, JEWISH):

**F Prefer not to say**

[ ]  Prefer not to say

**Sexual orientation, sex, gender identity, marital or civil partnership status, national identity questions sets**

**Question 6 – Which of the following best describes your sexual orientation? Tick one box only**

[ ]  Straight / Heterosexual

[ ]  Gay or Lesbian

[ ]  Bisexual

[ ]  Other sexual orientation, please write in:

[ ]  Prefer not to say

**Question 7 - What is your sex?**

[ ]  Female

[ ]  Male

[ ]  Prefer not to say

**Question 8 - Do you consider yourself to be trans, or have a trans history?**

**Answer only if you are aged 16 or over; Trans is a term used to describe people whose gender is not the same as the sex they were registered at birth; Tick one box only**

[ ]  No

[ ]  Yes, please describe your trans status (for example, non-binary, trans man, trans woman)

[ ]  Prefer not to say

**Question 9 - What is your legal marital or registered civil partnership status?**

[ ]  Never married and never registered in a civil partnership

[ ]  Married

[ ]  In a registered civil partnership

[ ]  Separated, but still legally married

[ ]  Separated, but still legally in a civil partnership

[ ]  Divorced

[ ]  Formerly in a civil partnership which is now legally dissolved

[ ]  Widowed

[ ]  Surviving partner from a civil partnership

[ ]  Prefer not to say

**Question 10 - What do you feel is your national identity? Tick all that apply**

[ ]  Scottish

[ ]  English

[ ]  Northern Irish

[ ]  Welsh

[ ]  British

[ ]  Other, please write in:

[ ]  Prefer not to say

**Socio-economic background question set**

**Question 11 - Thinking back to when you were aged about 14, which best describes the sort of work the main/ highest income earner in your household did in their main job?**  *(Please select only one option)*

[ ]  Modern professional occupations such as: teacher/lecturer, nurse, physiotherapist, social worker, welfare officer, artist, musician, police officer (sergeant or above), software designer

[ ]  Clerical and intermediate occupations such as: secretary, personal assistant, clerical worker, office clerk, call centre agent, nursing auxiliary, nursery nurse

[ ]  Senior managers and administrators usually responsible for planning, organising and coordinating work and for finance such as: finance manager, chief executive

[ ]  Technical and craft occupations such as: motor mechanic, fitter, inspector, plumber, printer, tool maker, electrician, gardener, train driver

[ ]  Semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, receptionist, sales assistant

[ ]  Routine manual and service occupations such as: HGV driver, van driver, cleaner, porter, packer, sewing machinist, messenger, labourer, waiter / waitress, bar staff

[ ]  Middle or junior managers such as: office manager, retail manager, bank manager, restaurant manager, warehouse manager, publican

[ ]  Traditional professional occupations such as: accountant, solicitor, medical practitioner, scientist, civil/mechanical engineer

[ ]  Long term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year)

[ ]  Retired

[ ]  Other

[ ]  Not applicable

[ ]  Don’t know

[ ]  Prefer not to say

**Question 12 - Thinking back to when you were aged about 14, did the main/highest income earner in your household work as an employee or self-employed?** *(Please select only one option)*

[ ]  Employee

[ ]  Self-employed with employees

[ ]  Self-employed/freelancer without employees

[ ]  Not working

[ ]  Don’t know

[ ]  Not applicable

[ ]  Prefer not to say

**Question 13 - If the highest income earner in your household was employed when you were aged 14, how many people worked for their employer?  If they were self-employed and employed other people, how many people did they employ?** *(Please select only one option)*

*Please note: when asking "how many people worked for their employer", we are interested in the size of the local unit of the establishment at which the individual worked. The ‘local unit’ is considered to be the geographical location where the job was mainly carried out. We would like to know the total number of employees, not just the number employed within the individual's section/department*

[ ]  1-24

[ ]  25 or more

[ ]  Don’t know

[ ]  Not applicable

[ ]  Prefer not to say

**Question 14 - If the highest income earner in your household was employed when you were aged 14, did they supervise any other employees?** *A supervisor is responsible for overseeing the work of other employees on a day-to-day basis**(Please select only one option)*

[ ]  Yes

[ ]  No

[ ]  Don’t know

[ ]  Not applicable

[ ]  Prefer not to say