

# Associate Member of the Board

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## Message from the Chair and Chief Executive of the Professional Standards Authority (PSA)

Many thanks for your interest in becoming an Associate Board Member of the PSA. We are an independent oversight body set up by Parliament to improve the regulation and registration of healthcare professionals. Our purpose is to ensure that the regulators and registers that we oversee adequately protect the public. We do this by:

- Driving improvements in the ten statutory regulators in health and social care by undertaking annual reviews of effectiveness
- Providing a safety net for any fitness to practise decisions that are insufficient to protect the public
- Raising standards in health and social care professionals in non-statutory roles through our accredited registers programme
- Using research and policy development to improve regulation and registration to better protect patients, service users and the public.

We are a dynamic and forward-looking organisation. Government is currently looking at making changes in regulation and hence this is an exciting time to be joining our organisation and helping shape the future of health and social care regulation.

We are seeking an Associate Board Member with a genuine interest in our work and a passion for public protection. The role is designed to be a development opportunity with the view to ensuring that the successful candidate would be in a stronger position to apply for other public appointments by the end of this appointment. We are particularly keen to improve our Board's diversity of thought and for this reason we would have a strong preference for candidates with no previous Board experience.

Yours sincerely

Caroline Corby  
Chair

Alan Clamp  
Chief Executive

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## Information Pack

Our Associate Board Member's term expires on 6 May 2025. We are now looking to recruit their successor. The role exists to provide the Board with diversity of thought and provide the candidate with the opportunity to take their first step towards a Non-Executive Board role. The Associate Board Member role is a 'step up' role aimed to attract potential Non-Executive Director candidates who do not have Board-level experience but have the ability to succeed. This is not a formal Board member in statute and has no associated voting rights, but otherwise will play a full role in Board and Committee meetings, helping to shape our strategic planning and decision-making.

The salary for the post is the same as Board members appointed by the Privy Council £9,407 per annum. This is a two-year appointment with a planned start date of May 2026.

This is a developmental post for someone looking to take the next step in their career in strategic business management and who can add to the diversity of perspectives around the Board table. We are looking for someone who can help us to make decisions which better support the diverse stakeholders we serve.

### Quotes from the current Associate Board Member

#### Ruth's statement:

"I have enjoyed my tenure as an Associate Board Member at the Professional Standards Authority. The role has provided a supportive and well-structured introduction to board-level governance, enabling me to build confidence, insight, and practical experience as a Board member. Being part of the PSA Board has shown me how an effective Board functions and evolves, making this an excellent opportunity for those considering their first Board role."

### Quotes from the previous Associate Board Member

#### Amrat's statement

"I have had a very positive experience as an Associate Board Member at the PSA. I have seen a measurable improvement in my confidence and ability to challenge discussions and provide diversity of views based on my professional experience in health and social care.

As a new member of the Board, I felt very welcome and was always encouraged to participate. It has always been a very respectful environment and one that provided psychological safety, which speaks well of the leadership of the organisation. As a whole, it was an excellent learning experience and I gained a great deal of insight into health and social care regulation.

I look forward to future Non Executive opportunities in the public health arena."

If you would like an informal conversation with the current Associate Board Member, please email us on [recruitment@professionalstandards.org.uk](mailto:recruitment@professionalstandards.org.uk) and we will arrange it.

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## What we can offer you

We will provide the successful applicant with:

- A structured induction.
- A Mentor who is a serving Non-Executive Board Member.
- As well as being part of the Board, the opportunity to sit on our Scrutiny Committee and Audit and Risk Committee (12 months each).
- Tailored training and development opportunities based on your needs.

## What the role will look like

The main duties and responsibilities of the Associate Member are to:

- Contribute to the overall strategic direction of the PSA.
- Contribute to the effective functioning of the Board.
- Assist the Board in holding the executive to account for the effective and efficient delivery of PSA's business and corporate plans within budget and the requirements of public finance and applicable governance standards.
- With the Board, provide oversight so that the PSA fulfils its core objectives and complies with all statutory and administrative requirements for the use of public funds and the maintenance of the highest standards of corporate governance and public accountability.

We are looking for candidates who can;

- Demonstrate high standards of personal conduct including impartiality and objectivity
- Demonstrate our values of integrity, respect, transparency, fairness and teamwork.

The total time commitment is around two days a month. Meetings are a mixture of in person and remote. The PSA is a UK-wide body and so the role will involve some travel throughout the UK. Travel costs are reimbursed. Board meetings will need to be attended in person but Committee meetings, mentoring sessions and most other commitments can be carried out remotely.

To apply, please provide your CV along with a supporting statement. In your supporting statement you should provide examples of your experience against each of the knowledge and experience essential criteria below. These responses will be further developed and discussed with those candidates invited for interview, together with your skills and personal attributes.

## Knowledge and Experience

### *Essential Criteria*

- An interest in public service and protection of the public
- A willingness to learn and develop the skills required of a Non-Executive Director
- Able to assess complex information

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- Evidence of a sound team-working approach
  - Capacity and skills to give and take advice
  - Able to show sound judgement
  - A commitment to equality and diversity.

### ***Skills and Personal Attributes***

- Integrity and high ethical standards,
- Independence of mind and sound judgement
- The willingness and availability to devote the necessary time to understanding our work and contribute to it
- The ability to work as part of a team and the ability to listen, communicate and influence effectively.

**PLEASE NOTE:** Given our role overseeing the 10 statutory regulators and Accredited Registers, applicants are not eligible for this role if they have ever been registered with any of the 10 statutory registers or the Accredited Registers. If you have been an employee of either of the 10 statutory regulators or the Accredited Registers this restriction does not apply.

### **The induction process includes meetings with:**

- HR
- The Chair and Chief Executive
- Your Board Mentor
- The Chair of Audit and Risk Committee and the Chair of Scrutiny Committee
- Board members
- Each of the Directors
- The Freedom to Speak Up Guardian
- Finance to understand PSA finances
- Executive Assistant.

### **Other meetings**

- Once in post we will invite you to observe a Section 29 case meeting, a Performance Review meeting and an Accredited Registers panel.
- You will have regular meetings with your mentor.
- You will have meetings with the Chair of the Board to discuss learning and development opportunities.

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### **Planned Board Meetings in 2026**

- 20 May 2026 – PSA office, London
- 14/15 July 2026 – Manchester
- 15/16 September 2026 – Wales
- 18 November 2026 – PSA office, London.