



ASPIRE Business Partner Programme - Application Form

The HPMA London Academy is seeking applicants for the first pilot programme of the ASPIRE Business Partner Programme. This application form provides essential information as to whether this is the right programme for you. If you have any further queries please contact the HPMA Academy London Delivery Team: { HYPERLINK "mailto:Rachael.tyler@gstt.nhs.uk" } or { HYPERLINK "mailto:diana.cliff@gstt.nhs.uk" }

Applications should be submitted between the dates of 31st January 2018 and 8am on Monday 19th February 2018. Applications received after this deadline will not be considered for the programme.

Instructions for submitting your application information are provided below.

About the Programme

The HPMA London Academy is delighted to launch the ASPIRE Business Partner programme which has been funded by the Leadership Academy 'In Place' leadership development funding. This is the first programme of its type and will be run as a pilot to allow a detailed evaluation to inform the delivery of future leadership programmes. The programme will commence in March 2018 and all elements of the programme will conclude by July 2018. The programme has been designed and implemented through collaboration between the HPMA London Academy and our lead provider Authentic Leadership who have a successful track record in the delivery of leadership programmes across a range of sectors including the NHS.

We attach a one page diagram to this document which outlines all the components of the programme linked to the HPMA London Academy competency framework.

Eligibility for the Programme

The programme is for HR and OD Professionals who have been identified as having the potential and the ambition to move into a Business Partner role in the next 12 months.

This programme is not open to existing Business Partners or Associate Business partners.

We anticipate that applicants will currently be in a band 7 or 8A roles but will also consider people on band 6 role who have the potential to move into a business partner role in the next 12 months. Applicants will be required to have the support of their line manager or current Director to act as sponsor and provide a statement of support for the applicant.

Format of the Programme

The ASPIRE Business Partner Programme has been designed to deliver the following learning objectives for each participant:

- Increase self-awareness and personal presence/impact/influencing skills
- Understand and strengthen the skills and competencies required to work as an effective Business Partner
- Understand how to work with the wider workforce team in the delivery of an effective Business Partner function
- Understand how the Business Partner role can become an equal partner in the delivery of high quality corporate and clinical services.

These learning objectives will be delivered through a number of developmental components which have been designed to optimise the capability, capacity and potential of each participant.

By applying for this programme you are signing up to attend all its components which are outlined below. Please ensure you can attend all dates before applying.

Development Activity	Description	Date
Selection Process	The selection process will be undertaken by the HPMA delivery team and decisions will be made on the strength of the application form	Selection of the 18 participants for the programme will be made in the week commencing 19 th February 2016
Modular Programme	A four day modular programme run on 2 consecutive days in March and May 2018. The modules are being designed to deliver the learning objectives outlined above and will cover the individual, the team and the organisation/system	Module 1 – 20 Feb 2018 Module 2 – 21 March 2018 Module 3 – 9 May 2018 Module 4 – 10 May 2018 (All days run from 9.00 to 17.00)
Action Learning Sets	The pilot cohort of 18 participants will be split into 2 action learning sets (ALS) facilitated by members of the Authentic Leadership team. Each ALS will meet on 4 occasions	Action learning set A & B Dates Wed 18th April Thurs 19th April Wed 23rd May

		Thurs 24th May Tues 12th June Thurs 14th June
Project	Each participant will complete a work based project within their own organisation	Completion by the end of the programme in the summer of 2018
Final Development Assessment	Each participant will undergo a mock interview with existing Business Partners and Deputy Directors, including a presentation on their learning throughout the programme	9 th July 2017
Mentoring/Coaching Opportunity	Each participant will be required to work with a mentor or coach throughout the programme.	To be organised on an individual basis

Your line manager or executive sponsor will be contacted by the HPMA to ensure that your application has their support, so please be sure to discuss it with them first.

The Application Process

In order to apply for the ASPIRE Programme you should complete the application form and return it via email. It is critical that we recruit participants who are fully committed to the programme and we have therefore included a number of elements in the application process as follows:

- **CV.** We ask that each applicant provides an up to date copy of their CV
- **Personal statement.** This consists of 2 questions. Why you want to apply for the programme and what are your overarching development objectives for the programme
- **Competency self-assessment.** We have adapted the London HPMA Academy competency framework. You are required to undertake a self-assessment against each element of the framework and to evidence this further by providing one example of your achievements/experience against each of the 6 competencies. **Please ensure you stick to the word count and provide one clear example against each competency.**

- **Supporting statement.** Your sponsor will be asked to provide a written supporting statement illustrating your credibility, knowledge and ability to achieve the learning objectives and become a Business Partner in the next 12 months.

Please return this completed application form along with your CV to { HYPERLINK "mailto:eva.burn@gstt.nhs.uk" } by 8am on Monday 19th February 2018 and ensure you have included your sponsor's statement. Applications received after this time cannot be considered.

**Please state the subject heading in the e-mail as:
'ASPIRE BP Programme application and your name'.**

ANY APPLICATIONS SUBMITTED WITHOUT THE MONITORING FORM WILL NOT BE CONSIDERED

About you:

By applying for this programme you are signing up to attend all its components which are outlined below. Please ensure you can attend all dates before applying

Name:	
Organisation:	
Job Title and Band:	
Preferred Postal address:	
Telephone (w):	
Telephone (m):	
Preferred Email address:	
Please include your professional qualifications e.g. CIPD accreditation or equivalent if this has been completed	

About your sponsor:

Name:	
Organisation:	
Job Title:	
Relationship to you:	
Preferred Postal address:	
Telephone (w):	
Preferred Email address:	

Personal Statement

Please answer the following questions. Be clear and concise and please stick to the word count.

Why do you want to apply for the ASPIRE Business Partner Programme? (No more than 500 words)
What are your development objectives for the ASPIRE Business Partner Programme? (No more than 500 words)

Competency Self Assessment

We have adapted the London HPMA Academy framework. Please self-assess your current level of competency on each element of the framework.

Level 1 – Delivers the fundamentals

Level 2 – Delivers and influences (e.g. raises issues and opportunities, seeking change and improvement)

Level 3 – Delivers, influences and leads (e.g. leads change, improvements and people within the wider context of the whole organisation)

Level 4 – Delivers, influences, leads and innovates (e.g. leads not only functional teams/areas but is leading change across the organisation, defining and implementing strategy and providing direction)

For more information on how to assess the levels, go to: { HYPERLINK "http://www.cipd.co.uk/binaries/Bands%20and%20transitions.pdf" }

Please give **one** example of how you have demonstrated each competency at the level you have stated. Some examples for each competency are given in Appendix 2. You can draw on these examples or provide a totally different example.

Strategic Operator	Aware of the strategic context you are operating in and considers the strategic implications of all key decisions.	Your level
One Example (max 200 words):		
HR & OD Expert	Builds and applies HR and OD knowledge and expertise to consistently achieve key business objectives.	Your level
One Example (max 200 words):		
Capability Builder	To identify and develop key capabilities of individuals, teams and organisations to achieve organisational goals.	Your level
One Example (max 200 words):		
Change Catalyst	Creates engaging and effective change processes: understands and communicates the need for change, builds support for change and helps groups and individuals to manage change effectively with particular regard to the need to engage and consult with staff, trade unions and professional staff organisations.	Your level
One Example (max 200 words):		
Business Focused	Demonstrates an understanding of the organisation and the wider political and economic environment in which it operates; Focus on effective service delivery, financial and other key performance indicators and how these relate to the organisation in order to positively impact patient outcomes.	Your level

One Example (max 200 words):

**Relationship
Builder**

Builds and sustains relationships with stakeholders and takes personal responsibility to achieve excellent results. This is achieved through; developing collaborative relationships with stakeholders, demonstrating personal credibility, integrity and professionalism and demonstrating political awareness.

Your level

One Example (max 200 words):

Sponsor's Statement

Please could you provide a statement in support of the applicant in response to the following question:

Why do you believe that the applicant has the credibility, knowledge and ability to achieve the learning objectives and become a Business Partner in the next 12 months? (No more than 500 words)