



Department
of Health

Independent (Industry) Member to the Board of the Office for Strategic Coordination of Health Research (OSCHR)

Information pack for applicants

Closing date: Midday on 12 August 2016

Reference no: EC16-09



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Independent Member (Industry) to the Board of the Office for Strategic Coordination of Health Research – EC16-09

Making an application

Thank you for your interest in the appointment of Independent Member to OSCHR. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of OSCHR and the selection process.

To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

appointments.team@dh.gsi.gov.uk quoting the reference in the subject field, or post to: Viona Pereira-Marron, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE. Applications must be received by **midday on 12 August 2016**.

In making an application please note the following:

Supporting letter

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of OSCHR and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the Eligibility Criteria for] from appointment” section in Annex A.

CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your

current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview

- brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments. Please write all acronyms in full first.

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the panel assessing your application.

Guaranteed Interview Scheme

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. 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 the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

All applications will be acknowledged by email after the closing date.

Indicative timetable

Closing date:	Midday on 12 August 2016
Shortlisting complete:	August 2016
Interviews held:	8 September 2016

Key facts about the post

Location:	The OSCHR Board meets in central London, generally in Whitehall.
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Remuneration:	None – but expenses can be claimed in line with Department of Health policy.
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Time Commitment:	up to 5 days per year
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Contacts:

For further information regarding the selection process, please contact:

Viona Pereira-Marron
Appointments Team
Tel: 0113 254 5845
Email: viona.pereira-marron@dh.gsi.gov.uk

For further information regarding the role of the OSCHR and the role of (Industry) Member please contact:

Professor Sir John Bell (Chair of OSCHR)
Tel: 01865289782
Email: regius@medsci.ox.ac.uk

or

Nathan Moore (Head of OSCHR Office)
Tel: 020 7210 6205
Email: nathan.moore@dh.gsi.gov.uk

Please quote reference **EC16-09** on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

Appointment of the Independent Board member (Industry) of the OSCHR

Role of Independent Members

OSCHR's mission is to facilitate more efficient translation of health research into health and economic benefits in the UK, through better coordination of health research and more coherent funding arrangements to support translation.

Independent members of the OSCHR Board play a central role in enabling OSCHR to achieve this mission by contributing advice and insight based on their expertise from within the sector that they represent.

Person Specification

Recognised for their expertise and knowledge, we are looking for a candidate to bring very senior level representation of the life sciences industry sector to the OSCHR Board. Candidates should have experience of operating at a senior level within the life sciences industry sector and will be expected to bring in depth knowledge of how the industry sector engages with publicly-funded health research.

The successful candidate will specifically need:

- to demonstrate a sound understanding of health research policy and to contribute to discussions that inform the further development of health research and life science policy that will ensure that the UK remains a global leader in this sector;
- to promote collaborative and strategic linkages between medical research charities, public funders of health research, academia, the NHS and industry;
- a proven ability to exercise judgement across a broad spectrum of strategic issues;
- to be an industry leader with a track record that will command the respect of the public and the industry in presenting the collective view of the life sciences industry sector in promoting engagement within the health research agenda.
- the life sciences industry sector in promoting engagement within the health research agenda.

Remuneration

- There is no remuneration for this post
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a member of the OSCHR, in line with travel and subsistence policy and rates for the OSCHR. A copy of the policy and rates can be obtained from OSCHR

Time commitment

Up to 5 days per year

Tenure of office

The DH Senior Responsible Officer determines the length of the appointment, which will be for up to a maximum of 3 years.

Accountability

Members are appointed by the Departmental Senior Responsible Officer and are accountable to the Senior Responsible Officer via the Chair for carrying out their duties and for their performance.”

Disqualification from appointment

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions
 - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest

- iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment/ the eligibility criteria can be provided by contacting Viona Pereira-Marron on 0113 254 5845.

Conflict of Interests

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Member of OSCHR, including any business interests and positions of authority outside of the role in OSCHR.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the seven principles of public life. All successful candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Committees (CoPSAC); you can access this document at:

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

Diversity and equality of opportunity

The Department of Health values and promotes diversity and encourage applications from all sections of the community.

Office for Strategic Coordination of Health Research role and responsibilities

The 2006 Review of funding in UK health research led by Sir David Cooksey resulted in the creation of the independent Office for Strategic Coordination of Health Research (OSCHR). Cooksey had identified considerable strength in the UK science base, but revealed cultural, institutional and financial barriers to the effective translation of health research into clinical practice. The review envisioned a cultural change among the public funders of health research to address the barriers to research collaboration and to support the application and translation of basic research into patient care and economic benefit.

Since 2007, the OSCHR Board has demonstrated a powerful capacity to work across government through collaboration, addressing many of the issues required to ensure a comprehensive health research environment and leading to improved health outcomes and economic growth. The OSCHR process has helped to focus on the development of better NHS electronic data capabilities for research; create a research programme for public health and greatly enhance translation science. OSCHR is one of a number of fora where the public funders of health research work together with other stakeholders.

In 2011, Ministers in the Department of Health (DH) and the Department for Business, Innovation and Skills (BIS) considered that OSCHR had delivered the majority of the changes to the UK health research landscape advocated in the Cooksey report. They agreed that OSCHR should continue to monitor the translational research activity funded by government and additionally explore the role the Board could play in enhancing the funders' existing contributions to economic growth through the life science sector. Since 2007, OSCHR has been shaped and changed as needed, so that it remains as relevant today as when it was first created.

Role of Independent Members

OSCHR's mission is to facilitate more efficient translation of health research into health and economic benefits in the UK through better coordination of health research and more coherent funding arrangements in order to support translation. Independent members of the OSCHR Board play a central role in enabling OSCHR to achieve this mission by contributing advice and insight based on their expertise from within the sector that they represent.

The OSCHR Board membership

Professor Sir John Bell	Independent Chair; Regius Professor of Medicine, University of Oxford
Professor Chris Whitty Gareth Davies	Chief Scientific Advisor, Department of Health Director General, Business and Science, Department for Business, Innovation and Skills
Dr Louise Wood	Acting Director, Research & Development Directorate, DH (<i>in lieu</i> of CEO for NIHR)
Professor Sir John Savill	CEO, Medical Research Council

Dr Ruth McKernan	CEO, Innovate UK
Professor Madeleine Atkins	CEO, Higher Education Funding Council for England
Professor Andrew Morris	Chief Scientist for Health, Scotland
Professor Jonathan Bisson	Head, Health and Care Research Wales
Professor Ian Young	Director, Health and Social Care R&D, Northern Ireland
Ms Fiona Dalton	Independent Member; NHS Sector
Mr Stuart Bell CBE	Independent Member NHS sector
Vacancy	Independent Member; Industry sector
Professor Jeremy Farrar	Independent Member; Medical research charity sector (Director, Wellcome Trust)

The selection process

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- the panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- the selection panel will be chaired by Dr Louise Wood and will also comprise of Professor Sir John Bell OSCHR Chair as panel member, a BIS representative, and an Independent panel member appointed by the Appointments Team.
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- we anticipate that by the end of August 2016 the panel will have decided who will be invited for interview 8 September 2016.
- the panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- if invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable', will be recommended to the DH Senior Responsible Officer who will make the final decision. The DH Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.
- if you are successful, you will receive a letter from the DH Senior Responsible Officer appointing you as the Member of OSCHR, which will confirm the terms on which the appointment is offered

- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- for further information on how we will manage the personal information that you have provided to us through your application, see Annex D

Queries

For queries about your application, please contact Viona Pereira-Marron on 0113 254 5845

If you are not completely satisfied

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Permjeet Butler in the Department of Health by emailing Permjeet.butler@dh.gsi.gov.uk

How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application at any stage.