Member of the New and Emerging Respiratory Virus Threats Advisory Group (NERVTAG)

Information pack for applicants

Closing date: Midday on 5th February 2019

Reference no: VAC-1652
## Contents

<table>
<thead>
<tr>
<th>Section 1: The Role</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 The role of a Member</td>
<td>2</td>
</tr>
<tr>
<td>1.2 The role and responsibilities of NERVTAG</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2: How to Apply</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Making an application</td>
<td>8</td>
</tr>
<tr>
<td>2.2 The selection process</td>
<td>11</td>
</tr>
<tr>
<td>2.3 Eligibility criteria</td>
<td>14</td>
</tr>
<tr>
<td>2.4 How we will manage your personal information</td>
<td>15</td>
</tr>
</tbody>
</table>
SECTION 1 – The Role

1.1 Role and Responsibilities of a Member of NERVTAG

Introduction

The Department of Health and Social Care is seeking to make an appointment of a virologist member to the board of NERVTAG.

Role and Responsibilities of a Member

Members are appointed by the Department’s Senior Responsible Officer and are accountable to the Chair of NERVTAG in the provision of the scientific risk assessment and mitigation advice on the threat posed by new and emerging respiratory virus threats and on options for their management. The scope of the group includes new and emerging respiratory virus threats to human health including strains of influenza virus (regardless of origin), and other respiratory viruses with potential to cause epidemic or pandemic illness, or severe illness in a smaller number of cases. The main areas of responsibility are to:

- work as part of NERVTAG in a way that reflects the highest standards of public life
- work as a group to agree accurate, helpful and timely briefing and advice to CMO and others on new and emerging virus threats in papers or in person to support CMO at the Scientific Advisory Group for Emergencies (SAGE), drawing on the most recent clinical and scientific advice available
- take personal responsibility for their part in the effective functioning of NERVTAG
- take active part in subgroups, as appropriate
- understand the need for confidentiality.

The Terms of Reference for NERVTAG are included in Annex A of the Code of Practice in the following link: NERVTAG Code of Practice

Qualities required for the role of a NERVTAG Member

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.
Essential Criteria

- Must be a recognised expert with a track record of national achievement as a Virologist – please note that in order to retain the scientific independence of NERVTAG, this criterion must be met by someone who is not employed or representing the interests of Public Health England, Health Protection Scotland, Public Health Wales and Health and Social Care in Northern Ireland

- Strong skills in absorbing and analysing complex information and scientific / medical data, including:
  - applying relevant knowledge, perspective and skills
  - identifying key issues and actions needed
  - developing evidence-based, workable solutions to complex issues

- Excellent communication skills, including:
  - engaging effectively with, and using knowledge and skills to make, impartial and persuasive arguments based on a sound understanding of the evidence available
  - providing effective challenge in face-to-face discussions and telephone conferences

- Experience at a senior level, including:
  - making significant personal contributions to organisations’ achievements or to a particular field of study and recognised as an authoritative voice
  - commitment to the principles of giving independent advice to Government
  - sound understanding of and commitment to the principles of public life and equality
  - sound understanding of the need for confidentiality
  - a contribution to national and international fora whose work lies within the remit of the NERVTAG

Desirable Criteria

You may also be able to demonstrate:
experience of committee membership

Remuneration

You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of NERVTAG, in line with travel and subsistence policy and rates for Public Health England. A copy of the policy and rates can be obtained from NERVTAG

Time commitment

The anticipated commitment is one to two meetings per year to maintain continuity of the group and ensure that supporting activities are implemented and maintained. However, the frequency of meeting would increase if the alert level for a new respiratory virus threats increases. The date of the next meeting is planned for June 2019.

Location

London

Tenure of office

The Department of Health and Social Care senior responsible officer determines the length of the appointment, will be up to 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.

For further information regarding the role of NERVTAG and the role of a Member please contact:

Name: Fran Parry-Ford
Tel: 0208 372 6703
Email: nervtag@phe.gov.uk
1.2 NERVTAG role and responsibilities

The role of NERVTAG is to act as an Advisory Group to provide the Chief Medical Officer (CMO) and, through the CMO, Ministers, the Department of Health and Social Services (DHSC) and other Government departments, with scientific risk assessment and mitigation advice on the threat posed by new and emerging respiratory viruses and on options for their management.

The committee draws on the expertise of scientists and health care professionals, including clinicians, microbiologists and public health practitioners, and colleagues in related disciplines. The group is supported by a scientific secretariat from Public Health England (PHE), and is scientifically independent. Members of the Group are expected to adhere to the NERVTAG Code of Practice.

The scope of the group includes new and emerging respiratory virus threats to human health including strains of influenza virus (regardless of origin), and other respiratory viruses with potential to cause epidemic or pandemic illness, or severe illness in a smaller number of cases.

Core membership
Chair: external independent health scientist, formally appointed through an independent process
- Surveillance and epidemiology national
- Public health microbiology national
- Academic infectious disease epidemiology
- Academic microbiology
- Virology (position to be appointed)
- Clinical respiratory medicine
- Emergency preparedness/response
- Modelling
- Behavioural Science
- Social Science

Secretariat: The secretariat is provided by Public Health England.

Relationship with other committees and emergency arrangements

Outputs from NERVTAG feed into DHSC’s pandemic preparedness arrangements, particularly through the Pandemic Influenza Preparedness Programme (PIPP) Board.

In the event of a pandemic NERVTAG will be subsumed by the Health Strategic Advisory Group (HSAG) with individual members being drawn from NERVTAG as necessary, at the discretion of the CMO. HSAG would feed scientific advice into the Scientific Advisory Group for Emergencies (SAGE) which is co-chaired by the CMO and Chief Scientific Advisor.
NERVTAG may ask the Scientific Pandemic Influenza sub-committee on modelling (SPI-M) to undertake specific modelling work as necessary. In the event of a pandemic, SPI-M would report independently into SAGE.

**Subgroups**

Task and finish sub-groups of the main Group will be established as necessary with a view to ensuring adequate consideration of detailed technical aspects of the work of the Group. The Chair of each sub-group would sit on the main group, and other members of the sub-groups invited to attend the main Group on an ad hoc basis.

**Meetings**

NERVTAG is considered a reactive committee, and can be activated on an ad-hoc basis if necessary. 1-2 meetings are held per year in order to maintain continuity of the group and ensure that supporting activities are implemented and maintained. Minutes of meetings will be made publicly available and published in full unless they contain confidential or commercially sensitive information.

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to NERVTAG.

To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dhsc.gov.uk – please quote ref: VAC-1652 in the subject field.

If you are unable to apply by email you may send your application by post to:

Julia Peters
Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 5th February 2019.**

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. It will benefit the Advisory Assessment 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.

**Conflicts of interest**

If you have any business or personal interests that might be relevant to the work of NERVTAG, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

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

**Standards in public life and ensuring public confidence**

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be
misconstrued, cause embarrassment to Ministers or NERVTAG or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at: https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Eligibility Criteria.

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.

Monitoring form

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

Guaranteed Interview Scheme

The Department of Health and Social Care 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.

**Contacts:**

For further information regarding the **selection** process, please contact:

Julia Peters  
Appointments Team  
Tel: 0113 2545350  
Email: [Julia.Peters@dhsc.gov.uk](mailto:Julia.Peters@dhsc.gov.uk)

For further information regarding the **role** of NERVTAG and the **role** of a **Member** please contact:

Fran Parry-Ford  
Tel: 0208 372 6703  
Email: [nervtag@phe.gov.uk](mailto:nervtag@phe.gov.uk)

Please quote reference VAC-1652 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.
2.2 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.

Timetable:

- Closing date: Midday on 5th February 2019
- Shortlisting complete: End of February 2019
- Interviews held: 11th March 2019

The selection panel will be:

- Panel Chair – Peter Horby, NERVTAG Chair
- Departmental Panel Member – Jonathan Van-Tam, Deputy Chief Medical Officer
- Hilary Randall – Independent Panel Member

The Independent Panel member is independent of both the Department of Health and Social Care and NERVTAG.

After the closing date for applications:

- The Department of Health and Social Care may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By submitting an application, you are agreeing to your application being shared with another party for the purpose of pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting 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. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.

- Interviews will be held on 11/03/2019

- The Advisory Assessment 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

- If you are invited to interview and if you are unable to attend on the set date then an alternative date can only be offered at the discretion of the Advisory Assessment Panel

- The Appointments Team will email 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 Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post.

• The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate’s personal and professional history which may impact on an appointment decision (see section 2.1 for further details).

• Candidates who the panel believe are ‘appointable’, will be recommended to the Senior Responsible Officer who will make the final decision. The Senior Responsible Officer may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

• If you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member of NERVTAG, 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 Section 2.4.

Queries

For queries about your application, please contact Julia Peters on 0113 2545350.

Standards in public life

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the key 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:


Diversity and equality of opportunity

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community.
If you are not completely satisfied

The Department of Health and Social Care 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 Julie Nichols in the Department of Health and Social Care by emailing Julie.Nichols@dhsc.gov.uk
2.3 Eligibility Criteria

In order to retain the scientific independence of NERVTAG, this criterion must be met by someone who is not employed or representing the interests of Public Health England, Health Protection Scotland, Public Health Wales and Health and Social Care in Northern Ireland.

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 the eligibility criteria can be provided by contacting Julia Peters on 0113 254 5350.
2.4 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 the Department of Health and Social Care 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 information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage.