Member of the Joint Committee on Vaccination and Immunisation

Information pack for applicants

Closing date: midday on 10th June 2019
Reference no: VAC-1665

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Contents

Section 1 – The Role ........................................................................................................... 2
  1.1 Role and Responsibilities of a Member of the Joint Committee on Vaccination and Immunisation ............................................................... 2
  1.2 Joint Committee on Vaccination and Immunisation role and responsibilities.......5

Section 2: How to Apply ....................................................................................................... 6
  2.1 Making an application ............................................................................................. 6
  2.2 The Selection Process ............................................................................................ 9
  2.3 Eligibility Criteria ................................................................................................... 11
  2.4 How we will manage your personal information ................................................... 13
Section 1 – The Role

1.1 Role and Responsibilities of a Member of the Joint Committee on Vaccination and Immunisation

Introduction

The Department of Health and Social Care is seeking to make three appointments (Two Expert & One Lay) to the Joint Committee on Vaccination and Immunisation (JCVI).

Role and Responsibilities of a Member

- Play a critical role in ensuring its continued standing as an internationally recognised leading body in the field of immunisation, and
- bring relevant knowledge, skills and experience to the Committee and contribute to the provision of high quality and well considered advice to UK health departments.

Qualities required for the role of a Member

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. Public bodies should reflect the population they are there to serve. Committees also benefit from fresh perspectives, and we are always keen to encourage candidates with private sector experience to consider applying for our roles.

Essential Criteria

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.

JCVI Expert Members

Members are looking for candidates of a high standing with an interest in vaccination and an academic interest in one or more of the following disciplines:
- Virology - Should be a research virologist with extensive experience of, and a substantial track record of virological research, with specific experience in vaccine-preventable diseases.
- Public Health Expert - Should be highly experienced public health professional with a track record and substantial interest in immunisation.
All applicants should also have:

- 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 Governments understanding of and commitment to the principles of public life and equalities
  - Sound understanding of and commitment to the principles of public life and equalities

_N.B. PHE employees may apply for the member role, if they can demonstrate relevant experience as an independent expert._

**JCVI Lay member**

The JCVI is also seeking a lay member to join the committee. As a lay member, you should not have a health professional background but the ability to work with a wide range of other health professionals.

We are looking for candidates who have an interest in public health and understanding of the experiences, needs and issues important to patients, carers and the wider public.

- Demonstrable experience of articulating patient, carer or public experiences and perspectives in the discussions of a multi-disciplinary committee.
- Experience of getting to grips with technically demanding subject areas and translating this to improve accessibility to wider audiences.
- Good communication and team working skills.

**Remuneration**

- There is no remuneration for these posts.
• 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 Committee of Vaccination and Immunisation, in line with travel and subsistence policy and rates for the Committee of Vaccination and Immunisation. A copy of the policy and rates can be obtained from the Committee of Vaccination and Immunisation.

**Time commitment**

6-8 days per year

**Location**

London or other

**Tenure of office**

The Department of Health and Social Care senior responsible officer determines the length of the appointment, which 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 the JCVI and the role of a Member please contact:

Andrew Earnshaw (Head of the JCVI Scientific Secretariat)

Tel: 02076548122

Email: Andrew.earnshaw@phe.gov.uk
1.2 Joint Committee on Vaccination and Immunisation role and responsibilities

The Joint Committee on Vaccination and Immunisation (JCVI, the Committee) is an independent Departmental Expert Committee and a statutory body.

The NHS (Standing Advisory Committees) Order 1981 (SI 1981/597) specifies that the Committee is constituted for the purpose of advising the Secretary of State on “The provision of vaccination and immunisation services being facilities for the prevention of illness.” The JCVI’s terms of reference as agreed by the UK health departments are:

“To advise UK health departments on immunisations for the prevention of infections and/or disease following due consideration of the evidence on the burden of disease, on vaccine safety and efficacy and on the impact and cost effectiveness of immunisation strategies. To consider and identify factors for the successful and effective implementation of immunisation strategies. To identify important knowledge gaps relating to immunisations or immunisation programmes where further research and/or surveillance should be considered.”

JCVI provides advice and recommendations as described in the terms of reference based on consideration of scientific and other evidence that is used by Government to inform, develop and make policy. JCVI is not a policy maker in its own right and has no regulatory function. Topics recently under consideration include HPV vaccination in adolescence, herpes zoster vaccination in older adults and influenza vaccines for the national programme.

Appointments of the Chair and members are made by the Department of Health and Social Care (DHSC) Senior Responsible Officer (SRO) in consultation with senior officials in the PHE Public Health Directorate and with the DH public appointments team.

Appointments to the Committee are made on merit and in accordance with the principles of the Code of Practice for Scientific Advisory Committees and the Code of Practice issued by the Commissioner for Public Appointments. The Chair and Members are appointed as individuals to fulfil the terms of reference of the Committee, not as representatives of their particular profession, or of their employer or any interest group. Membership is not determined on a geographical basis but on suitability for the role, based on an assessment against criteria specified at the time of the recruitment of new Members. New appointments are made through an open competition following advertisement of the roles.

The Chair and members of JCVI play a critical role in ensuring its continued standing as an internationally recognised leading body in the field of immunisation. They bring relevant knowledge, skills and experience to the Committee and contribute to the provision of high quality and well considered advice to UK health departments.
Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to the Joint Committee of Vaccination and Immunisation.

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-1665 in the subject field.

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

Sally Brough-Hirst, Department of Health and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by midday on 10th June 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 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 the JCVI, 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 Joint Committee of Vaccination and Immunisation 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 and blogs. Due Diligence may be carried out on any publicly available information and shared with the Advisory Assessment Panel.

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:


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

If you wish to discuss any queries on conflicts please see the contacts section.

CV

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any Twitter accounts and LinkedIn accounts including your Twitter handle/username.
- 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

Sally Brough-Hirst

Appointments Team

Tel: 0113 2546138

Email: Sally.Brough-Hirst@dhsc.gov.uk

For further information regarding the role of the Joint Committee of Vaccination and Immunisation and the role of a Member please contact:

Andrew Earnshaw (Head of the JCVI Scientific Secretariat)

Tel: 020 7654 8122

Email: andrew.earnshaw@phe.gov.uk

Please quote reference VAC-1665 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

Timetable:

- Closing date: Midday on 10th June 2019
- Shortlisting complete: week commencing 10 June 2019
- Interviews held: 27 June 2019

The selection panel will be:

- Jonathan Van Tam, Deputy Chief Medical Officer as Chair
- Dr Mary Ramsay, Head of Immunisation, Public Health England
- Professor Andrew Pollard, Chair of the JCVI
- Helen Warner, Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and Social Care and Joint Committee of Vaccination and Immunisation.

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 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 27 June 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 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 deciding. 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 the Joint Committee of Vaccination and Immunisation, 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 Sally Brough-Hirst on sally.brough-hirst@dhsc.gov.uk.

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 encourage 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 Julia Peters in the Department of Health and Social Care by emailing Julia.Peters@dhsc.gov.uk

**2.3 Eligibility Criteria**

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

1. persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years

2. 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

3. persons who have had an earlier term of appointment with a health service body terminated on the grounds:
   - that it was not conducive to the interests or good management of the body that the person should continue to hold office
   - that the person failed to attend a meeting of the body on three consecutive occasions
   - 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
   - of misconduct or failure to carry out the person’s duties
4. anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or

5. anyone who has been removed from trusteeship of a charity.

Further advice about the Eligibility Criteria can be provided by contacting Sally Brough-Hirst on 0113 254 6138
2.4 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. 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.