



## **4 Expert Members of the Advisory Committee on Antimicrobial Resistance and Healthcare Associated Infection (ARHAI)**

### **Information pack for applicants**

**Closing date: 12 noon on 12 April 2013**

**Reference no: EC13-10**

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## **Members of the Advisory Committee on Antimicrobial Resistance and Healthcare Associated Infection**

### **Overview**

#### **The role**

The successful candidates will have a record of achievement at a national and/or international level in one of the following fields: HCAI Microbiology; Pharmacology; Veterinary Medicine; Health Care Sector (Primary and Secondary); Epidemiology; Surgery.

For further information on the role of the Members, see **Annex A**.

#### **The Advisory Committee on Antimicrobial Resistance and Healthcare Associated Infection (ARHAI)**

ARHAI provides practical and scientific advice to the Government on strategies to minimise the incidence of healthcare associated infection and to maintain the effectiveness of antimicrobial agents in the treatment and prevention of microbial infections in man and animals. In making recommendations, the committee will take into account the relevant work of other expert groups in the human and veterinary fields.

For further information on the role of ARHAI, see **Annex B**.

#### **Indicative timetable**

Advert:	15 March 2013
Closing date:	12 noon on 12 April 2013
Shortlisting complete:	26 April 2013
Interviews held:	3 May 2013

#### **Remuneration**

There is no remuneration for these posts but expenses are paid in line with central policy.

#### **Time commitment**

The time commitment is for 3 committee meetings per year plus preparation for meetings and chairing or participating in sub-group and ad-hoc meetings which is likely to be around 5 days.

#### **Tenure of office**

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

## **Accountability**

Members are appointed by the Department's Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

## **Diversity and equality of opportunity**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

## **Key contacts:**

For information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 6135  
Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

For information regarding the role of the ARHAI and its Members please email [hcai@hpa.org.uk](mailto:hcai@hpa.org.uk)

**Please quote reference EC13-10 on all correspondence.**

For further details on how to make an application, please see **Annex B**.

## **Appointment of the Members**

### **Role and responsibilities of the Members**

Members have collective responsibility for the operation of ARHAI. Members are expected to:

- Prepare for and attend meetings, including working groups.
- Be prepared, as requested by the Chair and Secretariat, to provide expert advice and participate in working groups and relevant issues outside of formal meetings.
- Engage fully in collective consideration of the issues, taking account of the full range of relevant factors, including any guidance issued by the sponsor department or the responsible Minister.
- Agree minutes of ARHAI meetings and reports of ARHAI activities for publication.
- Operate within the committee's remit.

### **Qualities required for the roles of Members**

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:**

- An outstanding record of achievement and personal credibility within your own field, appropriate to the remit of the committee at a national and/or international level. These fields include HCAI Microbiology; Pharmacology; Veterinary Medicine; Health Care Sector (Primary and Secondary); Epidemiology; Surgery.
- Up to date professional expertise and an interest in antimicrobial resistance and stewardship and healthcare associated infection along with a strong commitment to improving the quality and safety of healthcare.
- Ability to contribute to detailed discussion, and present views effectively in a clear, cogent and succinct manner to support effective discussion.
- Ability to evaluate complex issues and weigh up conflicting opinions.

#### **Desirable Criteria**

- Have experience as a committee member at a national and /or international level.

## **Remuneration**

- There is no remuneration for these posts however those appointed will be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on ARHAI business.
- Note: Impact of appointment on people in receipt of benefits. Your appointment may have an effect on your entitlement to benefits. If you are in receipt of benefits you should seek advice from the Department for Work and Pensions.

## **Time commitment**

The time commitment is for 3 committee meetings per year plus preparation for meetings and chairing or participating in sub-group and ad-hoc meetings which is likely to be around 5 days.

## **Tenure of office**

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

## **Accountability**

The Members are appointed by the Department's Senior Responsible Officer and will be accountable to the Chair for carrying out their duties and for their performance.

## **Eligibility criteria**

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

- people who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- anyone who has been dismissed by an public body within the past five years, other than by reason of redundancy;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be provided by contacting Holly Wainwright on 0113 254 6135.

## **Conflict of Interests**

You should particularly note the requirement for you to declare any actual or potential conflict of interest you may have in carrying out the role of Member. Conflicts may

relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the ARHAI.

Please specify if you are a civil servant, employed by one of the Department's Executive Agencies. This may be following structural changes as part of the recent health and care reforms. Although we do not wish to prevent employees of the Department's Executive Agencies applying for posts, we need to be aware of any potential conflicts of interest.

If you are aware of any potential conflicts prior to your appointment you should raise these during the process of your application. If an issue arises following your appointment you should ensure that you alert the Chair, to whom you will be accountable for your performance.

### **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**

We value and promote diversity and are committed to equality of opportunity for all and appointments made on merit.

## Making an application

### Overview

The appointment of Members to ARHAI are DH Senior Responsible Officer appointments. The Department of Health will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the DH Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the DH Senior Responsible Officer will make the final decision on who they believe best meets the criteria for the role and will make the appointment.

### How to apply

All applicants are required to complete an application form. This is available online by visiting the DH website: [www.dh.gov.uk/appointments](http://www.dh.gov.uk/appointments) and searching for the vacancy EC13-10.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from

Holly Wainwright  
Tel: 0113 254 6135  
Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

Holly Wainwright  
Appointments Team (Room 2E29)  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

All applications will be acknowledged by email and you will be contacted again after the closing date.

The Appointments Team must receive your completed application form **before 12 noon on 12 April 2013**.

### 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; and
- only use your information for the purposes you have authorised.

We ask that you:

- provide us with accurate information; and
- 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 application form and CV can be assessed.

Panel members are identified in the section below on “How we will handle your application”. The ‘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 this stage.

### **How we will handle your Application**

We 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:

- your application and CV will be assessed to see whether you have the expertise required at the appropriate level for the post for which you have applied. We will rely on only the information you provide on your application form and CV to assess whether you have the 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 Mike Sharland, ARHAI Chair and will also comprise Claire Boville, DH Senior Sponsor for ARHAI and an External Panel Member;
- if you are invited to interview but are unable to attend on the set date then an alternative date can only be offered at the discretion of the panel;
- 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 26 April 2013 the panel will have decided who will be invited for interview;
- the panel will select the people who have demonstrated that they best meet the essential criteria. If there is a strong field of candidates the panel may then look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit;
- we 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;
- please note that due to the volume of applications we receive we are unable to provide feedback to those not shortlisted for interview;
- if invited to interview, the panel will question you about your experience and expertise and ask 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 she does, she will meet all candidates and in the presence of the panel chair or their nominated representative;
- if you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member of ARHA; and
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application.

## **Queries**

For queries about your application, please contact Holly Wainwright on 0113 254 6135.

## **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 Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)