



Department
of Health

5 Expert Members of the Advisory Committee on Dangerous Pathogens (ACDP)

Information pack for applicants

Closing date: Midday on 24 June 2013

Reference no: EC13-19

Contents

	Page
Overview	3
Annex A: Appointment of the Expert Members	5
Annex B: ACDP role and responsibilities	9
Annex C: Making an application	11

Expert Members of the Advisory Committee on Dangerous Pathogens (ACDP)

Overview

The role

Applicants will have expertise in one of the following fields:

- clinical and research virology, particularly respiratory viruses
- epidemiology and/or public health
- veterinary microbiology / parasitology
- infectious disease specialist
- biomedical scientist with practical day-to-day experience of working at ACDP category levels 3 and 4

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

The ACDP

The ACDP provides independent scientific advice to the Health and Safety Executive, and Ministers for the Department of Health and the Department for Environment, Food and Rural Affairs, and their counterparts under devolution in Scotland, Wales and Northern Ireland, as required, on all aspects of hazards and risks to workers and others from exposure to pathogens. In addition, to provide independent scientific risk assessment advice on transmissible spongiform encephalopathies (TSEs), including to the Food Standards Agency.

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

Indicative timetable

Advert:	w/c 20 May 2013
Closing date:	Midday on 24 June 2013
Shortlisting complete:	late June/early July 2013
Interviews held:	early/mid July 2013

Location of post

Meetings are held 3 times a year in different locations around central London.

Key contacts:

For information regarding the selection process, please contact:

Samantha Alcock

Appointments Team
Department of Health
Quarry House
Quarry Hill
Leeds
LS2 7UE
Tel: 0113 254 5845
Email: samantha.alcock@dh.gsi.gov.uk

For information regarding the role of the ACDP and its Expert Members please contact:

Maree Barnett

Head of Emerging Infections Policy
Department of Health
Tel: 0207 210 6071
Email: maree.barnett@dh.gsi.gov.uk

Please quote reference EC13-19 on all correspondence.

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

Appointment of the Expert Members

Role and responsibilities of the Expert Members

To provide independent scientific advice to the Health and Safety Executive, and Ministers for the Department of Health and the Department for Environment, Food and Rural Affairs, and their counterparts under devolution in Scotland, Wales and Northern Ireland, as required, on all aspects of hazards and risks to workers and others from exposure to pathogens. In addition, to provide independent scientific risk assessment advice on transmissible spongiform encephalopathies (TSEs), including to the Food Standards Agency.

The remit of the committee

The Chair and members are responsible for ensuring the Committee effectively delivers its responsibilities.

The Committee plays a pivotal role in the assessment of new pathogens and the risks they pose to public health. The ACDP maintains close links with other expert advisory bodies that deal with particular aspects of dangerous pathogens.

Its work can be broadly divided into three areas:

- horizon-scanning for new and emerging infections
- production of risk assessment advice
- guidance on the management and control of those risks at work and protection of wider public health

The Committee has two standing subgroups, the TSE Risk Management Working Group that considers the management of TSE risks to health and the TSE Risk Assessment Working group, which provides risk assessment advice separately from risk management advice in this field.

Qualities required for the role of Expert 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

Expertise in one of the following fields:

- clinical and research virology, particularly respiratory viruses
- epidemiology and/or public health
- veterinary microbiology / parasitology
- infectious disease specialist

- biomedical Scientist with practical day-to-day experience of working at ACDP category levels 3 and 4
- an outstanding record of achievement and personal credibility within the above fields, appropriate to the remit of the committee
- excellent interpersonal and communication skills
- ability to contribute to detailed discussions, and present views effectively in a clear, cogent and succinct manner to support effective discussions
- ability to evaluate complex issues and weigh up conflicting opinions
- ability to quickly assimilate information about new and emerging infectious diseases, and to undertake suitable risk assessment based on scientific expertise and experience, where required

Desirable Criteria:

- experience of relevant committee membership at regional or national level
- an understanding or interest in government and its operation

Remuneration

- there is no remuneration for these posts however, you will be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on ACDP 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

3 full days a year (normally at the beginning of February, June and October) to attend and participate in ACDP meetings. You may also be required to participate in ACDP Working Groups, ad hoc groups, and contribute to the drafting of guidance.

Tenure of office

The DH Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of 4 years.

Accountability

These posts 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 **NHS body or local authority OR 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
- anyone who has been removed from trusteeship of a charity

Further advice about disqualification for appointment can be provided by contacting Samantha Alcock on 0113 254 5845.

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 Expert Member. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the ACDP.

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

The Department of Health values and promotes diversity and is committed to equality of opportunity for all.

ACDP role and responsibilities

The Advisory Committee on Dangerous Pathogens (ACDP) is a Departmental Expert Committee.

The current terms of reference of the ACDP are to provide independent scientific advice to the Health and Safety Executive (HSE), and to Ministers through the Department of Health, the Department for Environment, Food and Rural Affairs (Defra), and their counterparts under devolution in Scotland, Wales and Northern Ireland, on all aspects of hazards and risks to workers and others from exposure to pathogens. In addition it provides independent scientific risk assessment advice on transmissible spongiform encephalopathies (TSEs) to Ministers through the Department of Health, Defra and their counterparts under devolution in Scotland, Wales and Northern Ireland and to the Food Standards Agency.

The membership of ACDP comprises specialist scientific and medical experts selected by open competition and nominated representatives from employers' and employees' organisations. Areas of expertise covered by members of the ACDP currently include: infectious diseases; clinical, research and veterinary microbiology; clinical bacteriology; parasitology; clinical and research virology; and management of health and safety in laboratories. As the Committee's remit has recently been widened to include horizon scanning for emerging infections, including pandemic influenza, there is now a requirement to recruit new members with expertise in these fields.

Assessors from DH, Defra, the HSE and their agencies, and Observers from other government Departments and the Devolved Governments also attend meetings.

The remit of the Committee

The Committee plays a pivotal role in the assessment of new pathogens and the risks they pose to public health. The ACDP maintains close links with other expert advisory bodies that deal with particular aspects of dangerous pathogens.

The ACDP meets three times a year and its work can be broadly divided into two areas:

- production of risk assessment advice and
- guidance on the management and control of those risks at work and protection of wider public health

ACDP has two standing subgroups, the TSE Risk Management Sub-Group and the TSE Risk Assessment Sub-Group which consider the management and assessment of human and animal TSE risks to health. The ACDP is also the governance route for outputs from the Human Prion Disease Resource Oversight Committee, a National Institute of Biological Standards and Control committee funded by RDD.

Planned work for 2013/2014 includes:

- horizon scanning for new and emerging human and animal infections and liaison with appropriate government bodies to inform and ensure preparedness
- to develop new emerging infection risks scenarios for inclusion in the National Risk Register
- review of infection hazard groups for inclusion in Control of Substances Hazardous to Health (COSHH) and Specified Animal Pathogens Order (SAPO) regulatory frameworks and review of progress of combined regulatory framework for contained use of pathogens
- to maintain oversight of the work plan of the ACDP TSE Risk Assessment and TSE Risk Management Sub Groups

Making an application

Overview

The appointments of Expert Members of the ACDP are DH Senior Responsible Officer appointments. The Department of Health (DH) will manage the recruitment process in a way that is open and fair to all applicants and the appointments 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 roles and will make the appointments.

How to apply

All applicants are required to complete an application form. This is available online by visiting the Public Appointments website: <https://www.gov.uk/government/organisations/department-of-health> and searching for the vacancy.

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

Samantha Alcock
Tel: 0113 254 5845
Email: samantha.alcock@dh.gsi.gov.uk

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

Samantha Alcock
Appointments Team (Room 1N16)
Department of Health
Quarry House
Quarry Hill
LEEDS
LS2 7UE

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

The Appointments Team must receive your completed application form **before midday on 24 June 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
- 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 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

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:

- your application and CV will be assessed to see whether you have the expertise required. 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 Professor George Griffin, Chair of ACDP as Panel Chair and will also comprise Dr Ailsa Wight, DH Senior Sponsor for ACDP as Panel Member and Jocelyn Ridley as Independent 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 late June/early July 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
- 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
- please note that due to the volume of applications that are received it is not possible 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 an Expert Member to the ACDP
- 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 Samantha Alcock **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 Jacky Cooper in the Department of Health by emailing jacky.cooper@dh.gsi.gov.uk