



Members of the Expert Advisory Group on AIDS (EAGA)

Information pack for applicants

Closing date: Tuesday 22 January 2013 at 12 noon

Reference no: EC12-36

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Members of the Expert Advisory Group on AIDS

Overview

The roles

Members have responsibility for the operation of EAGA and are required to engage in collective consideration of issues and to actively participate in reviewing the scientific evidence, producing or contributing to and commenting on papers presented to EAGA.

Candidates must have an outstanding record of achievement and personal credibility as either an academic epidemiologist with an interest in HIV, a Consultant in Occupational Medicine, a Consultant in Public Health Medicine or an HIV voluntary sector member.

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

EAGA

EAGA, provides the Chief Medical Officers of the Health Departments of England, Scotland, Wales and Northern Ireland with independent, expert scientific advice on matters relating to HIV/AIDS as may be referred to it.

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

Indicative timetable

Advert:	w/c 17 December 2012
Closing date:	12 noon on 22 January 2013
Shortlisting complete:	January 2013
Interviews held:	February 2013
Appointment start date:	To be confirmed

Remuneration

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

Time commitment

Three meetings per year.

Tenure of office

The Senior Responsible Officer determines the length of appointments, which will be for either two or three 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

For information regarding the role of EAGA and its Members please contact Linda Lazarus, EAGA secretariat:

Tel: 020 8327 6057
Email: EAGA@hpa.org.uk

Please quote reference EC12-36 on all correspondence.

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

Appointment of Members

Role and responsibilities of Members

Members have collective responsibility for the operation of the Expert Advisory Group on AIDS (EAGA). They are required to:

- 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 EAGA meetings and annual reports of EAGA activities for publication;
- actively participate in reviewing the scientific evidence, producing or contributing to and commenting on papers presented to EAGA;
- promote communication between EAGA and other committees and professional bodies to which they belong on issues of overlapping interest, as appropriate; and
- ensure that EAGA does not exceed its remit.

Qualities required for the role 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 one of the following fields:
 - Academic epidemiologist with an interest in HIV
 - Consultant in Occupational Medicine
 - Consultant in Public Health Medicine
 - HIV voluntary sector member
- A high level of knowledge about, and experience in, the area of HIV/AIDS both within your speciality and in general, with an understanding of the issues covered by the Committee.
- Excellent interpersonal and communication skills.
- Experience of committee membership at regional or national level.
- Ability to use, if necessary, own informal networks to seek the views of peer group/constituency and fairly represent them to other committee members.

Remuneration

- There is no remuneration for these posts.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on EAGA 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

Three meetings per year.

Tenure of office

The Senior Responsible Officer determines the length of appointments, which will be for up to a maximum of three 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 a 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 EAGA.

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 principals 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/BISPartners/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.

EAGA Role and Responsibilities

EAGA, which has a UK-wide remit, provides the Chief Medical Officers of the Health Departments of England, Scotland, Wales and Northern Ireland with independent, expert scientific advice on HIV/AIDS.

Terms of Reference

EAGA is an expert committee of the Department of Health. It was established in 1985 with the following terms of reference:

"To provide advice on such matters relating to HIV/AIDS as may be referred to it by the Chief Medical Officers of the Health Departments of the United Kingdom".

Recent publications

EAGA recently contributed to the following publications through representation on working groups or by providing comment on drafts:

Management of HIV-infected Healthcare Workers – The Report of the Tripartite Working Group;

http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/documents/digitalasset/dh_131574.pdf

British HIV Association (BHIVA) and Children's HIV Association (CHIVA) Position Statement on Infant Feeding in the UK:

<http://www.bhiva.org/documents/Publications/InfantFeeding10.pdf>

For a list of all of EAGA's publications, see:

<http://www.dh.gov.uk/health/tag/eaga/>

and

http://webarchive.nationalarchives.gov.uk/+www.dh.gov.uk/ab/EAGA/DH_094973

About the membership

EAGA membership is made up of experts in a range of relevant medical and scientific specialties and disciplines (e.g. epidemiology, general practice, genitourinary medicine, infectious diseases, obstetrics & gynaecology, occupational health, psychology, public health, sexual health advice and virology) and also includes representatives of the HIV voluntary and community sectors. Details of the current membership are available on the Department of Health website: <http://www.advisorybodies.doh.gov.uk/eaga/membership.htm>.

Making an application

Overview

The appointment of Members of EAGA are Department of Health appointments and the recruitment process will be managed 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 Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the Senior Responsible Officer will make the final decision on who she believes 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 and searching for the vacancy EC12-36.

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.gvo.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 22 January 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 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 Kay Orton, HIV and STI Policy and Programme Manager, Department of Health and will also comprise Professor

Brian Gazzard, Chair, EAGA as a Panel Member and Professor Will Irving, Chair, Advisory Group on Hepatitis as 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 the end of January 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;
- 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 Department of Health’s Senior Responsible Officer who will make the final decision. The 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 EAGA; 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