



2 Members of the Committee on the Medical Aspects of Radiation in the Environment (COMARE)

Information pack for applicants

Closing date: 12 noon on 5 March 2013

Reference no: EC13-02

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Members of the Committee on the Medical Aspects of Radiation in the Environment (COMARE)

Overview

The role

Candidates must be a recognised expert with a track record of national or international achievement as the following:

- Radiation Protection Expert - ideally with expertise relating to the nuclear sector.
- Radiobiologist.

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

The COMARE

COMARE is responsible for the assessment of the science and subsequent advice to Government and the devolved authorities on the health effects of natural and man-made radiation and to assess the adequacy of the available data and the need for further research.

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

Indicative timetable

Advert:	8 February 2013
Closing date:	12 noon on 5 March 2013
Shortlisting complete:	mid March 2013
Interviews held:	early April 2013

Remuneration

The members will receive an attendance fee of £98.50 for each meeting and a reading fee of £25.00.

Time commitment

Up to 3 meetings per year with associated reading.

Tenure of office

The Department of Health's 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.

Location of post

London

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:

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 COMARE and its Members, please contact Steve Ebdon-Jackson, Secretariat (HPA).

Tel: 01235 822887
Email: steve.ebdon-jackson@hpa.org.uk

Please quote reference EC13-02 on all correspondence.

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

Appointment of the Members

Role and responsibilities of the Members

Roles and responsibilities for a COMARE member:

- To be at least nationally or ideally internationally recognised as a technical expert in one or more areas outlined in the person specification.
- To contribute to discussions of the committee working alongside other recognised experts assessing the detailed technical data under consideration.
- To assist the committee in helping to draft advice appropriate for wider dissemination to the general public.
- To contribute to other discussions (such as in COMARE subcommittees or working groups) as required.

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

Candidates must be a recognised expert with a track record of national or international achievement as the following:

- Radiation Protection Expert - ideally with expertise relating to the nuclear sector.
- Radiobiologist.

In addition to the above, all candidates must demonstrate:

- Excellent communication skills, sound judgement and sensitivity, together with a strong team approach.
- Analytical skills of a high level and have the ability to articulate scientific issues and information clearly, comprehensively and concisely.
- A commitment to Public Health issues and Public Service Values.

Candidates may also be able to demonstrate:

- Experience of committee membership.
- A willingness to be involved in the preparation of reports where necessary.
- Evidence of participation in your speciality at an international level.

Remuneration

- The members will receive an attendance fee of £98.50 for each meeting and a reading fee of £25.00.
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.
- Those appointed will also be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on COMARE 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

Up to 3 meetings per year with associated reading.

Tenure of office

The Department's 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.

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; and
- 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 Members. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the COMARE.

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.

COMARE role and responsibilities

COMARE is responsible for the assessment of the science and subsequent advice to Government and the devolved authorities on the health effects of natural and man-made radiation and to assess the adequacy of the available data and the need for further research.

Members of COMARE are supported in their work by a Secretariat, which is provided by the Health Protection Agency (HPA). The HPA has expertise that enables them to provide members with comprehensive background information and briefing papers that inform the decision-making processes of the committee. The committee is comprised of a chair, a deputy chair and members appointed as independent scientific and medical experts based on their special skills and knowledge.

The committee is responsible for assessing the possible health effects of environmental levels of radiation. For example the committee has been active in assessing the possible association between radioactive discharges and childhood cancer. The committee has advised on the risks of developing lung cancer from exposure to radon and its daughters in the home and has also advised the Government on the possible health effects from the exposure to UV radiation in artificial tanning devices. The COMARE Medical Practices Subcommittee looked into the issue of asymptomatic CT scanning.

Further background information on COMARE can be found on the COMARE website: www.comare.org.uk.

Making an application

Overview

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

The selection panel will make recommendations to the Department of Health 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 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 DH website: www.dh.gov.uk/appointments and searching for the vacancy EC13-02.

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 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 5 March 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 Dr Hilary Walker, Department of Health Senior Sponsor for COMARE and will also comprise Professor Alex Elliot, COMARE Chair and Jocelyn Ridley, 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 Mid-March 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 Department’s Senior Responsible Officer who will make the final decision. The Department’s Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If they do, they 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 Department’s Senior Responsible Officer appointing you as Member of COMARE; 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 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