



## **7 Members of the Joint Committee on Vaccination and Immunisation (JCVI)**

### **Information pack for applicants**

**Closing date:           Midday on 27 June 2013**

**Reference no:           EC13-06**

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## **Members of the Joint Committee on Vaccination and Immunisation (JCVI)**

### **Overview**

#### **The roles**

The Department of Health is looking to appoint seven new members to the JCVI (as well as a new chair which is covered in a separate information pack) with the following areas of expertise: Infectious disease epidemiologist, Health economist, Bacteriologist, Infectious disease clinician, General Practitioner, Public health specialist and a Lay member.

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

#### **The JCVI**

The JCVI is the departmental expert committee that provides independent expert advice to UK health departments on immunisation.

For further information on the role of the JCVI see **Annex B** and the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

#### **Indicative timetable**

Advert:	30 May 2013
Closing date:	Midday on 27 June 2013
Shortlisting complete:	early July 2013
Interviews held:	mid July 2013

#### **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 the JCVI and its Members please contact:

Dr Tom Barlow  
Public Health England  
[tom.barlow@phe.gov.uk](mailto:tom.barlow@phe.gov.uk)  
020 7972 4687

**Please quote reference EC13-06 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

The ability to play a critical role in ensuring the Committee's continued standing as an internationally recognised leading body in the field of immunisation. The Chair and Members of the JCVI are expected to:

- make a full and considered contribution to the work of the Committee and to contribute fully to the debate and to the decision making processes of the Committee
- be prepared to take part in, and possibly chair, sub-committees, which are established by the Committee and report back to the Committee
- be prepared to contribute between meetings on matters of JCVI business, such as commenting on draft minutes or statements for publication
- be committed to and abide by the requirements of the JCVI Code of Practice (the Code is under revision), including the requirement to declare all relevant conflicts of interests and requirements for confidentiality
- engage with Committee discussions as individuals; not representatives of organisations, professional groups or other bodies
- be committed to and abide by the "Seven Principles of Public Life"

The JCVI Code of Practice (which is currently under revision) is at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

### 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.

#### Infectious disease epidemiologist

A research epidemiologist with extensive experience of, and a substantial track record of epidemiological research on, infectious diseases with particular experience in vaccine-preventable diseases.

#### Health economist

A highly experienced, practising health economist with extensive expertise in cost effectiveness analyses of health care interventions and policies and be conversant with the application of the methods of the National Institute of Healthcare and Clinical Excellence for cost effectiveness assessment.

### **Bacteriologist**

A highly experienced practising microbiologist with a substantial track record and particular expertise in bacteriology and preferably vaccinology.

### **Infectious disease clinician**

A highly experienced practising consultant clinician with a substantial track record and expertise in infectious diseases of adults and preferably in the use of vaccines.

### **General Practitioner**

A highly experienced General Practitioner with a track record and substantial interest in public health and immunisation.

### **Public health specialist**

An existing Director or Deputy/Assistant Director of Public Health with a track record and substantial interest in immunisation.

### **Lay member**

An individual with an interest in public health who is able to understand and engage with complex scientific/medical evidence and discussions and provide input and challenge to committee discussions from the perspective of a patient or user of NHS services.

### **All candidates should 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 Government

- sound understanding of and commitment to the principles of public life and equalities

### **Remuneration**

- those appointed will be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on JCVI business
- 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**

6 to 8 days per year.

### **Tenure of office**

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

### **Location of post**

All JCVI and JCVI sub-committee meetings are held in London.

### **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
- 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 JCVI.

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.

JCVI has particular rules of operation with respect to the handling of conflicts of interest, which are set out in the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

Members are expected to abide by these rules.

## **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.



## Annex B

### JCVI role and responsibilities

The Joint Committee on Vaccination and Immunisation (JCVI) is a departmental expert committee that provides independent expert advice to UK health departments on immunisation.

As well as providing advice, after a specific question has been referred to JCVI by the Secretary of State, the Committee may make a recommendation on the introduction of a national vaccination programme which gives individuals a 'vaccination right' as set out by the NHS Constitution. Such recommendations under the Health Protection (Vaccination) Regulations 2009 are binding on the Secretary of State where certain criteria specified in the regulations have been fulfilled.

In formulating its advice and recommendations, the Committee takes into account a wide range of evidence, including the epidemiology of diseases, the need for vaccines, their effectiveness and safety, and the cost-effectiveness of vaccination programmes so that the greatest benefit to the public health can be obtained from the most appropriate use of vaccines. All members are expected to make a considered contribution to this work, using their skills and knowledge to the fullest extent.

The advice and recommendations of the Committee are published in the *Immunisation against infectious disease* ('the Green Book', which is the clinical guidance document for those under taking immunisations) and also through other routes as necessary.

The Green Book is available at:

<https://www.gov.uk/government/organisations/public-health-england/series/immunisation-against-infectious-disease-the-green-book>

The Secretariat of the JCVI is provided by Public Health England.

Further information about the Committee is available at:

<https://www.gov.uk/government/policy-advisory-groups/joint-committee-on-vaccination-and-immunisation>

and also in the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

## Annex C

### Making an application

#### Overview

The appointment of Members of the JCVI 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 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, DH Senior Responsible Officer will make the final decision on who he believes 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](http://www.dh.gov.uk/appointments) and searching for the vacancy EC13-06.

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  
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 **by midday on 27 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 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. 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 David Salisbury, DH Director of Immunisation and will also comprise Mary Ramsay, Head of Immunisation at PHE and an 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 early July 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 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, he 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 Member of the JCVI
- 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)