



Department
of Health

**Expert Member to the Committee on Carcinogenicity
of Chemicals in Food, Consumer Products and the
Environment (COC)**

Information pack for applicants

Closing date: Midday on 19 September 2013

Reference no: EC13-22

Contents

	Page
Overview	3
Annex A: Appointment of the Expert Members	5
Annex B: COC role and responsibilities	8
Annex C: Making an application	9

Expert Members to the Committee on Carcinogenicity of Chemicals in Food, Consumer Products and the Environment (COC)

Overview

The roles

All applicants must be a recognised expert with a track record of national or international achievement in one or more of the following fields: toxicology; pathology; pharmacokinetics and metabolism and/or genetic toxicology.

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

COC

COC provides independent expert advice to the Department of Health, Food Standards Agency and other Government departments and agencies on the risk to humans of cancer from substances such as environmental contaminants, food additives and contaminants, and chemicals in cosmetics or household products. It also advises on the design and interpretation of studies for carcinogenicity from chemicals and new developments in the field.

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

Indicative timetable

Advert:	5 July 2013
Closing date:	Midday on 19 September 2013
Shortlisting complete:	October 2013
Interviews held:	October 2013

Location of post

Meetings will be held in 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 COC and its Members please contact:

Gill Fisher
Administration Secretary
Tel: 01235 822836

Email: gill.fisher@phe.gov.uk

Please quote reference EC13-22 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 Expert Members

Expert Members - as a specialist in toxicology, pathology, pharmacokinetics and metabolism and genetic toxicology you will:

- contribute to discussions of the committee working alongside recognised experts who assess other aspects of the detailed technical data on chemical carcinogens under consideration
- be expected to contribute to the Committee's deliberations on carcinogenesis and to the consideration of detailed statements and conclusions from the Committee
- contribute to other discussions (such as in COC working groups) as required

Qualities required for the roles of Expert Members

Essential Criteria

All applicants must be a recognised expert with a track record of national or international achievement in one or more of the following fields:

Toxicology: applicants should be able to demonstrate an interest in cancer risk assessment and in the mechanisms of carcinogenesis.

Pathology: applicants must have expertise in toxicological and/or medical pathology, with an interest in cancer pathology.

Pharmacokinetics and metabolism: applicants should have expertise in interpretation of data on the disposition, metabolism and pharmacokinetics of chemicals.

Genetic toxicology: applicants must have experience in the conduct and interpretation of in vitro and in vivo tests. An interest in molecular carcinogenesis would also be of value.

In addition to the above, applicants must possess the expertise to provide independent scrutiny and credible advice on the issues that fall within the remit of the COC.

All applicants must:

- be able to provide specific advice independent of government or industry
- have excellent communication skills, sound judgement and sensitivity
- be able to contribute to the work of the COC

Desirable Criteria

You may also be able to demonstrate:

- experience of committee membership
- a contribution to national and international fora whose work lies within the remit of the COC
- ability to offer additional specialist skills (e.g. risk communication)

Remuneration

- members will receive an attendance fee of £123 per meeting plus a reading fee of £30. We will be reviewing the fee structure over the coming months and the fees set out above are subject to change in accordance with the review
- remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of the COC, in line with travel and subsistence policy and rates. A copy of the policy and rates can be obtained from COC

Time commitment

Up to three meetings per year with associated reading.

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

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 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 private interests which may, or may be perceived to, conflict with the role and responsibilities as an Expert Member of COC, including any business interests and positions of authority outside of the role in COC.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

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.

COC role and responsibilities

Duties and Role

COC is an important committee reporting to the Chief Medical Officer, and the Chair of the Food Standards Agency on all aspects of carcinogen risk assessment. As a specialist, members:

- contribute to discussions of the Committee working alongside recognised experts who assess other aspects of the detailed technical data on chemical carcinogens under consideration (e.g. mode of action/mechanism studies, cancer epidemiology studies, statistics).
- will be expected to contribute to the Committee's discussions and to the consideration of detailed statements and conclusions from the Committee.
- may be asked to contribute to other discussions (such as in working groups) or to draft text within your specialism if the need arises.

Making an application

Overview

Expert Members of the COC 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 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 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 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 1N14)
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 19 September 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 meet the qualities required for the role. We will rely on only the information you provide on your application form and CV to assess whether you have the skills and 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 Hilary Walker, Senior Sponsor for COC, Department of Health and will also comprise Professor David Phillips, COC Chair and Judith Alderton, 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 early September 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 DH Senior Responsible Officer appointing you as an Expert Member of COC, which will confirm the terms on which the appointment is offered

- 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