



# Member of the Advisory Committee on Dangerous Pathogens (ACDP)

Information pack for applicants

**Closing date: Midday on Wednesday, 17 April 2024**  
**Reference no: VAC-1845**

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# Section 1 – The Role

## 1.1 Role description and person specification

### Role Description

The Department of Health and Social Care is looking to appoint two Members to the Advisory Committee on Dangerous Pathogens (ACDP).

The ACDP is an independent expert advisory committee which provides scientific advice across the UK on the risks of exposure to various pathogens. The ACDP's work spans different organisations, including the Health and Safety Executive (HSE), UK Health Security Agency (UKHSA) and the Department for Environment, Food and Rural Affairs (DEFRA). Members are appointed by the Department's Senior Responsible Officer and are accountable to the Chair of ACDP for the provision of the scientific risk assessment and mitigation advice on the threat posed by different pathogens.

We are looking for candidates who are recognised as an authoritative expert in the following fields:

- Clinical Scientist with experience of laboratory work in microbiology and safe working practices
- Veterinarian with expertise in veterinary public health and zoonotic infections

### Person specification

The Department of Health and Social Care values and promotes diversity and encourages applications from all sections of the community. The memberships of our committees should reflect the population they are there to serve. Committees benefit from fresh perspectives, and we are always keen to encourage candidates who may be new to serving on Committees to consider applying for our roles.

### Essential Criteria

To be considered for appointment, you must be able to demonstrate that you have the qualities, skills, and experience to meet all the essential criteria.

- Candidates must be a recognised expert with a track record of national achievement in their named specialty. Please note that in order to retain the scientific independence of ACDP, these criteria must be met by someone who is not employed or representing the interests of UKHSA, Health Protection Scotland, Public Health Wales and Health and Social Care in Northern Ireland.

- The ability to analyse complex information and scientific / medical data, including:
  - applying relevant knowledge;
  - identifying key scientific issues;
  - providing the best risk assessment and mitigation advice, to inform the policy decisions taken in Government.
- Excellent communication skills, including:
  - using data not opinion;
  - providing effective challenge;
  - understanding of the need for confidentiality and complying with that need
  - Ability to interact effectively and respectfully with the Chair, Committee and Government officials
- Experience at a senior level, including:
  - making significant personal contributions to organisations' achievements or to a particular field of study and recognised as an authority expert in your field; commitment to the principle of giving independent advice to Government

#### Desirable Criteria

- experience of committee membership

## Remuneration

- There is no remuneration for this post, however you can claim reimbursement for reasonable travel and subsistence costs which are properly and necessarily incurred on official business, in line with the travel and subsistence policy and rates of the ACDP/DHSC.
- This is an office holder appointment and does not attract any benefits under any Civil Service Pension Scheme. You will not be eligible for redundancy pay as you are not an employee. No other arrangements have been made for compensation upon the end of your term of appointment because an office holder who is appointed for a limited duration would have no expectation of serving beyond that period.
- As this is an office holder appointment, you will not become a member of the Civil Service. You will not be subject to the provisions of employment law.

## Time commitment

The Member roles involve a time commitment of around 3 meetings per year in February, June, and November, with additional subcommittee meetings or Ad Hoc meetings as required. However, in an emergency situation the time commitment may considerably exceed this.

## Location

There is no main office for ACDP, however meetings are usually held either virtually or face-to-face usually at the Department of Health Offices based in London.  
The Secretariat contact details are: [acdp@ukhsa.gov.uk](mailto:acdp@ukhsa.gov.uk)

## **Tenure of office**

The appointment will be for up to 3-4 years.

The possibility of re-appointment for a further term is at the discretion of the Senior Responsible Officer. Any re-appointment is subject to satisfactory annual appraisals of performance during the first term in the post. There is no automatic presumption of re-appointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the diversity of the current committee and its balance of skills and experience. In most cases, the total time served in post will not exceed more than two terms or serve in any one post for more than ten years.

## **Accountability**

Members are appointed by the Department of Health and Social Care and are accountable to the Department via the Chair for carrying out their duties and for their performance.

## **For a discussion about the role**

For further information regarding the role of ACDP and the role of a Member please contact the ACDP Chair, Professor Tom Evans:

Email: [tom.evans@glasgow.ac.uk](mailto:tom.evans@glasgow.ac.uk)

## 1.2 ACDP role and responsibilities

ACDP is an expert committee of the Department of Health and Social Care (DHSC). Its work cuts across several organisations, including the Health and Safety Executive (HSE), UK Health Security Agency (UKHSA) and the Department for Environment, Food and Rural Affairs (Defra). The committee provides as requested independent scientific advice to HSE, and to ministers through DHSC, 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, the ACDP provides as requested, independent scientific risk assessment advice on transmissible spongiform encephalopathies (TSEs) to ministers through DHSC, Defra, and their counterparts under devolution in Scotland, Wales, and Northern Ireland, and to the Food Standards Agency. Further information about DHSC, including the Role of the Committee, Membership, Terms of Reference, Minutes, News and Publications can be found at:

<https://www.gov.uk/government/groups/advisory-committee-on-dangerous-pathogen>

# Section 2: The recruitment

## 2.1 Making an application

Thank you for your interest in the appointment of a Member to the Advisory Committee on Dangerous Pathogens (ACDP).

The Department of Health and Social Care's Honours and ALB Public Appointments Unit is managing this recruitment campaign.

In order to apply, you will need to provide:

1. A **Curriculum Vitae** which provides your contact details, details of your education and qualifications, employment history, directorships, membership of professional bodies and details of any relevant publications or awards
2. A **supporting statement** (2-page limit) setting out how you meet the criteria for appointment as set out in the person specification for the role
3. Information relating to any **outside interests or reputational issues**.
4. **Diversity information**. This allows us to see if there are any unfair barriers to becoming a public appointee and whether there are any changes that we could make to encourage a more diverse field to apply. You can select "prefer not to say" to any question you do not wish to answer. The information you provide will not be used as part of the selection process and will not be seen by the interview panel.
5. **Disability Confident** – please state if you wish your application to be considered under the disability confident scheme.
6. **Reasonable adjustments** - set out any requests you may have for reasonable adjustments that you would like to the application process (if applicable).

**Please provide the information at points 3-6 above on the monitoring form.**

Completed applications should be submitted to [appointments.team@dhsc.gov.uk](mailto:appointments.team@dhsc.gov.uk) – please quote **ref: VAC-1845** in the subject field.

If you are unable to apply by email, please contact Dan Probert on [dan.probert@dhsc.gov.uk](mailto:dan.probert@dhsc.gov.uk) 0113 204 5513.

Applications must be received by **midday on Wednesday, 17 April 2024**.

The Advisory Assessment Panel reserves the right to only consider applications that contain all of the elements listed above, and that arrive before the published deadline for applications.

In completing an application, please firstly note the following in relation to:

- Disqualification from appointment
- Conflicts of interest

- Standards in public life and ensuring public confidence.

## **Conflicts of interest**

Before you apply you should carefully consider if you or a party related to you have any interests which could lead to a real or perceived conflict of interest if you were to be appointed.

When you apply you should declare in your Supporting Statement the details of any relevant interests, highlighting any that you think may call into question your ability to properly discharge the responsibilities of the role you are applying for, or may be perceived as having scope to do so by a reasonable member of the public.

Conflicts of interest may include, without limitation, any outside personal or business interests (including direct and indirect financial interests, such as shares in a company providing services to government) or any positions of employment, other appointments or other positions of authority, that you or any party related to you have and which may influence your judgement in performing your public appointment or may be perceived by a reasonable member of the public as having scope to do so. This should include declaring any political roles you hold or political campaigns you have supported.

A 'party related to you' could include for example (but without limitation) a spouse/partner, a business partner, a close family member or a person living in the same household as you or a close family member.

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict does not prevent you from being interviewed.

If you are shortlisted, the panel will discuss any potential conflicts with you during your interview, including any proposals you may have to mitigate them, and can record that in their advice to the Senior Responsible Officer. If the Senior Responsible Officer wishes to appoint you, an offer of appointment may be subject to you giving up any unmanageable conflicts of interest. Any interests that are deemed manageable will need to be formally declared and may be published in line with ACDP organisational policy regarding Declarations of Interest.

Failure to declare a potential conflict of interest may become grounds for withdrawing an offer of appointment. If offered the role, you will also be required to make a Declaration of Interests and to keep the Declaration up to date throughout the tenure of your appointment. The requirement to declare interests will also be included in your Terms and Conditions of appointment. Failure to disclose an interest, subject to the interest and the circumstances, may become grounds during the tenure of your appointment, for suspension or termination of your appointment.

## **Standards in public life and ensuring public confidence**

If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or the Committee or cause public confidence in the appointment to be jeopardised, it is important that you bring them

to the attention of the Advisory Assessment Panel and provide details of the issue/s in your Supporting Statement.

This should include declaring in your supporting statement if:

- you are, or have been, bankrupt or you have made an arrangement with a creditor at any point, including the dates of this
- you are subject to a current police investigation
- there are any previous or pending personal conduct issues where:
  - i) a complaint/personal conduct issue has either been upheld or partly upheld
  - ii) an investigation that relates at least in part to your personal conduct, is to take place but it is yet to start, or a similar such investigation is underway, but it is yet to conclude
  - iii) a complaint/personal conduct issue is current, but at the time of your application it is yet to be confirmed whether or how it will be investigated further.
- there are any possible reputational issues arising from your past actions or public statements that you have made (including through social media and blogs)
- there are any other matters which may mean you may not be able to meet the requirements of the Code of Conduct for Board Members of Public Bodies. You can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

## CV

We recommend you limit your CV to around 2 pages. Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile), personal email address and details of any Twitter accounts and LinkedIn accounts, including your Twitter handle/username.
- Details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards.
- Contact details for at least two referees. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- Brief details of your current or most recent post and the dates you occupied this role, and any past or present Ministerial appointments.



## Supporting Statement

The Supporting Statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the Advisory Assessment Panel if you can be clear which specific evidence that you provide relates to which criterion. Providing separate paragraphs in relation to each criterion is common practice.

Please also set out details regarding any potential conflicts and/or reputational issues (see above guidance on Conflicts of Interest and Standards in Public life).

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your Statement.

Please write all acronyms in full first, **limit your statement to two pages** and type or write clearly in black ink.

We may commission a pre-assessment of candidate applications which will then be provided to the Panel for consideration and to inform the shortlisting process. By applying, you are agreeing to your application being shared with another party for pre-assessment. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who should be invited to interview.

**You must inform the Department if, during the application and assessment process, your circumstances change in respect to any information that has been or should have been provided by you in your application.**

## Monitoring form

Please complete in full and return the Monitoring form with your CV and Supporting Statement.

The form is split into sections, covering:

- A – Disqualification; Conflicts; and Standards in Public Life.
- B – Diversity
- C – Reasonable Adjustments
- D – Disability Confident

### **Section A - Disqualification; Conflicts; and Standards in Public Life.**

The form asks to you to confirm and declare any potential issues and directs you to provide further detail in your Supporting Statement. Further guidance on these topics is set out earlier in this information pack.

### **Section B – Diversity**

We encourage applications from talented individuals from all backgrounds and across the whole of the UK. Boards of public bodies are most effective when they reflect the diversity

of views of the public they serve and this is an important part of the Government's levelling up agenda.

We collect data about applicants' characteristics and backgrounds so that we can make sure we are attracting a broad range of people to these roles and that our selection processes are fair for everyone. Without this information, it makes it difficult to see if our outreach is working, if the application process is having an unfair impact on certain groups and whether changes are making a positive difference.

The data you provide is used to produce anonymised management information about the diversity of applicants. You can select "prefer not to say" to any question you do not wish to answer. **The information you provide will not be seen by the Advisory Assessment Panel.**

### **Section C – Reasonable Adjustments**

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of adjustments are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process in Section C of the form.

### **Section D - Disability Confident Scheme**

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. We are a member of the Government's Disability Confident Scheme. We use the Disability Confident Scheme symbol, along with other like-minded employers, to show our commitment to good practice in appointing people with a disability. The Scheme helps recruit and retain disabled people.

As part of implementing the Scheme, we guarantee an interview to anyone with a disability whose application meets all the essential criteria in the person specification for the role and who has asked that their application is considered under the Scheme. Indicating that you wish your application to be considered under the Scheme will in no way prejudice your application.

**What do we mean by a disability?**

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this Scheme.

If you wish to apply under the Scheme, please ensure you complete Section D of the Monitoring form.

## 2.2 The Assessment Process

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

### Planned timetable

- Closing date: MIDDAY on Wednesday, 17 April 2024
- Shortlisting: 02 May 2024
- Interviews: 20 May 2024

### Advisory Assessment Panel

Advisory Assessment Panels (AAP) are chosen by the Senior Responsible Officer to assist them in their decision-making. These include a departmental official and an independent member. For competitions recruiting non-executive members of a committee (apart from the Chair), the panel will usually include a representative from the public body concerned.

AAP's perform a number of functions, including agreeing an assessment strategy with ministers, undertaking sifting, carrying out interviews in line with the advertised criteria and deciding objectively who meets the published selection criteria for the role before recommending to the Senior Responsible Officer which candidates they find appointable. It is then for the Senior Responsible Officer to decide who to appoint to the role.

The panel will include:

- Professor Tom Evans, Chair of ACDP as panel chair.
- Dr Morwenna Carrington, Deputy Director of UK Health Security Agency as panel member
- Dr Gill Clare, Independent Consultant in genetic toxicology, as an independent panel member

### Assessment

- At the shortlisting meeting, the Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet all the criteria set out in the person specification. However, if you have applied under the Disability Confident Scheme and you meet all the essential criteria, then you will also be invited for interview.
- If you apply under the Disability Confident Scheme and you are not shortlisted for interview, we can provide a summary of the assessment of your written application, if you choose to request feedback. However, we regret that due to the volume of

applications received, we are only able to offer feedback to candidates who have been unsuccessful at the interview stage.

- After shortlisting, you will be advised (by e-mail) whether you have been shortlisted. Those shortlisted will be invited to an interview. Interviews will be conducted either face-to-face, in central London or by video/teleconference. We will confirm arrangements to shortlisted candidates in due course.
- If you are invited to interview and are unable to attend on the set date, then an alternative date can only be offered at the discretion of the Panel.
- The Panel will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. The Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post. The Panel will also explore with you any potential conflicts of interest or any other issues arising from your personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Details of the panel's assessment of interviewed candidates are provided to the Senior Responsible Officer, including whether they have judged a candidate to be appointable to the role. It is then for the Senior Responsible Officer to decide who should be appointed. In some circumstances, the Senior Responsible Officer may choose not to appoint any candidates and re-run the competition.
- The Senior Responsible Officer may choose to meet with candidates before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.
- Once the decision on the appointment has been made, interviewed candidates will be advised of the outcome of their application, including whom they may approach for feedback, if they wish. We appreciate it takes a lot of time and effort to apply for roles, and prepare for and attend an interview, and that feedback is a valuable part of the process.

## **Offer of appointment**

If you are successful, you will be contacted by Officials to inform you of the offer and to confirm if you would be willing to accept. If you would, then you will receive a letter from the SRO appointing you as a Member of ACDP, which will confirm the terms and conditions on which the appointment is offered.

## **Announcement**

The appointment will be announced and the announcement will include the length of your appointment, time commitment any remuneration for the role. We would share a draft announcement with you before it is made

## Queries

For any queries about your application status or the selection process, please contact Ben Jones in DHSC's Honours and ALB Public Appointments Unit:

Email: Ben.Jones1@dhsc.gov.uk

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

**All applications will be acknowledged by email after the closing date. If you have not received your application id reference number within 3 working days of the advertised closing date, please contact us quoting reference VAC- 1845.**

## If you are not completely satisfied

The Department of Health and Social Care 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 Ben Jones by emailing Ben.Jones1@dhsc.gov.uk

## 2.3 How we will manage your personal information

Your personal information will be held in accordance with the General Data Protection Regulation. You will not receive unsolicited paper or electronic mail because of sending the Department of Health and Social Care 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

The Department of Health and Social Care will process personal data relating to you in accordance with: the Department of Health and Social Care data protection policy at <https://www.gov.uk/government/publications/dhsc-privacy-notice>

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 CV and supporting letter can be assessed.

The diversity information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage.

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