



UK Health
Security
Agency

Chair of the United Kingdom Advisory Panel (UKAP)

Information pack for applicants

Closing date: Midday on 24.06.2024

Reference no: UKAP20240001

Contents

	Page
Overview	3
Annex A: Appointment of the Chair	3
Annex B: UKAP role and responsibilities	4
Annex C: Making an application	6

The UK Advisory Panel (UKAP) for Healthcare Workers Living with Bloodborne Viruses: Chair

Overview

The role

The Chief Executive (CEX) of UKHSA is looking to appoint a new Chair to the United Kingdom Advisory Panel for Healthcare Workers Living with Bloodborne Viruses (UKAP).

The Chair will be an outstanding individual with good reputation and strong leadership skills, able to command the confidence of the panel, healthcare professionals and the academic community. The Chair will preferably have experience of successfully leading a committee, and a commitment to evidence-based advice, maintaining the independent integrity of the UKAP, the values of accountability and probity and to following the best practice principles as set out in the Chief Scientist's Code of Practice for Scientific Advisory Committees¹. He/she should be an expert in the area of occupational health and/or public health and/or BBVs and be able to commit time to the work of this high-profile advisory panel. He/she should have excellent communication skills and be capable of dealing sensitively and authoritatively with panel members and key stakeholders. Experience of working at the interface between science and public health policy making would be an advantage.

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

The United Kingdom Advisory Panel

The UKAP gives advice and guidance on the transmission and management of bloodborne viruses among healthcare workers - specifically HIV, hepatitis B and hepatitis C. The panel also provides support for local incident management teams and maintains a monitoring register of healthcare workers living with HIV and hepatitis B who perform exposure prone procedures (EPPs).

For further information on the role of the UKAP see **Annex B** and the UKAP Code of Practice (under revision), attached.

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

Indicative timetable

Advert:	13.05.2024
Closing date:	Midday on 24.06.2024
Shortlisting complete:	05.07.2024
Interviews held:	Weeks commencing 22.07.2024 and 29.07.2024

Key contacts: Ukap@ukhsa.gov.uk

For information regarding the selection process, please contact:

¹ Code of Practice for Scientific Advisory Committees
<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

scs.mdrecruitment@ukhsa.gov.uk

For information regarding the role of the UKAP and its Chair please contact:

Dr Monica Desai

UKHSA

UKAP@ukhsa.gov.uk

020 8327 7553

Please quote reference UKAP20240001 on all correspondence.

Appointment of the Chair

The ability to play a critical role in ensuring UKAP's continued standing as the UK's recognised leading body in the provision of advice and guidance on Bloodborne viruses (BBVs) in HCWs, the Chair, working with the Members of UKAP, are expected to:

- Make full and considered contributions to the work of UKAP and to contribute fully to the debate and to the decision-making processes of the panel
- Attend and chair all UKAP meetings and liaise with the secretariat regarding the agenda and completion of the committee discussion papers prior to the meeting
- Lead the panel's discussions through a full understanding of all aspects of UKAP work, papers and presentations made to UKAP
- Chair and summarise discussions effectively ensuring that there is adequate expertise available to consider topics put to UKAP and that all aspects of papers and questions put to UKAP are fully discussed
- In conjunction with advice from the secretariat, make decisions on any declarations of interest that may be made in respect of items of business
- Liaise with the secretariat regarding the completion of UKAP statements and guidance statements
- Be prepared to take part in, and possibly chair, sub-committees, which are established by the UKAP and report back to the UKAP and CMOs (Chief Medical Officers)
- Be prepared to contribute between meetings on matters of UKAP business, such as statements for publication
- Be committed to and abide by the requirements of the UKAP Code of Practice including the requirement to declare all relevant conflicts of interests and requirements for confidentiality

In addition, the Chair should be prepared to be responsible for (as set out in the Code of Practice for Scientific Advisory Committees (COPSAC) 2011²):

- the operation and output of the UKAP, including assessing the workload and ensuring that the volume of work does not compromise the rigour of discussion
- ensuring that any significant diversity of opinion among the members of the committee is fully explored and discussed and if it cannot be reconciled is accurately reflected in the report and in any other communications with sponsoring departments

- ensuring that every member of the committee has the opportunity to be heard and that no view is ignored or overlooked, using, where appropriate, a structured process which ensures that all views are captured and explored

reviewing UKAP's advice to UKHSA and the Department of Health and Social Care (DHSC)

- ensuring that the secretariat accurately documents the proceedings of the panel so that there is a clear audit trail showing how the committee reached its decisions
- ensuring that a record of information is maintained and is available to the CE and the CMOs, for the purposes of monitoring and evaluating the performance of the panel
- ensuring that the right balance of skills is represented in the panel membership
- ensuring that members have any necessary skills to enable them to fulfil their role
- ensuring that the committee manages appropriately any conflicts of interest that members may have. As such it is very important that the Chair does not carry conflicts of interest that would compromise his/her position as Chair (conflicts of interest and their management are described in detail in the UKAP Code of Practice.

Qualities required for the role of Chair

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.

Person Specification

The Chair will be an outstanding individual with good reputation and strong leadership skills, able to command the confidence of the panel, healthcare professionals, and other key stakeholders.

The Chair will preferably have some experience of successfully leading a committee, a track record of effective leadership, and a commitment to evidence-based advice, maintaining the independent integrity of the panel, the values of accountability and probity and to following the best practice principles as set out in the Chief Scientist's Code of Practice for Scientific Advisory Committees.

He/she should be an expert in the area of occupational health and/or public health and/or BBVs and be able to commit time to the work of this high profile panel.

He/she should have excellent communication skills and be capable of dealing sensitively and authoritatively with committee members and key stakeholders. Experience of working at the interface between science and public health policy making would be an advantage.

He/she should have an understanding of UKAP membership and the role of UKAP, with the ability to ensure independent scrutiny of the issues that fall within UKAP's remit.

All candidates should have:

1. Strong skills in absorbing and analysing information and scientific / medical data, including:

- applying relevant knowledge, perspective, and skills
- identifying key issues and actions needed
- developing evidence-based, workable solutions to sometimes complex issues

2. 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

3. Experience at a senior level, including:

- making significant personal contributions to a particular field of study
- commitment to the principles of giving independent advice to stakeholders and/or Government
- sound understanding of and commitment to the principles of public life and equalities

Remuneration

- There is no remuneration for this post.
- You will be eligible to claim allowances, at rates set centrally, for travel and subsistence costs necessarily incurred on UKAP 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

9-12 days per annum

Tenure of office

The UKHSA Chief Executive's Senior Responsible Officer determines the length of appointments, which will be for up to three years and may be extendable.

Accountability

The Chair is appointed by the UKHSA Chief Executive and will be accountable to them and for their performance.

Location of post

All UKAP and UKAP sub-committee meetings are held in a central location such as London and/or virtually.

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 scs.mdrecruitment@ukhsa.gov.uk

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 Chair. Conflicts may relate to any relevant business interests, positions of authority or other connections with organisations relevant to the business of the UKAP.

Please specify if you are a civil servant, employed by one of the Department for Health and Social Care'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 Department's senior officer, to whom you will be accountable for your performance.

UKAP has particular rules of operation with respect to the handling of conflicts of interest, which are set out in the UKAP Code of Practice, attached

The chair is 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:

[Code of Practice for Scientific Advisory Committees and Councils: CoPSAC 2021 - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/462222/Code_of_Practice_for_Scientific_Advisory_Committees_and_Councils_CoPSAC_2021.pdf)

Diversity and equality of opportunity

The Department of Health and Social Care values and promotes diversity and is committed to equality of opportunity for all.

UKAP's role and responsibilities

The United Kingdom Advisory Panel (UKAP) is an expert committee that provides advice and guidance on healthcare workers living with HIV, hepatitis B and hepatitis C. The panel also provides support for local incident management teams and currently maintains a monitoring register of healthcare workers living with HIV and hepatitis B who perform exposure prone procedures (EPPs).

Terms of reference

The panel's terms of reference are:

- To establish, and update as necessary, criteria on which local advice on modifying working practices may be based
- To provide supplementary specialist occupational advice to physicians of healthcare workers living with bloodborne viruses, occupational health specialists and professional bodies
- To advise individual healthcare workers or their advocates how to obtain guidance on working practices
- To advise Directors of Public Health (DsPH) on patient notification exercises, where these are indicated, of patients treated by healthcare workers living with bloodborne viruses
- To keep under review the literature on occupational transmission of bloodborne viruses and revise guidelines as necessary

Membership

The Chief Executive of the UK Health Security Agency (UKHSA) appoints members with specialist medical and scientific expertise, as well as lay members.

As well as providing advice, after a specific question has been referred to UKAP by stakeholder, the Committee may make a recommendation on changes in the national guidance on HCWs living with Blood borne Viruses (BBVs).

In formulating its advice and recommendations, the Committee takes into account a wide range of evidence, including the epidemiology of diseases, so that the greatest benefit to the public health and HCWs can be obtained. 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 UKAP are published in the Integrated guidance on health clearance of healthcare workers and the management of healthcare workers living with bloodborne viruses (hepatitis B, hepatitis C and HIV) and also through other routes as necessary.

The Integrated guidance on health clearance of healthcare workers and the management of healthcare workers living with bloodborne viruses (hepatitis B, hepatitis C and HIV) is available at:

<https://www.gov.uk/government/publications/bbvs-in-healthcare-workers-health-clearance-and-management>

The Secretariat of the UKAP is provided by UKHSA.

Further information about the UKAP is available at:

[UK Advisory Panel for Healthcare Workers Living with Bloodborne Viruses \(UKAP\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

and also in the UKAP Code of Practice, attached.

Annex C

Making an application

Overview

The appointment of the Chair of UKAP is a UKHSA CEX's Senior Responsible Officer appointment. The Department of Health and Social Care's (DHSC) public appointment office 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 UKHSA CEX's Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the CEX's Senior Responsible Officer will make the final decision on who he believes best meets the criteria for the role and will make the appointment.

How to apply

All applicants are required to email a CV and a supporting statement to UKAP@UKHSA.gov.uk.

Details of the job are available online by visiting the DHSC's website: <https://www.gov.uk/government/organisations/department-of-health> and searching for the vacancy **UKAP20240001**.

Alternative formats such as braille, large print and tape versions of this information pack and the application forms are available from:

scs.mdrecruitment@ukhsa.gov.uk

If you wish to submit a paper copy of your application, or one in an alternative format, please send to:

United Kingdom Advisory Panel
UK Health Security Agency
Blood Safety, Hepatitis, STI & HIV Division
61 Colindale Avenue
London
NW9 5EQ

All applications will be acknowledged by email after the closing date.

The UKHSA Appointments Team must receive your completed application form **before midday on 24.06.2024**.

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 DHSC 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 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.

How we will handle your application

The UKHSA 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 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 Dr. David Hawkins (UKAP Deputy Chair) and will also comprise Dr. Monica Desai (Medical Secretary to UKAP), Dr. Sema Mandal (Deputy Director of Blood Safety, Hepatitis, Sexual Health and HIV Division at UKHSA), 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 **05.07.2024** 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 UKHSA 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 CEX who will make the final decision. The CEX's Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he/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 the Chair of UKAP;
- if you are unsuccessful, you will be notified by the UKHSA 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 the UKHSA recruitment team at scs.mdrecruitment@ukhsa.gov.uk