



UK Health
Security
Agency

Chair of the United Kingdom Advisory Panel: information pack for applicants

Closing date: Midday on Monday 16 September 2024

Reference no: VAC-UKAP20240001

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1. Role description and person specification

1.1 Role description

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.

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

¹ Code of Practice for Scientific Advisory Committees
[Code of Practice for Scientific Advisory Committees and Councils: CoPSAC 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/Code_of_Practice_for_Scientific_Advisory_Committees_and_Councils_CoPSAC_2021_-_GOV.UK.pdf)

- 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 \(COPSAC\) 2021](#)):

- 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).

1.2 Person specification

The UK Health Security (UKHSA) 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.

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.

1.3 Essential criteria

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:

- 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
- 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 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

1.4 Remuneration

Members are not remunerated.

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 UKAP.

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.

1.5 Time commitment

6-8 days per annum

1.6 Location

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

1.7 Tenure of office

The appointment will be up to three 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 2 terms or serve in any one post for more than 10 years.

1.8 Accountability

The chair is appointed by UKHSA and will be accountable to a senior responsible officer for carrying out their duties and for their performance.

1.9 For a discussion about the role

For further information regarding the role of Chair of UKAP, please contact Dr Monica Desai via email on monica.desai@ukhsa.gov.uk.

1.10 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 \(www.gov.uk\)](https://www.gov.uk/government/publications/ukap)

2. The recruitment process

2.1 Making an application

Thank you for your interest in the appointment of Chair to the UKAP.

DHSC's Honours and ALB Public Appointments Unit is managing this recruitment campaign.

In order to apply, you will need to provide:

- a CV 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
- a supporting statement setting out how you meet the criteria for appointment as set out in the person specification for the role
- information relating to any outside interests or reputational issues
- 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

You will also need to:

- tell us if you wish your application to be considered under the Disability Confident scheme
- set out any requests you may have for reasonable adjustments that you would like to the application process (if applicable)

Please provide the information on the last 3 points above on the monitoring form and/or as part of your supporting statement.

Completed applications should be submitted to UKAP@ukhsa.gov.uk -please quote ref: VAC-UKAP20240001 in the subject field.

2.2 Deadline

Applications must be received by midday, Monday 16 September 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 note the following in relation to:

- disqualification from appointment (if applicable)
- conflicts of interest
- standards in public life and ensuring public confidence

2.3 Disqualification from appointment

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

2.4 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 or 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 UKAP's 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.

2.5 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 any issue 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:
 - a complaint or personal conduct issue has either been upheld or partly upheld
 - 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
 - a complaint or 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](#)

Alongside your own declaration, we will conduct appropriate checks, as part of which we will consider anything in the public domain related to your conduct or professional capacity. This may include searches of previous public statements and social media, blogs or any other publicly available information. This will be shared with the panel.

The panel may explore any issues you have raised or have been identified in due diligence checks with you as part of assessing your application.

Failure to disclose relevant information requested could result in an appointment offer being withdrawn or the appointment being terminated, as the person appointed to this role will be expected to demonstrate the highest standards of corporate and personal conduct and in line with standards set out in the [Code of conduct for board members of public bodies](#), which includes the [Seven Principles of Public Life](#). As part of agreeing to the terms and conditions of appointment you will be expected to agree to meeting the standards set out in this code.

2.6 CV

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

- your full name, title, home address, preferred contact telephone numbers, personal email address and details of any X (formerly known as Twitter) accounts and LinkedIn accounts, including your Twitter handle or 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 2 referees - one referee should be the person to whom you are or were accountable in your current or most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for shortlisted 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

2.7 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 2 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.

2.8 Monitoring form

Please complete in full and return the monitoring form with your CV and supporting statement.

The form is split into sections, covering:

1. Disqualification, conflicts and standards in public life
2. Diversity data
3. Reasonable adjustments
4. Disability Confident scheme

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.

Diversity data

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.

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 this section of the form.

Disability Confident scheme

DHSC 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.

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 this section of the monitoring form.

3. The assessment process

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

3.1 Planned timetable

The planned timetable is as follows:

- closing date is midday on 16 September 2024
- shortlisting is the week commencing 16 September 2024
- interviews are on the week commencing 7 October 2024

3.2 Advisory assessment panel

Advisory assessment panels (AAPs) 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.

AAPs 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:

- Dr David Hawkins, UKAP Deputy Chair
- Dr Monica Desai, Medical Secretary to UKAP
- Dr Sema Mandal (Deputy Director of Blood Safety, Hepatitis, Sexual Health and HIV Division at UKHSA)

3.3 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 email) whether you have been shortlisted. Those shortlisted will be invited to an interview. Interviews will be conducted by video or 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 Making an application' 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.

3.4 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 senior responsible officer appointing you as Chair of UKAP, which will confirm the terms and conditions on which the appointment is offered.

3.5 Announcement

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

4. Queries

For any queries about your application status or the selection process, please contact SCS.MDrecruitment@ukhsa.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-UKAP20240001.

4.1 If you are not completely satisfied

UKHSA 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 SCS.MDrecruitment@ukhsa.gov.uk.

4.2 How we 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 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 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.