



Medicines & Healthcare products
Regulatory Agency

Members of the Herbal Medicines Advisory Committee: Information pack for applicants

Closing date: Monday 7 September 2026
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Section 1 – The Role

1.1 Role and responsibilities of a Member of the Herbal Medicines Advisory Committee (HMAC)

Introduction

The Medicines and Healthcare products Regulatory Agency (MHRA) is looking to appoint a Traditional Chinese Medicine Practitioner to the Herbal Medicines Advisory Committee (HMAC).

Role and Responsibilities of the Member

Members of HMAC are required to:

- possess or develop a working knowledge and understanding of the UK medicines regulatory procedures in relation to herbal medicines
- attend all scheduled and unscheduled meetings of HMAC (and to be present for the whole meeting)
- consider, comment and contribute by drawing on their individual expertise and judgement, as appropriate, on all agenda items and to assist the HMAC to frame clear and unequivocal advice to the MHRA in accordance with the HMAC's terms of reference
- be able and prepared to speak on a range of relevant issues and not just on their own areas of specialism
- provide formal and informal advice to the MHRA between meetings when required
- contribute to and ensure that the HMAC's advice takes account of a wider view of risk - benefit, particularly as it is perceived by patients, carers and other members of the public

Qualities required for the role of Members

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all of the following:

Essential criteria

Candidates must:

- have previous or current experience of committee membership
- be a skilled communicator
- be able to assimilate complex scientific information at short notice
- be able and prepared to contribute actively to the work of the HMAC and comply with the [Code of Practice](#).
- be leaders in their field and recognised as such by their peers
- be willing to develop a working knowledge and understanding of UK medicines regulatory procedures in relation to herbal medicines
- be willing to declare conflicts of interest
- maintain strict confidentiality with respect to the work of the HMAC



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- be committed to the values of selflessness, integrity, objectivity, accountability, professionalism, impartiality and consistency

Remuneration

- £325 per day
- 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 Members of HMAc, in line with travel and subsistence policy and rates for the MHRA. A copy of the policy and rates can be obtained from MHRA.

Time commitment

One annual scheduled meeting and additional meetings depending on business needs, with at least 6 weeks' notice of the meeting date.

Location

The annual scheduled meeting is anticipated to take place in person at the main office in Canary Wharf, while any additional meetings are expected to be conducted virtually.

The main office is located at 10 South Colonnade, Canary Wharf, London E14 4PU.

Appointment and Tenure of office

The appointment term will be for up to a maximum of 4 years. The possibility of reappointment for a further term is at the discretion of the MHRA Senior Responsible Officer. Reappointment is subject to satisfactory annual appraisals of performance during the first term in the post.

There is no automatic presumption of reappointment; each case should be considered on its own merits, taking into account a number of factors including, but not restricted to, the balance of skills and experience of the current advisory board.

The total time served in post will not exceed more than two terms or ten years.

Accountability

The HMAc Member is appointed by the MHRA Senior Responsible Officer and will be accountable to the MHRA Senior Responsible Officer for carrying out their duties and for their performance.

1.2 HMAc role and responsibilities

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1.2.1 The HMAc (“the Committee”) was established on 30 October 2005 under section 4 of the Medicines Act 1968. The functions of the Committee are now set out in Part 1 of Schedule 11 to the Human Medicines Regulations 2012. It is an MHRA Expert Committee.

The terms of reference are to give advice on the safety, quality and efficacy in relation to human use, of:

- (a) herbal medicinal products eligible for registration under the simplified traditional use registration procedure set out in Part 7 of the Human Medicines Regulations 2012 and;
- (b) unlicensed herbal medicinal products (unless it is subject to an application for a marketing authorisation, product licence or a homeopathic certificate of registration).

1.2.2 The primary role of the Committee will concern primarily issues relating to safety and quality, since there is not a requirement for efficacy to be separately demonstrated in relation to registered traditional herbal medicines or unlicensed products. However, efficacy is still relevant - under the traditional herbal registration scheme, the pharmacological effects or efficacy of the medicinal product must be plausible on the basis of long-standing use and experience.

1.2.3 The Committee usually consists of around 10 members and a Chair. The membership is made up of individuals from a variety of specialisms and is balanced between those who practice herbal medicine and those who do not.

1.2.5 Each year the Committee publishes the Declaration of Interest of the Chair and Members.

Section 2: The recruitment

2.1 Making an application

Thank you for your interest in the appointment of the Member to the HMAc. To hold the role as Member to the HMAc you must have the right to work in the UK. The Committee Services Team are managing this recruitment campaign.

To apply, all candidates are required to provide:

- an application form
- a Curriculum Vitae (CV)
- monitoring form
- declaration of interest form

Applications must be received by **Monday 7 September 2026**.

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 information set out below:

Application Form



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The application form is your opportunity to demonstrate and give examples of how you meet each of the essential criteria. Please write all acronyms in full first.

You must inform the Committee Services Team 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.

CV

We ask that you aim to limit your CV to around 2 pages. Please ensure your CV includes:

- details of your education and qualifications, employment history, directorships, membership of professional bodies and any relevant publications or awards
- brief details of your current or most recent post and the dates you occupied this role, and any past or present Ministerial appointments.

Equality Information

Please complete the monitoring form. 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.

Disability Confident Scheme

You will also have the opportunity to make a reasonable adjustment request or apply under the Disability Confident Scheme (DCS) before you submit your application.

The MHRA values diversity and is committed to equality of opportunity for all and the appointment of disabled people. We are a member of the DCS, which 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 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.

Conflicts of interests

Please complete the declaration of interests form. If you have any business or personal interests that might be relevant to the work of HMA, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in the declaration of interest form provided.

You should declare anything relevant 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.

Many conflicts of interest can be satisfactorily resolved and declaring a potential conflict

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does not prevent you from being interviewed.

If appointed, you will also be required to declare these interests on appointment, and they will be published which is available to the public.

Political activity and social media

In the application form, please declare if you have undertaken any political activity for a political party within the last five years and details of any social media accounts that can be viewed by the public.

Standards in public life and ensuring public confidence

The [Seven Principles of Public Life](#) (also known as the Nolan Principles) apply to anyone who works as a public office-holder.

Given the nature of public appointments, it is important that those appointed as Member of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or Board 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 application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The Advisory Assessment Panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct and are required to subscribe to the Code of Conduct for Board Members of Public Bodies, as part of agreeing to the terms and conditions of appointment. You can access this document at: [Code of conduct for board members of public bodies - GOV.UK \(www.gov.uk\)](#)

You will be expected to demonstrate a commitment to and an understanding of the value and importance of the key principles of public life.

All successful candidates will be asked to subscribe to the Code of Practice for Scientific Advisory Boards (CoPSAC); you can access this document at: [Scientific advisory committees: code of practice - GOV.UK \(www.gov.uk\)](#)

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.

Assessment

When the advert has closed, we will commission a pre-assessment of candidate applications which will then be provided to the Advisory Assessment 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. If they wish to, the Senior Responsible Officer can see the full list of candidates and provide their views to the Advisory Assessment Panel ahead of shortlisting.



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At the shortlisting meeting the Advisory Assessment Panel will assess applications against the essential criteria. It is the responsibility of the Advisory Assessment Panel to determine who it believes best meet the criteria for the role, and who should be invited to interview. If you have applied under the DCS and you meet all the essential criteria, then you will be invited for an interview.

If you apply under the DCS 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 other candidates who have been unsuccessful at the interview stage.

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, normally in central London or by video/teleconference. We will confirm arrangements to shortlisted candidates in due course.

If they wish to, the Senior Responsible Officer can see the short list of candidates and provide their views to the Advisory Assessment Panel ahead of interviews.

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 Advisory Assessment Panel.

The Advisory Assessment Panel will meet again to interview candidates and determine who meets the essential criteria and is therefore appointable to the role. The Advisory Assessment Panel will question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post. They 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.

Details of the Advisory Assessment 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. 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.

In some circumstances, the Senior Responsible Officer may choose not to appoint and to re-run the competition.

Offer of appointment

If you are successful, you will be contacted by the Committee Services Team to inform you of the offer and to ask you to confirm if you would be willing to accept.

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Governance Code on Public Appointments

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at [Governance Code for Public Appointments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/governance-code-on-public-appointments).

If you are not completely satisfied

We aim to process all applications as quickly as possible and to treat all applicants with courtesy.

Please contact the appointments team in the first instance if you would like to make a complaint regarding your application at CSTRecruitment@mhra.gov.uk. They will acknowledge your complaint upon receipt and respond within 15 working days

2.3 Eligibility Criteria

Applicants must have the right to work in the UK to be eligible to apply.

The Government expects all holders of public office to work to the highest personal and professional standards.

You cannot be considered for a public appointment if:

- you are disqualified from acting as a company director (under the Company Directors Disqualification Act 1986);
- have an unspent conviction on your criminal record;
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors.

When you apply, you should declare 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.

You must inform the MHRA if, during the application process, your circumstances change in respect of any of the above points.

When you apply you should also declare 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. You should also declare any other matters which may mean you may not be able to meet the requirements of the [Code of Conduct of Board Members](#) (see Outside interests and reputational issues section below)

Further advice about the eligibility criteria can be provided by the Committee Services Recruitment Team at CSTRecruitment@mhra.gov.uk.



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2.4 How we will manage 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 MHRA 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 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 Advisory Assessment Panel, so that your application form, CV, and declaration of interest can be assessed.

Contacts:

For further information regarding the selection process, role of the HMAC and the role of the Member please contact:

Committee Services Recruitment Team

Tel: 020 3080 6060

Email: CSTRecruitment@mhra.gov.uk

Please quote HMAC26-1 for all correspondence.

We would like to thank you in advance for your time and effort in making an application.