



# **Chair of the Joint Committee on Vaccination and Immunisation (JCVI)**

## **Information pack for applicants**

**Closing date:           Midday on 27 June 2013**

**Reference no:           EC13-05**

## Contents

	<b>Page</b>
Overview	3
Annex A: Appointment of the Chair	5
Annex B: JCVI role and responsibilities	10
Annex C: Making an application	11

## Chair of JCVI

### Overview

#### The Chair

The Department of Health is looking to appoint a new chair to the JCVI (as well as seven new members, which are covered in a separate information pack).

The Chair will be an outstanding individual with a first-class reputation and strong leadership skills and will also have the ability to command the confidence of the public, healthcare professionals, the academic community, the pharmaceutical industry and ministers. The Chair will also have significant experience of successfully leading a complex, high-profile committee.

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

#### The Joint Committee on Vaccinations and Immunisations

The JCVI is the departmental expert committee that provides independent expert advice to UK health departments on immunisation.

For further information on the role of the JCVI see **Annex B** and the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

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

#### Indicative timetable

Advert:	30 May 2013
Closing date:	Midday on 27 June 2013
Shortlisting complete:	early July
Interviews held:	mid July

#### Key contacts:

For information regarding the selection process, please contact:

Holly Wainwright  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
Leeds  
LS2 7UE  
Tel: 0113 254 6135  
Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

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

Dr Tom Barlow  
Public Health England  
[tom.barlow@phe.gov.uk](mailto:tom.barlow@phe.gov.uk)  
020 7972 4687

**Please quote reference EC13-05 on all correspondence.**

## Appointment of the Chair

### Role and responsibilities of the Chair

The ability to play a critical role in ensuring the Committee's continued standing as an internationally recognised leading body in the field of immunisation. The Chair and Members of the JCVI are expected to:

- make a full and considered contribution to the work of the Committee and to contribute fully to the debate and to the decision making processes of the Committee
- be prepared to take part in, and possibly chair, sub-committees, which are established by the Committee and report back to the Committee
- be prepared to contribute between meetings on matters of JCVI business, such as commenting on draft minutes or statements for publication
- be committed to and abide by the requirements of the JCVI Code of Practice (the Code is under revision), including the requirement to declare all relevant conflicts of interests and requirements for confidentiality
- engage with Committee discussions as individuals; not representatives of organisations, professional groups or other bodies
- be committed to and abide by the "Seven Principles of Public Life"

In addition, the Chair should be prepared to be responsible for (as set out in COPSAC 2011<sup>1</sup>):

- the operation and output of the Committee, including assessing the workload and ensuring that the volume of work does not compromise the rigour of discussion
- ensuring that the full range of scientific opinion, including unorthodox and contrary scientific views are appropriately taken into account
- 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

---

<sup>1</sup> Code of Practice for Scientific Advisory Committees  
<http://www.google.co.uk/url?sa=t&rct=j&q=copsac%202011&source=web&cd=1&cad=rja&ved=0CDEQFjAA&url=http%3A%2F%2Fwww.bis.gov.uk%2Fgoscience-copsac&ei=pyDCUMf5Oeua0QWv54CACw&usg=AFQjCNGgjgpk3B7AZbkMYkqi35VKCRA4OQ&bvm=bv.1354675689,d.d2k>

- 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
- reporting the Committee's advice to the sponsoring body(ies) including alerting it (them) to new evidence likely to have an impact on current policy
- representing the consensus of the Committee to the public or the media (unless other specific arrangements have been made)
- ensuring that the secretariat accurately documents the proceedings of the Committee 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 sponsoring body, for the purposes of monitoring and evaluating the performance of the Committee
- ensuring that the right balance of skills is represented in the Committee membership
- ensuring that members have any necessary training to enable them to fulfil their role and keeping records of members performance as necessary
- 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 JCVI Code of Practice (the Code is under revision))

The JCVI Code of Practice (which is currently under revision) is at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

### **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.

- first-class reputation and strong leadership skills
- the ability to command the confidence of the public, healthcare professionals, the academic community, the pharmaceutical industry and ministers
- significant experience of successfully leading a complex, high-profile committee
- a commitment to evidence-based advice, maintaining the independent integrity of the committee, 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<sup>2</sup>

- influential in the area of public health
- excellent communication skills and be capable of dealing sensitively and authoritatively with Committee members, key stakeholders and senior Government official

### **Desirable criteria**

- experience of working at the interface between science and public health policy making

### **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 JCVI business
- 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 Department of Health's Senior Responsible Officer determines the length of appointments, which will be for up to three years.

### **Accountability**

The Chair is appointed by the Department's Senior Responsible Officer and will be accountable to them and for their performance.

### **Location of post**

All JCVI and JCVI sub-committee meetings are held in London.

---

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

## **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 Holly Wainwright on 0113 254 6135.

## **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 JCVI.

Please specify if you are a civil servant, employed by one of the Department'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 Responsible Officer, to whom you will be accountable for your performance.

JCVI has particular rules of operation with respect to the handling of conflicts of interest, which are set out in the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

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:

<http://www.bis.gov.uk/assets/goscience/docs/c/11-1382-code-of-practice-scientific-advisory-committees.pdf>

### **Diversity and equality of opportunity**

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

## Annex B

### JCVI role and responsibilities

The Joint Committee on Vaccination and Immunisation (JCVI) is a departmental expert committee that provides independent expert advice to UK health departments on immunisation.

As well as providing advice, after a specific question has been referred to JCVI by the Secretary of State, the Committee may make a recommendation on the introduction of a national vaccination programme which gives individuals a 'vaccination right' as set out by the NHS Constitution. Such recommendations under the Health Protection (Vaccination) Regulations 2009 are binding on the Secretary of State where certain criteria specified in the regulations have been fulfilled.

In formulating its advice and recommendations, the Committee takes into account a wide range of evidence, including the epidemiology of diseases, the need for vaccines, their effectiveness and safety, and the cost-effectiveness of vaccination programmes so that the greatest benefit to the public health can be obtained from the most appropriate use of vaccines. 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 Committee are published in the *Immunisation against infectious disease* ('the Green Book', which is the clinical guidance document for those under taking immunisations) and also through other routes as necessary.

The Green Book is available at:

<https://www.gov.uk/government/organisations/public-health-england/series/immunisation-against-infectious-disease-the-green-book>

The Secretariat of the JCVI is provided by Public Health England.

Further information about the Committee is available at:

<https://www.gov.uk/government/policy-advisory-groups/joint-committee-on-vaccination-and-immunisation>

and also in the JCVI Code of Practice (which is currently under revision) at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/157743/JCVI-code-of-practice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/157743/JCVI-code-of-practice.pdf)

## Annex C

### Making an application

#### Overview

The appointment of the Chair of JCVI is a Department of Health Senior Responsible Officer appointment. The Department of Health (DH) will manage the recruitment process in a way that is open and fair to all applicants and the appointment will be made on merit.

The interview panel will make recommendations to the Department of Health's Senior Responsible Officer on candidates they believe are 'appointable'. Taking into account feedback from the panel, the DH Senior Responsible Officer will make the final decision on who he believes best meets the criteria for the role and will make the appointment.

#### How to apply

All applicants are required to complete an application form. This is available online by visiting the Department of Health's website: <https://www.gov.uk/government/organisations/department-of-health> and searching for the vacancy EC13-05.

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

Holly Wainwright  
Tel: 0113 254 6135  
Email: [holly.wainwright@dh.gsi.gov.uk](mailto:holly.wainwright@dh.gsi.gov.uk)

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

Holly Wainwright  
Appointments Team  
Department of Health  
Quarry House  
Quarry Hill  
LEEDS  
LS2 7UE

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

The Appointments Team must receive your completed application form **before midday on 27 June 2013**.

#### Your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DH any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- only ask for what we need, and not collect too much or irrelevant information
- ensure you know why we need it
- protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- ensure you know what choice you have about giving us information
- make sure we don't keep it longer than necessary
- only use your information for the purposes you have authorised

We ask that you:

- provide us with accurate information
- inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you applying, so that your application form and CV can be assessed.

Panel members are identified in the section below on “How we will handle your application”. The ‘monitoring information’ you provide will not be used in the selection process and will therefore not be shared with the selection panel assessing your application.

### **How we will handle your Application**

The Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. After the closing date for applications:

- your application and CV will be assessed to see whether you 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 David Salisbury, Director of Immunisation, Department of Health and will also comprise Mary Ramsey, Head of Immunisation at PHE 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 early July the panel will have decided who will be invited for interview
- the panel will select the people who have demonstrated that they best meet the essential criteria. If there is a strong field of candidates the panel may then look at who in addition meets any desirable criteria for the role in order to differentiate between those who would otherwise be of similar merit
- the Appointments Team will write to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- please note that due to the volume of applications that are received it is not possible to provide feedback to those not shortlisted for interview
- if invited to interview, the panel will question you about your experience and expertise and ask specific questions to assess whether you meet the criteria set out for the post
- candidates who the panel believe are 'appointable', will be recommended to the Department of Health's Senior Responsible Officer who will make the final decision. The Department of Health's Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If she does, she will meet all candidates and in the presence of the panel chair or their nominated representative
- if you are successful, you will receive a letter from the Senior Responsible Officer appointing you as the Chair of JCVI
- if you are unsuccessful, you will be notified by the Appointments Team. The letter will provide the details of who you may approach for feedback on your application

### **Queries**

For queries about your application, please contact Holly Wainwright on **0113 254 6135**

### **If you are not completely satisfied**

DH will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Jacky Cooper in the Department of Health by emailing [jacky.cooper@dh.gsi.gov.uk](mailto:jacky.cooper@dh.gsi.gov.uk)