



Department
of Health

Members of the Advisory Committee on the Safety of Blood, Tissues and Organs

Information pack for applicants

Closing date: Midday on 11 September 2017

Reference no: EC16-87



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SECTION 1 – The Role

1.1 Role and Responsibilities of Members of the Advisory Committee on the Safety of Blood, Tissues and Organs

Introduction

The Department of Health is seeking to make four Member appointments to the board of Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO).

Role and Responsibilities of the Member

- engage fully in collective consideration of the issues, taking account of the full range of relevant factors
- make SaBTO aware of emerging issues in their field of expertise, and the range of opinion on those issues
- attend meetings of the Committee and sit on its sub-committees and working groups as mutually agreed
- agree minutes of SaBTO meetings and annual reports of SaBTO activities for publication
- ensure that the Committee does not exceed its powers or functions

Qualities required for the role of Member

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.

Essential Criteria

The SaBTO is looking for high calibre candidates at a senior level ideally with a record of achievement at national and/or international level in one or more of the following specialisms:

- Microbiology/bacteriology/virology
- Haematology (Stem cell transplantation)
- Health Economics
- Nursing (Transfusion/Transplantation)

Candidates must be able to demonstrate:

- the ability to quickly assimilate information about new and emerging infectious diseases, and to undertake suitable risk assessment based on scientific expertise and experience, where required
- the ability to interpret the results of risk assessments, and see them in the context of risk management issues, and to weigh up evidence and argument to reach a balanced view
- an awareness of the clinical and ethical issues surrounding the safety of blood for transfusion and tissues, cells and organs for transplantation in relation to the post for which they are applying
- a commitment to public service values, and to the work and remit of SaBTO

The Committee aims that its members should represent a balanced mix of qualities, skills and experience overall and, where possible, geographical representation from all parts of the UK.

Remuneration

- there is no remuneration for these roles
- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of the SaBTO, in line with travel and subsistence policy and rates for the BODY. A copy of the policy and rates can be obtained from SaBTO

Time commitment

Up to 8 days per year

Location

London

Tenure of office

The DH Senior Responsible Officer determines the length of the appointment, which can be for up to a maximum of 3 years.

Accountability

Members are appointed by the Departmental Senior Responsible Officer and are accountable to the Senior Responsible Officer via the Chair for carrying out their duties and for their performance.

For further information regarding the role of the SaBTO and the role of member please contact:

Trudy Netherwood
Tel: 0207 972 3255
Email: Trudy.Netherwood@dh.gsi.gov.uk

1.2 SaBTO role and responsibilities

Body Role and Responsibilities

The Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO) advises UK ministers and health departments on the most appropriate ways to ensure the safety of blood, cells, tissues and organs for transfusion/transplantation.

Its remit includes providing advice on the microbiological safety of gametes and stem cells, in liaison with the relevant regulatory authorities. The Committee will provide independent advice on risk management for Ministers, UK Health Departments, UK Blood and Transplant Services and the wider NHS to consider.

In formulating its advice, the Committee will:

- take into account sufficiency of supply, and the need to maintain adequate supplies of blood, cells (including gametes and stem cells), tissues and organs of appropriate quality
- consider the efficacy of transfusion / transplantation and consider the cost-effectiveness of interventions, including the introduction of new safety measures and/or the reduction, phasing out or withdrawal of current measures
- interpret and where appropriate, commission risk assessments from a wide range of sources, including DH and Health Protection Agency Analysts, UK Blood Services, other advisory committees such as the Advisory Committee on Dangerous Pathogens, and independent researchers
- take full account of scientific uncertainty and assumptions used in reaching conclusions, and clearly convey the nature and extent of such uncertainties with its advice
- identify where research to reduce uncertainty is most urgently required, and where possible identify specific research needs
- monitor and influence the EU Directives on blood, cells, tissues and organs to ensure that the guidance of the committee is consistent with the directives in conjunction with the relevant competent authorities
- consider the potential impact of its advice on both donors and recipients

For more information, please visit the Committee's website at:

<https://www.gov.uk/government/groups/advisory-committee-on-the-safety-of-blood-tissues-and-organs>

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Member to the Advisory Committee on the Safety of Blood, Tissues and Organs.

To make an application please email your CV, a supporting letter and completed monitoring forms to:

appointments.team@dh.gsi.gov.uk – please quote ref: EC16-87 in the subject field.

If you are unable to apply by email you may send your application by post to:

Kully Kanda, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 11 September 2017**

In making an application please note the following:

Supporting letter

The supporting letter 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 particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

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 letter.

Please limit your letter to two pages, and type or write clearly in black ink.

Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the SaBTO and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register which is available to the public.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could be misconstrued, cause embarrassment to the Department or cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Assessment Panel. The panel may explore any such issues with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated.

Also, please refer to the 'Eligibility Criteria' for appointment in **Section 2.3**.

Should you be successful in your application, if there is anything in your personal or professional history.

CV

Please ensure your CV includes:

- your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the Advisory Assessment Panel assessing your application.

Guaranteed Interview Scheme

The Department of Health operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

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

Contacts:

For further information regarding the selection process, please contact:

Kully Kanda
Appointments Team
Tel: 0113 254 6769
Email: Kuldeep.Kanda@dh.gsi.gov.uk

For further information regarding the role of the SaBTO and the role of Members please contact:

Trudy Netherwood
Tel: 0207 972 3255
Email: Trudy.Netherwood@dh.gsi.gov.uk

Please quote reference EC16-87 on all correspondence.

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

2.2 The Selection Process

The Department of Health's Appointments Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Midday on 11 September 2017
- Shortlisting complete: 21st September 2017
- Interviews held: 3rd and 4th October 2017

The selection panel will be:

- Ailsa Wight - Senior Department of Health Official
- Professor James Neuberger – Chair of SaBTO
- Lorna Williamson - Panel Member Independent of SaBTO

The Independent Panel is independent of both the Department of Health and SaBTO.

After the closing date for applications:

- the Advisory Assessment Panel will assess candidates' CVs and supporting letters to determine who it believes best meet the criteria for the role, and who will be invited to interview. The Advisory Assessment Panel will rely only on the information you provide in your CV and letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria
- your application may be "long-listed", subject to the volume of applications received, before it is passed to the Advisory Assessment Panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel
- interviews will be held on the 3rd and 4th October 2017
- the Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview
- if you are invited to interview and if you 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 Appointments Team will email 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
- if invited to interview, the Advisory Assessment 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 Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details)
- candidates, who the panel believe are 'appointable', will be recommended to the Senior Responsible Officer who will make the final decision. The Senior Responsible Officer may choose to meet with shortlisted candidates, before or after interview, 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
- if you are successful, you will receive a letter from the Senior Responsible Officer appointing you as a Member of the SaBTO, which will confirm the terms on which the appointment is offered
- if you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- for further information on how we will manage the personal information that you have provided to us through your application, see **Section 2.4**

Queries

For queries about your application, please contact Kully Kanda on 0113 254 6769.

Standards in public life

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 Committees (CoPSAC); and the SaBTO Code of Practice. You can access this document at:

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

<https://www.gov.uk/government/groups/advisory-committee-on-the-safety-of-blood-tissues-and-organs>

Diversity and equality of opportunity

The Department of Health values and promotes diversity and encourage applications from all sections of the community.

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 Permjeet Butler in the Department of Health by emailing permjeet.butler@dh.gsi.gov.uk

2.3 Eligibility Criteria

Members are appointed by the Departmental Senior Responsible Officer via the Chair for carrying out their duties and for their performance

Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
 - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
 - ii. that the person failed to attend a meeting of the body on three consecutive occasions
 - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
 - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about the eligibility criteria can be provided by contacting Kully Kanda on 0113 254 6769.

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 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 are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring 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. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.