Chair of the Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO)

Information pack for applicants

Closing date: Midday on 12 January 2016
Reference no: EC15-28
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Chair of Advisory Committee on the Safety of Blood, Tissue and Organs (SaBTO)

Making an application

Thank you for your interest in the appointment of the Chair to SaBTO. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of SaBTO and the selection process.

To make an application please send a CV, supporting letter and completed monitoring form (attached) to the address below:

appointments.team@dh.gsi.gov.uk quoting the reference in the subject field, or post to: Viona Pereira-Marron, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE. Applications must be received by **midday on 12 January 2016**.

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. How you choose to present the information is up to you. However, you should aim to provide specific and detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection 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 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 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. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may cause embarrassment or disrepute to the organisation, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the “Eligibility Criteria for appointment” section in Annex A.

**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 these roles. Please identify any past or present Ministerial appointments

Monitoring form

Please complete the monitoring form. Diversity monitoring information will not be seen by the 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.

Indicative timetable

Closing date: Midday on 12 January 2016
Shortlisting complete: by mid January 2016
Interviews held: Early February 2016

Key facts about the post

Location: London
Remuneration: There is no remuneration for this post
Time Commitment: Up to 10 Days per annum

Contacts:

Viona Pereira-Marron
Appointments Team
Tel: 0113 254 5845
Email: viona.pereira-marron@dh.gsi.gov.uk

For further information regarding the role of the Advisory Committee on Safety of Blood Tissues and Organs (SaBTO) and the role of Chair please contact: Rowena Jecock

Tel: 0207 210 5254
Email: rowena.jecock@dh.gsi.gov.uk

SaBTO’s website address is https://www.gov.uk/government/groups/advisory-committee-on-the-safety-of-blood-tissues-and-organs
Please quote reference **EC15-28** 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.
Annex A

Appointment of the Chair of the Advisory Committee on the Safety of Blood, Tissues and Organs

Role and responsibilities of a Chair to the SaBTO

The Chair shall:

- ensure that SaBTO adheres to its Terms of Reference and Code of Practice and thereby maintains the public service values of accountability, probity and openness;
- engage fully in collective consideration of the issues, taking account of the full range of factors and ensuring that all views are captured and explored;
- develop, and agree with the Secretariat, an annual work plan that reflects identified priorities; and
- provide an annual assessment of members’ performance and, with the secretariat, be prepared to oversee the workload of individual members and manage this when required.

Person Specification

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

You must:

- Have expertise or knowledge of working in a clinical environment
- Have exceptional leadership and motivation skills and experience
- Have experience of contributing to, or chairing committees impartially whilst exercising sound judgement and ensuring that all views are captured and explored
- Use excellent communication and interpersonal skills to secure the confidence of and develop relationships with key stakeholders
- Be able to think strategically, to analyse complex information and present views in a clear and concise manner
- Be able to weigh up conflicting information and opinions and make timely and informed decisions in a transparent style
• show evidence of acting in an overseer role to deliver a complex and comprehensive body of work

• Have previous experience of issues related to the safety of blood, tissues, organs or cells

Desirable Criteria

• Contribution to relevant scientific / medical / academic literature.
• Have experience of effective communication with the media, and be comfortable in speaking to the media if required

Remuneration

• there is no remuneration for this post but is expected that you will attend up to 10 meeting per annum.

• You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of the SaBTO, in line with travel and subsistence policy and rates for the SaBTO. A copy of the policy and rates can be obtained from SaBTO

Time commitment

Up to 10 days per annum

Tenure of office

The DH Senior Responsible Officer determines the length of the appointment, which will be for up to a maximum of 4 years.

Accountability

The Chair is appointed by the Departmental Senior Responsible Officer and is accountable to them 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 disqualification from appointment / the eligibility criteria can be provided by contacting Viona Pereira-Marron on 0113 254 5845

**Conflict of Interests**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Chair of SaBTO, including any business interests and positions of authority outside of the role in SaBTO.

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.

**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:


**Diversity and equality of opportunity**

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

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

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:

- the 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 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

- the selection panel will be chaired by a DH Director will also comprise of a representative from NHSBT, and an Independent Panel member

- we anticipate that by the Mid January 2016 the panel will have decided who will be invited for interview in early February 2016 (date to be confirmed)

- the 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. If there is a strong field of candidates the panel may also 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. However, if you have applied under the GIS and you meet 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 panel

- 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

- if invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post. You may be asked to prepare an answer to an opening question and if so we will let you know this in good time

- candidates who the panel believe are ‘appointable, will be recommended to the DH Senior Responsible Officer who will make the final decision. The DH Senior Responsible Officer may choose to meet with appointable candidates before making a decision. If he/she does, he/she will meet all candidates and in the presence of the panel chair or their nominated representative. The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress

- if you are successful, you will receive a letter from the DH Senior Responsible Officer appointing you as the Chair of 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 Annex D

Queries

For queries about your application, please contact Viona Pereira-Marron on 0113 254 5845.

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 Lisa Clayton in the Department of Health by emailing lisa.clayton@dh.gsi.gov.uk
Annex D

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 selection panel assessing your application at any stage.