



Department
of Health

NICE National Institute for
Health and Care Excellence

Chair of the National Institute for Health and Care Excellence (NICE)

Information pack for applicants

Closing date: Midday on 30 January 2017

Reference no: E16-57



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SECTION 1 – The Role

1.1 Role and Responsibilities of the Chair of NICE

Introduction

Ministers are seeking to appoint a new Chair to the National Institute for Health and Care Excellence (NICE). The Chair appointment is key to the Board and plays a major role in setting the direction of the organisation.

Role and Responsibilities of the Chair

The Chair of NICE will:

- Lead the board in an open and positive way, representing the Institute's activities to the health and social care communities, to the public and to the life sciences industry, and build on the Institute's international status.
- Ensure that the Board puts policies in place to secure the effective management and development of all its staff, that it is clear about the values it holds as an organisation and communicates them effectively to the Institute's staff and to its external partners.
- Set the tone for excellent working relationships between the Institute and key stakeholders responsible for the successful operation of the health and social care system.
- Develop an effective partnership with the Chief Executive to lead the Institute in advising Ministers and the health, including public health, and social care communities on effective and cost-effective practice and in securing delivery of the Institute's objectives.
- Challenge and provide direction to the executive directors and encourage and enable all board members to make a full contribution to the board's affairs and to work effectively as a team.
- Ensure that strategic and relevant operational issues, including the work of the risk and audit committee are discussed by the board in a timely manner and with appropriate information to support their decisions.
- Ensure that the board and the Institute observe the Secretary of State for Health's policies and priorities, including the requirements of the Code of Conduct for Board members of public bodies and any other regulations and orders issued by the Secretary of State concerning the conduct of NICE.
- Ensure that the board establishes and maintains sub-committees as required by the Regulations set out for the Institute and the operational needs of the organisation.
- Ensure the effective induction and development of new non-executive directors and the continuous development of the Board's capability.

- Advise the Department of Health on the performance of non-executive directors.

Qualities required for the role of Chair of NICE

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

- Substantial experience in clinical or public health practice, including one or more leadership positions at a national level, and credibility with the commercial sector.
- The ability to command the respect of leaders in the life sciences sector as well as in the health and social care communities, at a national and an international level.
- A clear vision for the way evidence-based practice can be applied to improve the quality, effectiveness and efficiency of health, public health and social care, together with an appreciation of the methods and processes used in the development of evidence-based health and social care practice guidance.
- An effective public communicator with experience of engaging diverse audiences in high-profile and sensitive issues, demonstrating the ability to command public confidence and support for the difficult decisions that NICE makes.
- A commitment to ensure that the patient and public voice is effectively and openly represented in NICE's work.

Remuneration

- £63,000 per annum
- 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 the Chair of NICE, in line with travel and subsistence policy and rates for NICE. A copy of the policy and rates can be obtained from NICE.

Time commitment

2 to 3 days per week

Location

London/Manchester, with travel elsewhere

Tenure of office

Ministers determine the length of the appointment, which can be for up to a maximum of four years.

Accountability

The Chair is appointed by the Secretary of State and is accountable to the Secretary of State via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of Chair please contact:

Liz Woodeson, Director of Medicines and Pharmacy, Department of Health

Tel: 020 7972 2808

Email: Elizabeth.Woodeson@dh.gsi.gov.uk

The Department of Health has appointed Odgers Berndtson to provide executive search support to this recruitment campaign. For an informal discussion about the role, please contact:

Carmel Gibbons

Tel: 020 7529 1128

Email: Carmel.Gibbons@odgersberndtson.com

Or Donna Fendick, PA to Carmel Gibbons

Tel: 020 7529 6314

Email: Donna.Fendick@odgersberndtson.com

1.2 NICE role and responsibilities

About the Body

NICE was set up in April 1999 as a Special Health Authority. The Health and Social Care Act 2012 established NICE as an England only Executive Non Departmental Public Body from 1 April 2013 and extended its remit to adults' and children's social care. Through its robust, evidence-based advice and guidance, NICE has a key role in supporting the health and care system in driving greater efficiency and quality improvement. It also has a key part in helping to promote the integration of health and social care.

NICE works closely with other organisations in the health and care system. This includes the Department of Health, NHS England, Public Health England, the Office for Life Sciences, NHS Improvement, MHRA, NHS digital, the Care Quality Commission, local NHS bodies and local authorities. In addition, it has strong links with the life sciences industry, academia, the third sector and the international community.

NICE operates a range of programmes generating guidance and advice for the NHS and the wider public health community, including clinical guidelines, interventional procedures guidance, public health and social care guidance, technology appraisals for pharmaceuticals and other medical technologies and quality standards. These programmes are supported by implementation support materials and activities, and are complemented by Evidence Services, an on-line evidence resource for all health and social care professionals. NICE provides the British National Formulary and a range of advice and support on the effective use of medicines. In addition, NICE offers access to its experience and expertise to international clients.

Click here to see what NICE does and how it works:

<http://www.nice.org.uk/about>.

NICE Board's roles and responsibilities

The NICE Board's roles and responsibilities are to:

- maintain NICE as the primary standard-setter in healthcare, public health practice and social care
- provide and promote access to and uptake of NICE guidance and other evidence-based advice, at the point of need and in formats that facilitate rapid access and which are tailored to the needs of all users, including patients, carers and the public
- achieve a broad knowledge and appreciation of the Institute's purpose and work, in the wider health system and in social care, and with the general public
- improve knowledge and develop capability in the use of scientific and peer-reviewed evidence to inform policy and practice, nationally and in the international health and social care community
- secure the effective management of the Institute's staff and other resources, making cost improvements and re-shaping programmes in order to operate within a reducing resource envelope

- work with industry and the Government to help promote sustainable growth in the life sciences industries

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of the Chair of NICE.

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: E16-57 in the subject field.

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

Holly Wainwright, Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 30 January 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 NICE 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 significant public profile and responsibility they hold, 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 candidates' personal or professional history that could be misconstrued, cause embarrassment to Ministers or NICE or cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Advisory Assessment Panel. Failure to disclose such information could result in an appointment being terminated.

Candidates should also ensure they are not formally disqualified from being appointed – please refer to **Section 2.3** Eligibility Criteria for appointment for further details.

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.

The appointment of the Chair of the NICE will be subjected to a pre-appointment hearing with the Health Select Committee. For further details see **Section 2.2. Please be aware that the CV of the Secretary of State's preferred candidate for appointment, with personal details removed, will be sent to the Health Select Committee.**

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:

The Department of Health has appointed Odgers Berndtson to provide executive search support to this recruitment campaign. For an informal discussion about the role, please contact:

Carmel Gibbons

Tel: 020 7529 1128

Email: Carmel.Gibbons@odgersberndtson.com

Or Donna Fendick, PA to Carmel Gibbons
Tel: 020 7529 6314
Email: Donna.Fendick@odgersberndtson.com

For further information regarding the selection process, please contact:

Holly Wainwright
Appointments Team
Tel: 0113 254 6135
Email: holly.wainwright@dh.gsi.gov.uk

For further information regarding the role of NICE and the role of the Chair please contact:

Liz Woodeson, Director of Medicines and Pharmacy, Department of Health
Tel: 020 7972 2808
Email: Elizabeth.Woodeson@dh.gsi.gov.uk

Please quote reference E16-57 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 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 30 January 2017
- Shortlisting complete: early February 2017
- Pre-interview conversations*: 16 – 23 February 2017
- Media assessments*: 28 February 2017
- Interviews held: 10 March 2017
- Health Select Committee Hearing: late April 2017 - TBC

* For more information on the pre-interview conversations and the media assessments, please see below.

The selection panel will be:

- Chair – Tamara Finkelstein, Director General, Department of Health
- Member – Sally Davies, Chief Medical Officer
- Member – John Pattullo, Chair, NHS Blood and Transplant
- Senior Independent Panel Member – John Knight

The Senior Independent Panel Member is independent of both the Department of Health and NICE. As required in the Governance Code for Public Appointments, we have consulted with the Commissioner for Public Appointments on the Senior Independent Panel Member who will be on the panel. Senior Independent Panel Members must not have taken part in any political activity within the last five years.

The Governance Code on Public Appointments requires all Advisory Assessment Panel members to declare any political activity within the last five years. All panel members have declared that they have not taken part in any political activity within the last five years.

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. We may also use a search agency to carry out long-listing screening interviews. In this situation the agency will also provide feedback to the panel on how candidates best meet the criteria
- 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

- 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
- shortlisted candidates are likely to be invited to have separate conversations with Sir Andrew Dillon, Chief Executive of NICE and Lord O'Shaughnessy, Parliamentary Under Secretary of State for Health
- the Chair will need to deal with the media frequently and therefore candidates will be asked to assume the role of Chair in a set of simulated television and radio interviews with our professional media assessor and film crew
- final interviews will be held on 10 March 2017.
- 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
- if invited to interview, the Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview. If they do, you will be informed of the details in your interview invitation letter. The Advisory Assessment Panel will go on to question you about your skills and experience, 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 Ministers, who will make the final decision. Ministers 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.
- the appointment of the Chair of NICE will be subject to a pre-appointment hearing with the Health Select Committee. Ministers' preferred candidate will be expected to appear before the Committee. The hearing will be held in public and involve the Committee taking evidence from the candidate. The Committee will publish a report setting out its view on the candidates' suitability. Recommendations resulting from hearings are non-binding but Ministers must consider any relevant observations made by the Committee before deciding whether to go ahead with an appointment. **If you are recommended as the preferred candidate, please be aware that your CV, with personal details removed, will be sent to the Health Select Committee**
- if you are successful, you will receive a letter from Ministers appointing you as the Chair of NICE, 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 Holly Wainwright on 0113 254 6135.

Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

Diversity and equality of opportunity

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

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 <https://www.gov.uk/government/publications/governance-code-for-public-appointments>

The Commissioner for Public Appointments

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from <http://publicappointmentscommissioner.independent.gov.uk>

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 Charlotte Firth in the Department of Health by emailing charlotte.firth@dh.gsi.gov.uk

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London SW1A 2HQ

Tel: 0207 271 8938

Email: publicappointments@csc.gsi.gov.uk

2.3 Eligibility Criteria

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 Holly Wainwright on 0113 254 6135.

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.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.