



Department
of Health

Member of the Administration of Radioactive Substances Advisory Committee (ARSAC)

Information pack for applicants

Closing date: Midday on 3 March 2017

Reference no: A16-75



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SECTION 1 – The Role

1.1 Role and Responsibilities of Members of ARSAC

Introduction

Ministers are seeking to make 1 Member appointment to the board of the Administration of Radioactive Substances Advisory Committee (ARSAC). Members play a key role in providing specialist advice to the UK Government.

Role and Responsibilities of the Member

ARSAC members are independent experts in their own field, such as nuclear medicine, radiology, medical physics, radiography, radiopharmacy or clinical oncology. The chairman is a medical doctor – currently this is Dr John Rees, Consultant Radiologist based at the University Hospital of Wales, Cardiff.

The Committee normally meets twice a year. However, the bulk of members' work is undertaken throughout the year by post, advising the UK Health Departments on written applications from practitioners for certificates that will enable them to use specific radioactive medicinal products in diagnosis, therapy or research.

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 plus any of the desirable criteria for appointment.

There is 1 vacancy on the ARSAC for a radiographer.

Essential

- Track record of achievement in Radiography.
- Be able and prepared to actively contribute to the work of ARSAC
- Demonstrate the potential to operate effectively on a national expert scientific committee
- Not be tied to a commercial company in your primary function
- Be able to consider complex issues across all nuclear medicine disciplines and exercise sound judgement on issues involving service delivery and legal requirements
- The ability to work as an individual and as part of a team, with a positive and constructive style

Desirable

- A current interest in the promotion of good practice in nuclear medicine
- An established track record in research
- Significant experience of committee membership

Remuneration

- Members are not remunerated but they are entitled to allowances for travel and subsistence incurred on ARSAC business, at rates set by ARSAC in line with current government policy

- you may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of ARSAC, in line with travel and subsistence policy and rates for ARSAC. A copy of the policy and rates can be obtained from ARSAC.

Time commitment

The Committee normally meets twice a year and on average, committee members will receive 3 applications for review per week (approximately 1.5 hours per week). Additional time may be required for report writing or involvement in working groups

Location

London

Tenure of office

Ministers determine the length of the appointment, which can be for up to a maximum of 4 years.

Accountability

Members are appointed by the Secretary of State and are accountable to the Secretary of State via the Chair for carrying out their duties and for their performance.

For further information regarding the role of the ARSAC and the role of a Member please contact:

Dr John Rees

Tel: 02920 746983

Email: john.rees4@wales.nhs.uk

1.2 ARSAC's role and responsibilities

About the Body

Body Role and Responsibilities

ARSAC advises government on the certification of doctors and dentists who want to use radioactive medicinal products on people.

Doctors and dentists who use radioactive medicinal products (radiopharmaceuticals) on people must get a certificate from health ministers. This certificate allows them to use radioactive medicinal products in diagnosis, therapy and research.

ARSAC was set up to:

“advise health ministers with respect to the grant, renewal, suspension, revocation and variation of certificates and generally in connection with the system of prior authorisation required by Article 5(a) of Council Directive 76/579/Euratom.”

The majority of ARSAC's members are medical doctors who are appointed to the committee as independent experts in their field (for example nuclear medicine). The chairman is a medical doctor – currently this is Dr John Rees, Consultant Radiologist based at the University Hospital of Wales, Cardiff.

The Committee normally meets twice a year. However, the bulk of members' work is undertaken throughout the year by post, advising the UK Health Departments on written applications from practitioners for certificates that will enable them to use specific radioactive medicinal products in diagnosis, therapy or research. The committee comments on applications in confidence to the ARSAC Support Unit, Public Health England. No individual committee member approves any single application.

The next ARSAC meeting will be held on the 11th May 2017.

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of Member to the ARSAC.

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: **A16-75** in the subject field.

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

- Lynn Slater Department of Health, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 3 March 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 ARSAC 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 ALB or cause wider public confidence to be jeopardised, it is important that candidates bring them to the attention of the Advisory Assessment Panel. In considering potential issues, candidates should also reflect on any public statements they have made, including through social media. 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.

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:

Lynn Slater
Appointments Team
Tel: 0113 2545336
Email: lynn.slater@dh.gsi.gov.uk

For further information regarding the role of the ARSAC and the role of Member please contact:

Dr John Rees
Tel: 02920 746983
Email: john.rees4@wales.nhs.uk

Please quote reference **A16-75** 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 3 March 2017.
- Shortlisting complete: mid-March 2017.
- Interviews held: 6 April 2017.

The selection panel will be:

- Dr Ailsa Wight, Department of Health Senior Sponsor and Panel Chair
- Dr John Rees, ARSAC Chair
- Moira Rankin, Independent Panel Member

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
- interviews will be held 6 April.
- 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. 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.
- if you are successful, you will receive a letter from Ministers appointing you as a Member of the ARSAC, 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 Lynn Slater on 0113 2545336.

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/uploads/system/uploads/attachment_data/file/578090/Public_Appointments_Governance_Code_.pdf

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 Julie Nichols in the Department of Health by emailing Julie.Nichols@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

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 Lynn Slater on 0113 2545336.

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.