



Home Office

Chair of the Animals in Science Committee

Recruitment Information Pack
February 2018



Contents

Foreword from the Home Office Chief Scientific Advisor	3
About the Animals in Science Committee	4
Role Description	6
Person Specification	8
Response Instructions	9
Indicative Timetable	11
Terms of Appointment	12
Annex A – available separately	

Foreword:

The use of animals in regulated scientific procedures raises ethical, animal welfare and scientific issues therefore, the Animals in Science Committee (ASC) has a key role amongst the science advisory committees in Government and we are keen to appoint a Chair of the highest possible calibre.

The ASC's wide remit and significant responsibility makes this an exciting and challenging post. As well as providing impartial and objective advice to Government, the ASC also advises animal welfare and ethical review bodies on issues relating to the 1986 Animal (Scientific Procedures) Act and their functions under it. On an international level, the ASC also has responsibility for the exchange of information and exploring possibilities for collaboration with 'national committees for the protection of animals used for scientific purposes' in other European Union (EU) member states.

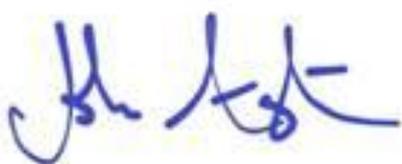
The ASC's membership is therefore drawn from a diverse range of professional backgrounds including those with specific technical competencies and the remainder as 'lay' members. It is this rich mix of backgrounds which allows a broad range of experience and views to be brought to the table and ensures the committee's advice is well balanced.

This is an exciting, challenging, and high-profile post. As well as interfacing with Ministers and policy makers, the ASC, with its wide interdisciplinary membership, has a UK-wide remit and a broad audience. The Chair has the fascinating task of leading the Committee to provide sound and effective independent advice in an area of great political and public interest and sensitivity.

The good work of Government depends crucially on the time and expertise so generously given by its advisory committees and the leadership provided by their Chairs. I am delighted that you are considering applying for this post.

I hope you agree with me that the work of the ASC presents an exciting forward looking challenge and that, having read the enclosed material, you will be keen to apply your breadth and depth of knowledge to the Committee going forward.

I look forward to receiving your application.



Professor John Aston
Home Office Chief Scientific Adviser

About the Animals in Science Committee

The Animals in Science Committee came into being as a result of EU Directive 2010/63.

The role of the Committee is to provide the Secretary of State for the Home Department (Home Secretary) and the Department of Health and Social Services for Northern Ireland (DHSSPSNI) with independent advice on issues relating to the Animals (Scientific Procedures) Act 1986.

The appointment of the Chair will be based on their skills, expertise and experience. They will not be appointed to represent any organisation by which they are employed, or any particular interest group, or any other organisation with which they have significant contacts. The Chair shall be expected to consider issues on merit and provide independent advice acting in the public interest at all times.

It is expected that Ministers will commission key elements of the work of the Committee to enable development of a rolling programme of work streams. In general seventy percent of the group's workload is commissioned by the Home Office with the remainder decided upon by its membership.

In the work it takes forward, the Committee shall take into account both the legitimate requirements of science and industry and of the protection of animals against avoidable suffering and unnecessary use in scientific procedures.

Much of the group's work is taken forward by short term 'Task and Finish' Subgroups. Members are encouraged to participate in these groups as appropriate. Given the diversity and complexity of topics the group's expertise in subgroups may be supplemented by the process of co-option.

A working protocol exists¹ to support the respective roles and responsibilities of the Home Office and the Animals in Science Committee (ASC). The working protocol provides a framework under which the Home Office and the Committee will engage through the provision and receipt of advice on matters relating to the use of animals for scientific purposes as well as associated matters.

Priorities

In addition to work commissioned by Ministers, the Committee has scope, capacity permitting, to take forward work of its own volition and offer advice on issues which it thinks relevant.

The ASC's long term and thematic areas of work are carried out by its Subgroups and its 'Task and Finish' Subgroups.

Outputs from the Subgroups and the 'Task and Finish' Subgroups are discussed and

¹ <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-animals-in-science-committee>

approved by the full ASC prior to publication on the ASC website².

The ASC prioritises its programme of work in line with Government priorities, legislative timeframes and in response to emerging issues relating to animals in science.

Key Source of information

ASC Code of Practice³, covering:

- role, remit, and code of conduct;
- responsibilities and roles of the chair, members, Secretariat, officials observing meetings;
- working groups of the ASC;
- engagement with Ministers and officials;
- how advice from the ASC will be presented;
- communications with the media;
- openness and transparency;
- code for observers;
- confidentiality of papers; and,
- members' interests and personal liability.

Other Information:

- Code of Practice for Scientific Advisory Committees⁴.

Support to the ASC

The ASC, its Subgroups and 'Task and Finish Subgroups are supported by a Secretariat, which is independent from Animals in Science Regulation Unit. The ASC is also supported by an independent press officer provided by the Home Office.

² <https://www.gov.uk/government/organisations/animals-in-science-committee>

³ <https://www.gov.uk/government/publications/animals-in-science-committee-code-of-practice>

⁴ <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

Role Description

Job Title:	Chair of the Animals in Science Committee (ASC)
Appointed by:	Home Secretary
Duration:	An initial term of three years
Remuneration:	The role is unremunerated, but travel and subsistence expenses incurred on Committee business will be reimbursed. No allowances will be payable and you will not be eligible for any form of bonus payment. The expected time commitment is up to 20 days per year, depending on the ASC's work programme.
Location:	Committee-level meetings will normally take place at Home Office Headquarters, 2 Marsham Street, London. Some ASC meetings may take place at a suitable external venue.

Purpose

The Chair of the ASC will be expected to deliver a key leadership role by harnessing the energy and expertise of committee members to deliver timely advice to Ministers. To enable this, the successful candidate will be required to develop and foster strong and constructive relationships with committee members and senior stakeholders, including Ministers, Parliament, Devolved Administrations, Government officials, and practitioners.

The Chair will, on behalf of the membership, provide the primary interface to Government Ministers and other stakeholders, including the public and media.

The Chair is accountable for ensuring the timely delivery of the ASC's programme of work

The Chair will develop and foster strong working relationships with the ASC's Secretariat as well as policy officials from departments, including the Home Office, and other 'national committees for the protection of animals used for scientific purposes' in other European Union (EU) member states.

The ASC Chair will meet, at a minimum, annually with the Minister responsible for animals in science.

In common with ASC members, the Chair of the ASC is appointed as an individual and not as a representative of any particular profession, employer or interest group. The Chair will be expected to act in the public interest at all times, considering all issues from an independent perspective and on merit.

Key responsibilities and criteria

The main responsibilities of the ASC Chair are to:

- Provide Committee leadership and ensure provision of impartial, balanced, objective advice and guidance to Ministers on issues relating to the use of animals in scientific procedures.
- Act corporately with other members.
- Discuss, and mutually agree with the Minister, a rolling programme of work streams to be taken forward and ensure that the business of the Committee is expedited efficiently and effectively.
- Chair the committee's quarterly meetings each year.
- Ensuring that the business of the Committee is dealt with in a consistent, fair, transparent and objective manner.
- Ensure that all members of the Committee have the opportunity to provide their views and to respond to issues of concern raised by individual Committee members which may arise between meetings.
- Adjudicate in any matters where Committee members are unable to reach consensus, ensuring that outcomes represent the breadth of members' considerations and uncertainties in the evidence base are made clear.
- Ensure that annual performance appraisals of members are undertaken and an annual report is published.
- Represent the Committee in discussions with other agencies/industry as required.
- Maintain liaison with the relevant policy leadership.
- Maintain contacts with national committees in other EU jurisdictions.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

Applicants for Chair should not currently be, nor have been in the past five years, involved in the direction or conduct of animal experiments.

Part One – Essential Criteria

Applicants should be able to evidence the following skills and experience:

- committee experience at a senior level including experience of chairing high profile multi-disciplinary meetings to enable discussion through to agreed conclusions;
- experience of working with Government, and an understanding of the policy and policy environment;
- the ability to draw out an appropriate balance of ethical, welfare and science issues and considerations in this area of great public interest and importance;
- strong communication, negotiating and interpersonal skills to build effective working relationships with Ministers, policy owners, Government departments, and other key stakeholders, including the scientific community, practitioners and law enforcement;
- ability to think logically and objectively to analyse complex information and identify key issues and make effective decisions, including excellent judgement under pressure; and
- a clear understanding of the role of scientific advice in informing policy in an area of political and public attention and sensitivity.

Part Two – Personal Qualities

- The confidence and ability to take overall accountability for the ASC's work and representing the ASC when required before Government Ministers.
- Empathetic but decisive leadership that makes progress through consensus.
- Projecting confidence and authority in public appearances.
- Flexibility of thought.

- Decisiveness and independence.

Response Instructions

If you wish to apply for this position, please supply the following by **midnight on 11 March 2018**:

- A **comprehensive CV** setting out your career history and including details of any professional qualifications.
- A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.

In addition, please also complete and return via email the forms at Annex A, relating to referees, diversity nationality, political activity and conflicts of interest.

Completed application should be emailed to publicappointments@homeoffice.gsi.gov.uk

If you cannot apply online, please post applications to:

Will Nixon
Home Office Public Appointments Team
First Floor Peel Building, 2 Marsham Street
London, SW1P 4DF

Please note, it is your responsibility to ensure we receive your application by the closing date.

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact Dr Joanne Wallace (Head of Home Office Science and Regulatory Secretariats) at: joanne.wallace@homeoffice.gsi.gov.uk.

If your query relates to the public appointments recruitment process then please contact Will Nixon in the Public Appointments Team in the first instance, on 020 7035 5987.

Equal Opportunities Monitoring

The Home Office is committed to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation and transgender. We recognize flexible working practices but members need to be able to attend meetings, mostly held at 2 Marsham Street, London, SW1P 4DF.

As part of the application process we ask candidates to complete equal opportunities monitoring information (see form at Annex A). This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be anonymised, treated as confidential, and used for statistical purposes only. The form will not be treated as part of your application.

Interview Access Scheme for Disabled Persons

As a member of the Business Disability Forum we are committed to actively encouraging applications from people with disabilities. Applicants with a disability are guaranteed an interview if they meet the minimum criteria for the appointment, as outline in the relevant role description. Declaring a disability for the purposes of a guaranteed interview is your decision and is entirely voluntary. If you wish to apply under the Interview Access Scheme, please complete the form at Annex A.

Whether you choose to apply under the Interview Access Scheme or not, you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Indicative Timetable

Please note that these dates may be subject to change.

Closing Date for Recruitment Applications	11 March 2018
Shortlist Meeting	15 March 2018
Candidate Interviews	23 April 2018

Recruitment Process

This role is being competed in accordance with the Governance Code (January 2017⁵), which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness.

The selection panel will include:

- Professor John Aston (Chair);
- Will Reynolds, Head, Animals in Science Regulation Unit;
- Mark Greenhorn, Head, Home Office Science Secretariat, Pathology, Regulation and Services; and,
- Dr Helen Bodmer, Head, Medical Research Council, BBSRC and National Academies Team, BEIS (as independent member).

The Home Office Public Appointments Team will acknowledge your application and keep you updated on the progress of the competition.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for final interview.

Interviews are expected to take place in Central London and will last for between 45 and 60 minutes. Further details about the format will be provided to you in advance.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

⁵https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/578498/governance_code_on_public_appointments_16_12_2016.pdf

Terms of Appointment

Appointment Term:

- Your appointment will be made by the Home Secretary and will be for a period of three years.
- There is a possibility of re-appointment at the end of this period of office at the discretion of the Home Secretary, subject to a satisfactory appraisal of performance and mutual agreement.
- It should be noted that this role is a public appointment; the post holder will be neither an employee of the Crown nor of HM Government. Such appointments are not normally subject to the provisions of employment law.
- The appointment may be terminated prior to the conclusion of the period of appointment.

The position of Remuneration:

- The ASC Chair is unremunerated
- The post holder can claim reimbursement for reasonable travel and subsistence costs necessarily incurred during the course of their duties at rates set centrally.
- No allowances will be payable and you will not be eligible for any form of bonus payment.

Time Commitment: The Chair is expected to attend Committee meetings and associated working group meetings as needed. Overall, commitment will equate to up to 20 days per year, depending on the ASC's work programme. The post-holder is expected to chair main Committee meetings, attend associated working and ad hoc groups as needed and meet with the Minister and senior officials as required.

Location: Committee-level meetings will normally take place at Home Office Headquarters, 2 Marsham Street, London. Some ASC meetings and away days may take place at a suitable external venue.

Availability: The successful candidate will be encouraged to take up this appointment from February 2019, subject to the successful completion of pre-appointment checks and security clearance.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to the SC level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-5 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks.

Nationality: This is a non-reserved post and therefore open to UK Nationals, British Nationals Overseas, British Protected Persons, Commonwealth Citizens, EEA Nationals of other member states and certain non-EEA family members and Swiss Nationals under the Swiss EU Agreement. There must be no employment restriction or time limit on your permitted stay in the UK. In order to confirm your eligibility for this post, please complete the Nationality form at the end of this candidate pack which asks for information regarding this. You will not be asked to produce the evidence stated at the application stage but you will be required to do so should you be invited to final panel interview.

Confidentiality: You will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired in the course of official duties, and not to disclose information which is held in confidence.

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

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; and,
- anyone who has been removed from trusteeship of a charity.

Registration of interests: The purpose of these provisions is to avoid any danger of the post holder being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed as ASC Chair in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

ASC Members, including the Chair, are required to declare any person or business interests that may or may be perceived (by a reasonable member of the public) to influence their judgment in provision of advice as an ASC member. This includes, as a minimum, personal direct and indirect pecuniary interests, membership of any professional bodies and your role in such bodies eg. if you are a Chair, Fellow or member.

Political activity: The post holder will need to show political impartiality during their time as ASC Chair and must not undertake any party political activity during the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are published.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your

application for this post, you may if you choose include it separately in the main body of your application.

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with: Will Nixon, Public Appointments Team, Home Office, Ground Floor, Seacole Building, 2 Marsham Street, London, SW1P 4DF. Alternatively, email: Will.Nixon@homeoffice.gsi.gov.uk

We will reply to your complaint within 20 working days. If, after receiving our response you are still not satisfied, you may contact the Commissioner for Public Appointments, The Commissioner for Public Appointments, Room G/8, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. More information about the role of the Commissioner and his Code of Practice is available [here](#).

Information about the Commissioner's policy and manner in which complaints are investigated are set out in the Commissioner's leaflet Your Guide to Making a Complaint about a Public Appointments Process which can be found [here](#).