



Department
of Health &
Social Care



Public Health
England

Chair of Public Health England (PHE)

Information pack for applicants

Closing date: Midday on 16th February 2018

Reference no: E17-40



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SECTION 1 – The Role

1.1 Role and Responsibilities of the Chair of Public Health England (PHE)

Introduction

The Secretary of State for Health and Social Care is seeking to appointment a Chair to the Advisory Board of PHE.

Role and Responsibilities of the Chair

Working in partnership with the PHE Chief Executive and Department of Health and Social Care (DHSC), the Chair will be a visible and credible ambassador for PHE as it builds on its reputation as the expert national public health agency, ensuring that it commands the confidence of the public, Parliament, national and local Government, and the professional and scientific communities related to public health. The Chair will not be expected to present health advice to the public directly.

In leading the Advisory Board, the Chair's role is to:

- ensure that the Board's forward agenda of strategic advice is informed by, and responsive to, developments both nationally and internationally and based on emerging evidence and intelligence on longer-term strategic risks and public health threats;
- support the Chief Executive in maintaining and promoting PHE's leadership role as part of the successful operation of the health and care system as an agency of the DHSC, and in setting the tone for excellent and constructive working relationships with the DHSC, local Government and the wider NHS, and health and social care partners including NHS England, NHS Improvement and NHS Digital; and central Government departments including the Department for International Development;
- provide advice, support and constructive challenge to the Chief Executive on how he can best deliver PHE's duties, priorities, organisational changes and value for money, and the future move to Harlow as well as on its vision and strategy, ensuring that this supports the wider strategic aims of the government and the DHSC;
- support the Chief Executive in PHE's accountability to DHSC Ministers and senior officials through assuring the effectiveness of PHE's corporate governance arrangements, and providing feedback to the Secretary of State for Health and Social Care and the DHSC. This includes ensuring that accountability and assurance issues, primarily based on the work of the Audit and Risk Committee, are considered by the Advisory Board in a timely manner and ensuring compliance with the requirements of the

Code of Conduct for Board members of public bodies and the Nolan principles;

- ensure the effective recruitment, induction and development of new non-executive members and the continuous development of the Advisory Board's capability to provide strategic advice and constructive challenge to the Chief Executive.

Qualities required for the role of PHE Chair

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

- an outstanding career track record with the ability to chair the Advisory Board of a public body that operates nationally and internationally;
- a portfolio of corporate governance and organisational skills, including strategic planning, financial and risk management, managing organisational change, and developing healthy organisational culture and values;
- an ability to collaborate effectively and develop excellent working relationships across organisational boundaries to achieve shared goals, including working with Ministers, the Chief Medical Officer, other national public bodies in the health and care sector, and with science-based institutions and professions;
- strong interpersonal skills and a skilled communicator with the ability to handle potentially high-profile and sensitive issues;
- well informed about PHE and the environment in which it operates, with a credible commitment to protecting and improving the health of the nation.

Remuneration

- £39k 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 PHE, in line with travel and subsistence policy and rates for the PHE. A copy of the policy and rates can be obtained from PHE.

Time commitment

Six days per month

Location

London

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 for Health and Social Care 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 PHE and the role of Chair please contact:

Alex Sienkiewicz, Director of Corporate Affairs, PHE

Tel: 07717 732810

Email: alex.sienkiewicz@phe.gov.uk

1.2 PHE role and responsibilities

Body Role and Responsibilities

PHE is the expert national public health agency that fulfils the Secretary of State for Health and Social Care's statutory duty to protect health and address inequalities, and discharges his power to promote the health and wellbeing of the nation. PHE has operational autonomy and its freedoms and obligations are described in the Framework Agreement with the Department of Health and Social Care. PHE acts globally and nationally where it is uniquely placed to do so, and supports local priorities through its network of Centres. It employs 5,500 staff and has a net operating budget of £302.3m.

Ministers set out the government's requirements of PHE in an annual remit letter and strategic priorities. PHE is responsible for four critical functions:

- to fulfil the Secretary of State's duty to **protect the public's health** from infectious diseases and other public health hazards, working with the NHS, local government and other key partners in England, but also working with the Devolved Administrations and globally where appropriate. This means providing the national infrastructure for health protection including: an integrated surveillance system; providing specialist services, such as diagnostic and reference microbiology, and developing the application of genomic technologies; investigation and management of outbreaks of infectious diseases and environmental hazards; ensuring effective emergency preparedness, resilience and response for health emergencies, including global health security and work on antimicrobial resistance; acting as the focal point for the UK on the International Health Regulations; evaluating the effectiveness of the immunisation programme and procuring and supplying vaccines.
- to secure **improvements to the public's health, including supporting the system to reduce health inequalities** and to deliver *From Evidence into Action* and the *Five Year Forward View* commitments to a radical upgrade in prevention. It should do this through its own actions and by supporting Government, local government, the NHS and the public to secure the greatest gains in physical and mental health. PHE will promote healthy lifestyles, provide evidence-based, professional, scientific and delivery expertise and advice, develop data, information resources and tools (particularly on return on investment and value for money) and support the system to meet legal duties to improve the public's health and reduce health inequalities.
- PHE has a key role in **improving population health through sustainable health and care services** through, for example: promoting the evidence on public health interventions and analysing future demand to help shape future services; working with NHS England on effective preventative strategies and early diagnosis; providing national co-ordination and quality assurance of screening programmes, the introduction of new programmes and the extension of existing

programmes; running national data collections for a range of conditions, including cancer and rare diseases; and providing data analyses which support the NHS in improving services and outcomes.

- ensure the public health system maintains the **capability and capacity** to tackle today's public health challenges and is prepared for the emerging challenges of the future, both nationally and internationally. This will mean: undertaking, contributing to, and supporting research and development; supporting and developing a skilled public health workforce; supporting local government to improve the performance of its functions; providing the professional advice, expertise and public health evidence to support the development of public policies to have the best impact on improving health and reducing health inequalities; and collecting, quality assuring and publishing timely, user friendly high quality information on important public health topics and public health outcomes.

More information on PHE can be found in PHE's Strategic Plan and most recent Annual Report and Accounts:

PHE Business Plan 2017/18, available at this link: -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/610181/PHE_business_plan_2017_to_2018.pdf

International peer review –

<https://www.gov.uk/government/publications/evaluation-and-recommendations-for-phe-ianphi-review>

MORI public opinion survey 2017

https://www.ipsos.com/sites/default/files/ct/publication/documents/2017-12/phe-public-opinionawareness_2.pdf

PHE Framework Agreement

<https://www.gov.uk/government/publications/framework-agreement-between-the-department-of-health-and-public-health-england>

PHE Code of Conduct:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528892/Code_of_conduct_for_PHE_staff.pdf

Section 2: How to Apply

2.1 Making an application

Thank you for your interest in the appointment of a Chair to PHE.

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: E17-40 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 and Social Care, Room 1N09, Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 13th February 2018**.

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.

Conflicts of interest

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

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

Standards in public life and ensuring public confidence

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, if you were appointed, be misconstrued, cause embarrassment to Ministers or PHE, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the

Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media. The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the *Code of Conduct for Board Members of Public Bodies*, as part of agreeing to the terms and conditions of appointment. You can access this document at:

<https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Disqualification from Appointment.

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.

If you are appointed to this role, please note that any political activity you declare will be published in accordance with the Governance Code on Public Appointments.

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 application and 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 PHE and the Chair please contact:

Alex Sienkiewicz, Director of Corporate Affairs
Tel: 07717 732810
Email: alex.sienkiewicz@phe.gov.uk

Please quote reference E17-40 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 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 16th February 2018
- Shortlisting : 28th February 2018
- Interviews: 26th March 2018

The selection panel will be:

- Sally Davies, Chief Medical Officer, DHSC (panel chair)
- Clara Swinson, Director General for Global and Public Health, DHSC
- Shirley Cramer, Chief Executive, Royal Society of Public Health
- John Knight, Independent Panel Member

The Independent Panel Member is independent of both the Department of Health and Social Care and PHE.

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
- 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 you 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 Ministers who will make the final decision. Ministers may choose to meet with candidates 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 the Chair of PHE, 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.

Diversity and equality of opportunity

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

If you are not completely satisfied

DHSC 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 and Social Care by emailing Julie.Nichols@dh.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 Alex Sienkiewicz at alex.sienkiewicz@phe.gov.uk

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 DHSC 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.