



Llywodraeth Cymru
Welsh Government

Information for Candidates

APPOINTMENT OF WELSH MEMBER TO THE HUMAN TISSUE AUTHORITY



Making an application

Thank you for your interest in the appointment of Welsh Member to the Human Tissue Authority (HTA).

To make an application, please visit the Welsh Government Public Appointments website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

Once you've registered, you'll be able to access the application form. To apply you will need to submit the application form and **two** supporting documents. The first is a document answering the questions below, a 'personal statement'. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second supporting document is a full, up to date curriculum vitae. The two documents should be uploaded to the "Reasons for applying" section of the online application form. There should be a 12pt minimum size of font on the supporting documents.

Personal Statement

Your personal statement is your opportunity to demonstrate how you meet each of the criteria as set out in the questions below. How you choose to present this information is up to you. However, you should aim to provide 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.

Please also note that your evidence will also be assessed against whether you have the necessary level of experience to effectively operate at Board level.

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.

Questions to answer as part of your application in your personal statement

On page 5 below you will find the person specification, including the knowledge and experience as well as the personal attributes required for this role. The panel will be looking for strong examples of how you meet these requirements. In your personal statement, please therefore **provide examples, with outcomes**, to demonstrate how you meet the person specification in each case.

Curriculum Vitae

Please ensure that your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

Indicative Timetable

Closing date:	16 November 2020
Shortlisting complete:	30 November 2020
Interviews held:	January 2021

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Start date: March 2021 **

*** A shadowing period with the current Welsh Member will be organised by mutual agreement.*

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

Guaranteed Interview Scheme

The Welsh Government operates a Guaranteed Interview Scheme 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 Guaranteed Interview Scheme a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

Contacts:

For further information regarding the selection process, please contact:
Public Appointments Team publicappointments@gov.wales.

For further information or to arrange an informal discussion about the role of the Welsh Member to the HTA, please contact:

Prof Chris Jones, Deputy Chief Medical Officer.

Tel: 03000 257143

Email: chris.jones@gov.wales.

Further information about the HTA is available at:

<https://www.hta.gov.uk/about-us>

Selection Process

Appointments to the HTA are regulated by the Commissioner for Public Appointments and therefore are made in accordance with the Commissioner's Code of Practice on Ministerial Appointments to Public Bodies. It is the policy of the Welsh Government to promote and integrate equality of opportunity into all aspects of its business including appointments to public bodies. Applications are welcomed and encouraged from all groups and we ensure that no eligible candidate for public office receives less favourable treatment on the grounds of age, disability, gender, marital status, sexual orientation, gender reassignment, race, religion or belief, or pregnancy and maternity. The principles of fair and open competition will apply and appointments will be made on merit.

Background and Context

The Human Tissue Act 2004 established the Human Tissue Authority (HTA) as the regulatory body responsible for activities concerning the removal, storage, use and disposal of human tissue for England, Wales and Northern Ireland. This followed events in the 1990s that revealed a culture in hospitals of removing and retaining human organs and tissue without consent. A number of activities involving human tissue that require a licence from the HTA were brought together under the Human Tissue Act 2004. These activities are:

- the carrying out of an anatomical examination
- the making of a post-mortem examination
- the removal of human tissue from a deceased person to be used for specific purposes listed in the Act, for example determining the cause of death, research, anatomical examination, clinical audit
- the storage of an anatomical specimen
- the storage of the body of a deceased person for certain specified purposes
- displaying human bodies or tissue in public (e.g. in a museum)

Purpose and functions

The HTA is one of two competent authorities with UK-wide responsibility for regulating tissues and cells for patient treatment in accordance with European Directives. It is also the UK competent authority for the purpose of the Organ Donation Directive which sets minimum standards for the quality and safety of organ donation and transplants across the EU.

The HTA licenses more than 800 organisations that store and use human tissue in connection with the activities covered by the Human Tissue Act 2004, the Human Transplantation (Wales) Act 2013 and European Directives.

The HTA has a general role of overseeing compliance with the Human Tissue Act 2004 and the Human Transplantation (Wales) Act 2013, including providing advice and guidance to people carrying out activities covered by these Acts, members of the public and Ministers. For example, the HTA provides advice to members of the public wishing to donate their bodies to medical schools for anatomical examination after their death (what most people call “leaving your body for medical science”). The HTA also publishes codes of practice giving practical guidance to professionals carrying out activities that lie within its remit, including organ donation.

Regulations made under the Human Tissue Act 2004 and the Human Transplantation (Wales) Act 2013 also require all donations of organs from living people, and donations of bone marrow and peripheral blood stem cells (PBSCs) from children and adults lacking capacity to be approved by the HTA. This is to ensure that no reward has been given; that no duress or coercion is involved and that valid consent is in place. Members of the Authority play a key part in the approvals process. The HTA also assesses cases of living organ donation in Scotland under an agreement with the Scottish Government.

Role Description

The Welsh Member to the HTA is one of a number of independent members who are responsible for holding the HTA to account for its activities and ensure it delivers its strategic objectives. The Welsh Member will in addition ensure accountability of the HTA to the Welsh Ministers and that Welsh Government policies are being taken into account in the HTA's work.

Person Specification (important – please read)

The Welsh Member will demonstrate the following qualities:

Knowledge and Experience – please cover these in your personal statement

- Experience of being committed to the objectives of a Board or Committee and the interest and drive to make a real contribution to a Board or Committee;
- Experience of effective scrutiny and challenge of a Board or Committee, and of holding them to account for their performance or the delivery of its strategy;
- Experience of thinking strategically and exercising sound judgement on complex and sensitive issues; and
- Experience of demonstrating the highest standards of personal propriety in relation to governance, accountability, risk and financial management.
- Experience or skills in one or more of the following:
 - Professional experience in any of the sectors regulated by the HTA;
 - Experience of organ donation and transplantation either from a patient or practitioner perspective;
 - Medical, clinical or research ethics;
 - Data and analytics as drivers for digital transformation.

Personal Attributes and Skills – please cover these in your personal statement

- Strong interpersonal skills with personal impact and credibility to be an effective advocate and ambassador with strong influencing and negotiating skills;
- Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals;
- Excellent communication skills, with the ability to be clear and succinct and to facilitate understanding of complex issues while demonstrating respect for the views of others;
- Ability to absorb large amounts of information and to evaluate complex evidence within a short time frame;

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- Sound judgement, sensitivity and political awareness; and
- Capacity to be independent and resilient.

Candidates must also demonstrate:

- A clear understanding and commitment to equality issues and challenging discriminatory practices; and
- A clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Welsh language skills are desirable. All candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Candidates shortlisted for interview will be required to expand on how they meet the criteria above using examples and evidence.

Term of Appointment

The appointment will be made by the Minister for Health and Social Services.

Duration of Appointment

The Welsh Member may be appointed for an initial period of three (3) years, and the Member may stand for a maximum of six (6) years.

Eligibility

A person shall be disqualified from appointment if he/she:

- a. has within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has received a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine;
- b. is the subject of a bankruptcy restrictions order or an interim order or has made a composition or arrangement with creditors;
- c. has been dismissed, other than by reason of redundancy, from paid employment with a health service body; and
- d. has had his or her membership as chair, member or director of a health service body terminated, other than by reason of redundancy, voluntary resignation, reorganisation of the health service body, or expiry of the period of office for which that person was appointed.

Any other information that may materially affect your application for appointment should be declared in the application form under the 'Conflict of Interests' section.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in

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their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Time Commitment

The post of Welsh Member to the HTA is based on a time commitment of 2-3 days per month.

Remuneration

The Welsh Member is entitled to receive a taxable remuneration of £7,883 per annum.

Expenses

You will be entitled to be reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on HTA business.

Childcare and other dependent expenses may also be paid, on production of receipts, for additional costs incurred while undertaking HTA work.

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

Starting Date

March 2021