



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**All Wales Medicines Strategy Group
(AWMSG)**

Appointment of a Chair

Closing date: 16:00, 12th July 2021



**The Commissioner for
Public Appointments**

All Wales Medicines Strategy Group

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Making an application

Thank you for your interest in the appointment of a Chair to the All Wales Medicines Strategy Group (AWMSG).

The new Chair will play a key role in shaping the medicine management agenda in Wales, implementing AWMSG's prescribing strategy, and provide strategic direction to the NHS in Wales and all key stakeholders.

The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of AWMSG and the selection process.

To make an application please visit the Welsh Government public appointment website here

<https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the job vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Personal Statement

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the 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. 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.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

CV

Please ensure 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.

References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

Indicative timetable

Closing date: **Monday 12 July**

Shortlisting: **Tuesday 20 July**

Interviews: **Monday 6 September**

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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, and lesbian, gay, bisexual and transgender people.

Disability Confident

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Contacts:

For further information regarding the selection process, please contact:

Public Appointments Team
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of the AWMSG and the role of Chair please contact [name of sponsor division contact or contact in public body]:

Tel: 02920825621
Email: Darren.Ormond@gov.wales

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of a Chair of the All Wales Medicines Strategy Group

Role description and person specification

The appointed Chair will:

- Play a key role in shaping the medicine management agenda in Wales, and the implementing AWMSG's prescribing strategy
- Provide strategic direction to the NHS in Wales and all key stakeholders.
- Play a critical role in ensuring the work of the All Wales Therapeutics and Toxicology Centre (AWTTC) supports the Committee and NHS Wales in achieving their strategic objectives.
- Be instrumental in developing innovative partnerships which benefit patients
- Achieve best outcomes from the use of medicines in Wales
- Chair up to ten AWMSG meetings each year and be a member of the AWMSG Steering Committee which meets monthly.
- Responsible for appointment and appraisal of Steering Group members

Other aspects of the role:

- Regular meetings with key stakeholder organisations e.g. ABPI Cymru, Heads of Pharmacy, Health Technology Wales, NICE
- Bi-monthly liaison with Welsh Government officials
- Regular liaison with Cardiff and Vale University Health Board Head of Pharmacy – as line manager of the All Wales Therapeutics and Toxicology Centre (AWTTC) staff *

* AWTTC provides the secretariat, pharmaceutical, clinical and health economics support to AWMSG, its sub-groups and NHS Wales in achieving their strategic objectives.

Person Specification

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. In addition you must be able to evidence the personal attributes and skills as listed below.

Essential Criteria

- An interest in, and knowledge of the National Health Service and how it operates in Wales along with a detailed knowledge of pharmaceutical issues affecting patients;

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- A persuasive communicator, capable of effectively chairing meetings and supporting the development of committees
- A proven ability of providing effective and visible leadership skills;
- Ability to demonstrate inclusive leadership and a clear understanding and commitment to diversity and inclusion ;
- An ability to understand of the importance of high standards in public life and of the importance of patient and public engagement; and
- A proven track record of success or achievement in the public, voluntary or private sectors.

Personal Attributes and Skills

- Ability to motivate and inspire staff
- Good communication skills
- Engage with staff and staff representatives at all levels within the organisation
Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals

Welsh Language

Welsh language skills are desirable but not essential for the role of Chair.

Key facts about the post

Location

The AWMSG meetings are usually held in Llandough Hospital, Cardiff. In the current environment, meetings have been held virtually via Microsoft Teams.

Time Commitment

The Chair will be expected to be available to work a minimum of 30 days per year as the AWMSG will meet at least 10 times a year. This will include attendance at the monthly AWMSG Steering Committee Meetings and other ad hoc meetings as required

Tenure of office

The appointment will be for an initial period of 4 years, renewable subject to satisfactory review.

Remuneration

The post is unsalaried but the successful candidate will be entitled to receive an honorarium at a daily rate of £337. Travel and other reasonable expenses (including GP locum costs) that might be incurred in carrying out work on behalf of AWMSG can also be claimed from the AWMSG within the recognised limits. You may also be eligible to claim reimbursement for costs in relation to child care/care of the elderly/assistant carer, whilst carrying out work on behalf of the AWMSG.

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Eligibility

Applicants should also note that being a member of the All Wales Medicines Strategy Group is a disqualifying post for membership of the Senedd under the National Assembly for Wales (Disqualification) Order 2015.

<http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as Chair of the All Wales Medicines Strategy Group, which will confirm the terms on which the appointment is offered. Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the NHS Wales Shared Services Partnership. Attendance at the NHS Wales Independent Member Induction Programme is mandatory on appointment and you will be required to attend the next available course.

Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of AWMSG, including any business interests and positions of authority outside of the role in AWMSG.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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/code-of-conduct-for-board-members-of-public-bodies>

The role and responsibilities of the All Wales Medicines Strategy Group

Background

Established in 2002, the All Wales Medicines Strategy Group (AWMSG) is a nonstatutory scientific advisory committee which provides advice in an effective, efficient and transparent manner to the Welsh Ministers on strategic medicines management and prescribing matters.

The AWMSG appraisal process, which has been recognised by the NHS Evidence Accreditation Scheme, gives patients in Wales, routine access to medicines ahead of appraisal by the National Institute for Health and Care Excellence (NICE).

Committee's Role

The AWMSG brings together an expert panel including NHS doctors, pharmacists and other healthcare staff academics, health economists, industry representatives, patient advocates and lay representatives to reach a consensus on the use of new medicines within NHS Wales. It develops policies that promote the best use of medicines for patients in Wales. These decisions impact on medicines management issues affecting both primary and secondary care. The main priorities of AWMSG are:

- Advise Welsh Ministers of emerging technologies and medicines management to support strategic planning;
- Develop timely, independent and authoritative advice on new medicines and on the cost implications of making these medicines routinely available;
- Advise the Welsh Government on the development of a consistent evidence based and cost-effective medicines strategy for Wales.

The work of AWMSG is planned via the AWMSG Steering Committee. This committee prioritises the work programme of AWMSG to ensure the efficient use of AWMSG resources.

AWMSG works closely with NICE to complement the NICE Health Technology Appraisal programme.

All meetings of AWMSG are open to the public.

The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement 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.

The selection panel will be chaired by Andrew Evans, Chief Pharmaceutical Officer, Welsh Government and will also comprise of Professor Ceri Phillips - Deputy Chief Executive, Cardiff and Vale University Health Board, Susan Goodfellow, Quality Improvement Skills Training Lead at HEIW and Rosetta Plummer as an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting 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 anticipate that during July 2021 the panel will have decided who will be invited for interview in September 2021. It is our intention that interviews will take place in Cathays Park or via video-call.

The 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 guaranteed interview scheme **and you meet the minimum essential criteria** for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know whether or not you have been invited to be interviewed.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

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If you are successful, you will receive a letter appointing you as chair of the All Wales Medicines Strategy Group, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. 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

Queries

For queries about your application, please contact publicappointments@gov.wales.

If you are not completely satisfied

Welsh Government 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 publicappointments@gov.wales.

Additionally you can write to: Office of the Commissioner for Public Appointments
G/08, 1 Horse Guards Road, London SW1A 2HQ.