



An Roinn Sláinte
Department of Health

The Department of Health requests expressions of interest for appointment to the position of Chair, National Screening Committee – Ireland

Candidate Information Pack

Please read carefully

Closing Date: 15:00 on Thursday 25th April 2019

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1. Background

National Screening Committee - Ireland

A recommendation contained within the *'Sally Report into the CervicalCheck Screening Programme (September 2018)'* was that a National Screening Committee should be constituted to advise the Department of Health and the Minister on all new proposals for screening and revisions to current programmes.

It is against that context that the Department is now requesting expressions of interest for appointment to the position of Chair of the NSC – Ireland.

Role of the NSC - Ireland

The Committee will be an independent Committee responsible for considering population-based screening programmes in Ireland. In accordance with best practice and in order to ensure appropriate use of finite resources, the NSC - Ireland will:

- Effectively implement an agreed methodology for accepting applications to consider new or revisions to existing population screening programmes;
- Agree and implement a prioritisation process for the consideration of new or revised population screening programmes;
- Develop and implement a robust and transparent system to evaluate potential population-based screening programmes against a set of internationally recognised criteria;
- Clearly communicate the recommendations and the reasoning to the Department of Health, stakeholders and the public on the outcomes of deliberations;

In performing their role it is anticipated that the NSC – Ireland will have a close working relationship with the UK National Screening Committee (UK NSC) and equivalent committees in Northern Ireland, Scotland and Wales. This will allow the use of research evidence, pilot programmes and economic evaluation to assess the evidence for screening programmes against a set of internationally recognised criteria. For further reference on the work of the UK NSC please see <https://www.gov.uk/government/groups/uk-national-screening-committee-uk-nsc>

2. Role and responsibilities of the Chair of the NSC - Ireland

- Provide exceptional leadership and motivational skills and ensure the NSC - Ireland meets its terms of reference through motivation and appraisal of appointed members.
- Communicate in a clear concise manner and have the ability to represent the views of the Committee to a range of audiences.
- Play a critical role in developing the Committee's standing as an internationally recognised leading body offering independent advice in the field of population health screening programmes.
- Bring relevant knowledge, skills and experience to the Committee and contribute to the provision of independent, high quality and well considered advice to the Minister for Health and the Health Service Executive.
- The Chair will work with the office of the Chief Medical Officer in the Department of Health and where urgent advice is required on the work of the NSC - Ireland, the Chair would be expected to provide this on behalf of the Committee.
- Appraise and develop members to maximise their potential and contribution.

3. Qualities required for the role of 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.

3.1 Essential Criteria

- A successful and recognised career track record in clinical medicine, public health or health service delivery, with an ability to make an important contribution to the work of the NSC – Ireland.
- Ability to analyse complex information and data, identify key issues and develop evidence-based solutions to complex problems.
- Ability to balance conflicting information and opinions to make timely and informed decisions in a transparent manner, and work with parties holding polarised views to achieve compromise and agreement on action.
- Excellent communication and interpersonal skills suitable for a range of audiences from technical experts, lobby groups, the general public and the media.
- Experience of working in senior multi-disciplinary committees with an ability to influence, challenge and remain impartial whilst exercising sound judgments and ensuring that all views are captured and explored and of effective influence and challenge in this arena.
- An understanding of and commitment to the principles of providing independent advice to Government, and to the principles of public life, and an ability to demonstrate no conflicts of interest in the role.

3.2 Desirable criteria

- Awareness of the population screening programmes currently offered in Ireland and an understanding of the benefits and harms that population screening programmes can bring
- Knowledge of the application of Health Technology Assessment and/or economic modelling and cost effectiveness in health programmes.

4. Remuneration

- Travel and subsistence expenses, which are properly and necessarily incurred in carrying out the role and responsibilities as the Chair of the NSC – Ireland, will be reimbursed in line with travel and subsistence policy and rates applicable to the Department of health.

5. Time commitment

- Between 5-7 days per year
- Secretariat to the National Screening Committee will be provided through the Office of the Chief Medical Officer in the Department of Health.

6. Tenure

- The initial appointment will be for a period of 2 years, renewable for a further 2 years up to a maximum of 4 years.

7. Accountability

- The Chair is appointed by the Minister for Health and is accountable to them through the Office of the Chief Medical Officer for carrying out their duties and for their performance.

8. Conflict of Interests

- Particular attention is drawn to the requirement to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Chair of the NSC - Ireland, including any business interests and positions of authority outside of the role at the NSC -Ireland.
- If appointed, you will also be required to declare these interests on appointment which will be entered into a register operated by the NSC – Ireland and which will be made available to the public.

9. Standards in public life

- The Ethics in Public Office Act 1995 and 2001 will apply to this post.

10. Making an application

Interested parties should submit a CV and supporting letter as one document to [p^hsu@health.gov.ie](mailto:phsu@health.gov.ie) with **NSC – Ireland** in the email subject line.

Expressions of interest will be assessed by a Department of Health selection panel.

In making an application please note the following:

10.1 Supporting letter

The supporting letter 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 specific and 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.

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.

10.2 Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the NSC – Ireland and which could lead to a real or perceived conflict of interest were you to be appointed, please provide details in your supporting letter. Should you be successful in your application, if there is anything in your personal or professional history, that if brought into the public domain, may raise questions about a conflict of interest, please provide further details in your supporting letter. Failure to disclose such information could result in an appointment being terminated – refer to the Eligibility Criteria section in Appendix 1.

10.3 CV

Please ensure your CV includes your full name, title, home address, personal contact telephone numbers and personal email address that you are happy to be contacted on.

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 and/or National roles.

10.4 Indicative timetable

Closing date: 15:00 on Thursday 25 April 2019

Shortlisting complete: Early May 2019

Interviews held: End May/Early June 2019

10.5 Contacts

For further information regarding the role of the NSC - Ireland and the role of Chair please contact Dr Alan Smith, Deputy Chief Medical Officer, Department of Health, Dublin;

Email: alan_smith@health.gov.ie

Tel: +353 (0)1 635 4106