



The Department of Health is seeking expressions of interest for appointment to the National Screening Advisory Committee (NSAC) in the role of Public Voice Member

Candidate Information Pack
Please read carefully

Closing Date: 17:00 on Friday 14 January 2022



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1. Background

National Screening Advisory Committee (NSAC)

The Minister for Health established the [National Screening Advisory Committee \(NSAC\)](#) in 2019.

The Department of Health is now requesting expressions of interest for appointment to the NSAC for members with expertise in the following area:

- Public Voice

More information on the NSAC can be found [here](#).

2. Role of the NSAC

The NSAC is an independent advisory committee which advises the Minister and Department of Health on all new proposals for population-based screening programmes and changes to existing programmes.

The Committee plays a significant strategic role in the development and consideration of population-based screening programmes in Ireland.

The NSAC does not have any operational role in the day to day running of any screening programmes. That remains the responsibility of the Health Service Executive (HSE).

The NSAC has held seven (7) meetings to date and made two (2) recommendations to the Minister for Health. Further information on these recommendations can be found [here](#).

The NSAC has recently launched its first Annual Call for proposals for new population-based screening programmes or changes to five existing programmes. More information on the Annual call can be found [here](#).

3. Role and responsibilities of members

- Develop and maintain the NSAC's standing as an internationally recognised body offering independent advice in the field of population health screening programmes.
- Bring relevant knowledge, skills and experience to the NSAC and contribute to the provision of independent, high quality and well considered advice to the Minister for Health and the Department of Health.
- Communicate in a clear concise manner and have the ability to represent the views of the NSAC to a range of audiences.
- Provide national leadership and ensure the NSAC achieves its objectives through implementation of the Committee's Terms of Reference.
- Observe the highest standards of impartiality, integrity and objectivity in relation to the advice they provide.
- Abide by the principle of collective responsibility and stand by the recommendations of the Committee.
- Be accountable for their activities and for the standard of the advice they provide.



4. Essential skills and criteria

To be considered, you must be able to demonstrate that you have the following qualities, skills and experience.

1. A successful and recognised track record as a Public Voice representative.
2. Ability to contribute to the Committee's analysis of complex information and data, identification of key issues and development of evidence-based solutions to complex problems.
3. Ability to contribute to the Committee's evaluation of potentially conflicting information and opinions and ultimately producing timely, objective and informed decisions in a transparent manner.
4. Excellent communication and interpersonal skills.
5. 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 impartiality and objectivity.
6. Awareness of the population screening programmes currently offered in Ireland.

5. Appointment

Members are appointed as individual experts to fulfil the [Terms of Reference](#) of the NSAC and not as representatives of their particular professions, their employer, any organisation or any interest group.

6. Remuneration

Members are not remunerated for their work for the Committee, however, travel and subsistence expenses, which are properly and necessarily incurred in carrying out the role and responsibilities, will be reimbursed in line with travel and subsistence policy and rates applicable to the Department of Health.

7. Time commitment

- Between 3 - 5 days per year:
 - Estimated 3 - 4 formal meetings annually
- Members are expected to attend all meetings in person (or virtually as appropriate).
- Members may not send representatives if they are unable to attend a meeting.

8. Tenure

The initial appointment, by the Minister for Health, will be for a period of 2 years, renewable for a further 2 years up to a maximum of 4 years.



9. Accountability

The NSAC will report to the Minister for Health through the Secretariat which is provided by the Department of Health.

The attendance and contribution of individual members of the NSAC will be subject to annual appraisal by the Chair.

10. Conflict of Interests

Particular attention is drawn to the requirement to declare any professional or private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the NSAC, including any business interests and positions outside of the role as a NSAC member.

If appointed, you will also be required to declare these interests on appointment which will be entered into a register operated by the NSAC and which may be made available to the public.

11. Standards in public life

The NSAC membership will be asked to subscribe to the Standards in Public Office Commission, Civil Service Code of Standards and Behaviour accessible at <https://www.sipo.ie/acts-and-codes/codes-of-conduct/wider-public-service/index.xml>

The Ethics in Public Office Act 1995 and 2001 will apply to the operation of the NSAC.

12. Making an application

In making an application, please take careful note of the following:

- include a brief statement (500 words max) outlining how you meet each of the six criteria listed in section 4; and

Interested parties should then submit their brief statement and CV as one document to NSAC_Secretariat@health.gov.ie with **NSAC Membership Application 2021** in the email subject line, by 17:00 on the closing date of Friday 14 January 2022.

Applications will be assessed by an independent selection panel.

Shortlisted candidates may then be invited to interview (either in person or virtually).

By submitting your application, you consent to allowing the Department of Health to process your personal data in line with relevant Data Protection regulations for the purpose of selecting new member of the National Screening Advisory Committee. Please see [Appendix 3](#) for a full Data Protection Notice.



12.1 Brief Supporting Statement

The statement is your opportunity to demonstrate how you meet each of the six criteria set out in section 4 above and describe what skills and experience you can bring to the NSAC.

Please limit the statement to 500 words.

12.2 Declaration of interests and ensuring public confidence

If you have any business or personal interests that might be relevant to the work of the NSAC 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.

12.3 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.

Include 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.

13. Deadline

Closing date for receipt of expressions of interest:

17:00 on Friday 14 January 2022

14. Contacts

For further information regarding the role of the NSAC and the role of Committee members please contact the Secretariat. Email: NSAC_Secretariat@health.gov.ie

Appendix 1 - Expert Roles

The following range of expertise is currently being sought for the NSAC:

- Public Voice

Additional expertise may be co-opted as/when required

Details of existing NSAC membership can be viewed [here](#).



Appendix 2 - Applicant Checklist

1. Brief supporting statement setting out your suitability for appointment to the NSAC
2. Declaration of interest
3. CV

Appendix 3 - Data Protection

All personal data transmitted to the Department of Health for appointment to the National Screening Advisory Committee (NSAC) in the role of Public Voice Member will be processed and stored in line with the Department's Privacy Policy.

This data will be retained in line with GDPR guidelines and used for the purpose of selecting new member of the National Screening Advisory Committee. Access to this data will be limited to members of the Department of Health Population Health Screening Unit and the Selection Committee. Data relating to Committee will be retained securely for the duration of their terms and destroyed upon completion. All other applications will be destroyed after the selection process has been completed.

The Department of Health's Privacy Policy is available at: <https://www.gov.ie/en/organisation-information/2f7457-department-of-healths-privacy-policy/>