



Llywodraeth Cymru
Welsh Government

Information for Candidates

The All Wales Medicines Strategy Group

Appointment of the Chair

Closing Date: 5 November 2018



**The Commissioner for
Public Appointments**

The All Wales Medicines Strategy Group

Making an Application

Annex A: Role Description and Personal Specification

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Making an application

To make an application please visit the Welsh Government's website: <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 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 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. You should aim to provide 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. 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.

Indicative timetable

Closing date:	5 November 2018
Shortlisting:	13 November 2018
Interviews:	22 November 2018

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 - 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.

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Contacts:

For further information regarding the role please contact Darren Ormond Tel: 03000 255621 Email: darren.ormond@gov.wales

If you need any further assistance in applying for this role, please contact the Welsh Government's Public Appointments Unit: publicappointments@gov.wales

Background

Established in 2002, the All Wales Medicines Strategy Group (AWMSG) is a non-statutory 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.

Role Description

The successful candidate will Chair up to ten AWMSG meetings each year and be a member of the AWMSG Steering Committee which meets monthly. They will play a key role in driving the medicine management agenda in Wales and the implementation of AWMSG's prescribing strategy for Wales, giving strategic direction to the NHS in Wales and all key stakeholders. They will be instrumental in developing innovative partnerships that benefit patients and achieve the best outcomes from the use of medicines in Wales.

Person Specification

The Welsh Government is seeking to appoint an individual who can demonstrate the following:

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- an interest in, and knowledge of the National Health Service and how it operates in Wales
- a detailed knowledge, of pharmaceutical issues including medicines licensing and therapeutic issues affecting patients;
- a wide knowledge of (and preferably experience in) prescribing and the medicines management agenda;
- a proven track record of success or achievement in the public, voluntary or private sectors;
- the ability to think creatively and challenge current thinking in order to deliver a step- change in the Welsh NHS;
- a proven ability to work effectively as part of a multi-disciplinary team ;
- an effective and persuasive communicator capable of making relevant and appropriate contributions to meetings;
- proven ability of strong leadership skills;
- a clear understanding and commitment to equality issues and to challenging discriminatory practices when appropriate;
- an understanding of the importance of high standards in public life and of the importance of patient and public engagement.

We particularly welcome applications from women, disabled people and individuals with an ethnic minority background who are conversant with the world of prescribing and pharmaceutical and are genuinely interested in the work of AWMSG, and can contribute to making it a high performing public body.

Welsh Language

Welsh language skills are not required to undertake the duties of this post.

Eligibility

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

Membership

16 A list of the membership is attached at Annex C for information.

Secretariat

Secretariat and professional support to AWMSG is provided by the All Wales Therapeutics and Toxicology Centre, the umbrella organisation of AWMSG.

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Terms of Appointment

Appointments will be made by the Cabinet Secretary for Health and Social Services.

Duration of Appointment

The appointment will be for an initial period of 4 years, renewable subject to satisfactory review, to a maximum of 8 years.

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.

Location of Meetings

The AWMSG meetings are usually held in Cardiff.

Remuneration

The post is unsalaried but the successful candidate will be entitled to receive an honorarium at a daily rate of £300. 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.

Starting date

07 January 2019

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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 and will also comprise of Sian Lewis (WHSSC) and Meindert Boyson (NICE).

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 November 2018 the panel will have decided who will be invited for interview in November 2018.

The panel will select for interview 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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Welsh Government Offices at Cathay's Park, Cardiff.

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 Cabinet Secretary may choose to meet with one or more appointable candidates before making a decision.

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. 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

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Queries and complaints

For queries about your application or to lodge a complaint please contact the Public Appointments Unit: publicappointments@gov.wales

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Annex C

The group consists of the following voting members:

- Dr Stuart Linton - AWMSG Chairman
- Professor John Watkins – Consultant in Public Health Medicine, Public Health Wales, Cardiff
- Dr Sian Lewis – Welsh Health Specialised Services Committee
- Professor Dyfrig Hughes – Health Economist, University of Bangor
- Mr Rob Thomas - ABPI Wales representative
- Mr Christopher Palmer – Lay member
- Mr Stefan Fec – Community Pharmacist, Aneurin Bevan Health Board
- Dr Mark Walker - Assistant Medical Director, Betsi Cadwaladr University Health Board
- Dr Jeremy Black – GP with prescribing lead role, Cardiff and Vale University Health Board
- Mrs Susan Murphy – Senior Primary Care Pharmacist, Betsi Cadwaladr University Health Board
- Mr Stuart Davies - Finance Director, Welsh Health Specialised Services Committee
- Mr Roger Williams – Senior Hospital Pharmacist Representative, Morriston Hospital, Swansea
- Mrs Louise Williams – Senior Nurse Representative, Cardiff and Vale University Health Board
- Dr Anwen Cope - Representing other healthcare professionals eligible to prescribe, Cardiff University
- Dr Emma Mason – Clinical Pharmacologist, University Hospital of Wales, Cardiff
- Dr Catherine Bale – Hospital Consultant Representative, Betsi Cadwaladr University Health Board