



Llywodraeth Cymru
Welsh Government

Information for Candidates

All Wales Medicines Strategy Group

Appointment of Chair

Closing Date: 13 May 2019



**The Commissioner for
Public Appointments**

The All Wales Medicines Strategy Group

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Making an application

Thank you for your interest in the appointment of 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 the All Wales Medicines Strategy Group (AWMSG) and the selection process.

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: 13 May 2019

Shortlisting: 16 May 2019

Interviews: 20 June 2019

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

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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.

Eligibility

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

Applicants should also note that being a member of AWMSG is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.

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

Conflict of Interests

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.

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:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>.

Contacts:

For further information regarding the role please contact Darren Ormond Tel: 03000 255621 or 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.

Role Description and Personal Specification

Role Description

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.

Person Specification

To be considered, you must be able to demonstrate that you have the qualities, skills and abilities to meet all the **essential** criteria for appointment.

- 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;
- A persuasive communicator, capable of effectively chairing meetings and supporting the development of committees and operation of executive functions
- A proven ability of providing strong, effective and visible leadership skills;
- 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.
- Ability to demonstrate inclusive leadership in terms of group diversity and a clear understanding and commitment to equality.

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

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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.

Membership

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.

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.

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 Llandough Hospital, Cardiff.

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.

Starting date

1 July 2019

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.

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 (Welsh Government) 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 the entire panel.

We anticipate that during the panel will have decided who will be invited for interview in May 2019.

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.

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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

Queries and complaints

For queries about your application or to lodge a complaint please contact the Public Appointments Unit: 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 the Public Appointments Unit on 03000 61 6095 / 03000 25 3762 or email publicappointments@gov.wales.

AMSG Membership

AWMSG consists of the following voting members:

- Professor John Watkins – Consultant in Public Health Medicine, Public Health Wales
- 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