



UK Health  
Security  
Agency

# **Member of the Advisory Committee on Malaria Prevention (ACMP)**

## **Information pack for applicants**

**Closing date: 31/07/2023**

**Reference no: [VAC\_ACMP\_23]**

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# Section 1 – The Role

## 1.1 Role description and person specification

The UK Health Security Agency is looking to appoint the following members to the Advisory Committee on Malaria Prevention (ACMP):

- General practitioner active in clinical practice in primary care
- Obstetrician active in clinical practice
- Clinician with expertise in High Consequence Infectious Disease (HCID)
- Healthcare professional with experience in working with the African diaspora
- Healthcare professional with experience in working with the Asian diaspora

The [Advisory Committee on Malaria Prevention \(ACMP\)](#) is a UK Health Security Agency (UKHSA) expert committee whose primary function is to formulate guidelines on malaria prevention for UK health professionals.

The guidelines are used by medical professionals and other travel medicine advisors based in the UK and many other countries. The guidelines are also the basis for recommendations from the National Travel Health Network and Centre (NaTHNaC).

### 1.1.1 Role and responsibilities of ACMP members

Members are appointed by the UK Health Security Agency and are accountable to the Chair of ACMP. Members of the ACMP will contribute to the guidelines for health professionals on the prevention of malaria for travellers from the UK and consider new advice on drugs and insect bite prevention measures as required.

The main areas of responsibility are to:

- work as part of ACMP in a way that reflects the highest standards of public life
- work as a group to agree accurate, helpful and timely guidance drawing on the most recent clinical and scientific advice available
- take personal responsibility for their part in the effective functioning of ACMP
- take active part in subgroups, as appropriate
- understand the need for confidentiality.

The Terms of Reference for ACMP can be found [online](#).

### 1.1.2 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.

#### Essential Criteria

- Must have expertise in any of the following:
  - antimalarial drug resistance
  - the use of antimalarial drugs
  - malaria prevention/treatment methods
  - the behaviour of UK travellers
- Strong skills in absorbing and analysing complex information and scientific / medical data including:
  - applying relevant knowledge, perspective and skills
  - identifying key issues and actions needed
  - developing evidence-based, workable solutions to complex issues
- Experience in assessing technical and scientific evidence in an unbiased fashion, independent of affiliation, in order to produce clinical guidance and recommendations
- Knowledge and experience of handling confidential information
- Excellent communication skills, including:
  - engaging effectively with, and using knowledge and skills to make, impartial and persuasive arguments based on a sound understanding of the evidence available
  - providing effective challenge in face-to-face discussions and telephone conferences
- Experience at a senior level, including:
  - making significant personal contributions to organisations' achievements or to a particular field of study and recognised as an authoritative voice
  - commitment to the principles of giving independent advice
  - sound understanding of and commitment to the principles of public life and equality
  - sound understanding of the need for confidentiality
  - a contribution to national and international fora whose work lies within the remit of the ACMP

### Desirable Criteria

You may also be able to demonstrate:

- Experience of committee membership

#### **1.1.3 Remuneration**

You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as a Member of ACMP, in line with travel and subsistence policy and rates for UK Health Security Agency.

#### **1.1.4 Time commitment**

The anticipated commitment is two meetings per year to maintain continuity of the group and ensure that supporting activities are implemented and maintained. However, the frequency of meetings would increase if the alert level for a new malaria threat were to increase. The next meeting is planned for Autumn 2023.

### **1.1.5 Location of meetings**

Meetings are held either in London or remotely via Microsoft Teams/telephone. During in-person meetings there will be the option of attending remotely if preferred.

### **1.1.6 Tenure of office**

Membership will be reviewed every three years, after which membership may be renewed.

### **1.1.7 Accountability**

Individual ACMP members and associated sub-groups are responsible for reporting back on activities tasked to them, either directly to the committee or via the secretariat when necessary.

### **1.1.8 For further information about the role**

For an informal discussion about the role, please contact the ACMP chair, Brian Angus, at [brian.angus@ndm.ox.ac.uk](mailto:brian.angus@ndm.ox.ac.uk).

For further information regarding the role of ACMP and the role of a member please contact the ACMP Secretariat at [ACMPSecretariat@ukhsa.gov.uk](mailto:ACMPSecretariat@ukhsa.gov.uk).

## **1.2 ACMP role and responsibilities**

The role of ACMP is to provide guidelines for health professionals on the prevention of malaria for travellers from the UK, updated annually or as soon as there is a significant change in the distribution or behaviour of malaria, or the need to consider new advice on drugs and anti-insect measures.

The ACMP will consider data from the UKHSA Malaria Reference Laboratory, London (MRL), the Medicines and Healthcare products Regulatory Agency (MHRA), World Health Organization Global Malaria Programme and other sources by:

- assessing new information on methods of malaria prevention for travellers, in relation to both efficacy and any unwanted effects
- reviewing patterns of malaria and of resistance to anti-malarial agents and anti-vector measures as determinants of malaria risk to travellers
- formulating practical advice on protection against malaria for UK travellers and making this available to those who advise travellers
- formulating advice on the treatment of malaria cases imported to the UK

The committee draws on the expertise of scientists and health care professionals, including clinicians, microbiologists, public health practitioners and colleagues in related disciplines. The group is supported by a scientific secretariat from UK Health Security Agency (UKHSA) and is scientifically independent.

### **1.2.1 Core membership and subgroups**

Membership is open to medical or non-medical professionals who have expertise in:

- antimalarial drug resistance
- the use of antimalarial drugs
- malaria prevention/treatment methods
- the behaviour of UK travellers

The ACMP is chaired by a leading international expert in malaria and tropical medicine or malaria and infectious diseases. The secretariat is provided by the UK Health Security Agency. Sub-groups will be convened as necessary to take forward different aspects of the work of the ACMP. Essential meeting papers will be circulated electronically to all members no later than 5 days prior to the next meeting whenever possible.

There are no strict restrictions on the number of members able to join the committee; however, the number should be beneficial and not detrimental to the ACMP purpose.

Membership will be reviewed every three years, after which membership may be renewed.

Members of sub-groups associated with the ACMP may not always be direct members of the ACMP.

### **1.2.2 ACMP meetings**

Current meeting arrangements are as follows:

- Prevention Guidelines meeting will be held twice a year
- The Country Recommendations meeting and the Treatment Guidelines meeting will be held once a year
- Meetings will be chaired by the ACMP Chair. If the Chair is not available, the Deputy Chair will take this role
- Non-ACMP members may be invited to meetings to contribute specialist skills, experience or knowledge when necessary
- A UKHSA scientific secretariat will coordinate and provide scientific secretariat support to the ACMP

## **Section 2 – Recruitment process**

### **2.1 Making an application**

Thank you for your interest in becoming a member of the ACMP.

To make an application please email your CV and a supporting letter to:

[ACMPSecretariat@ukhsa.gov.uk](mailto:ACMPSecretariat@ukhsa.gov.uk) – please quote ref: **[VAC\_ACMP\_23]** in the subject field.

Applications must be received by **31/07/2023**.

#### Conflicts of interest

If you have any business or personal interests that might be relevant to the work of ACMP, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your supporting letter.

If appointed, you will also be required to declare these interests on appointment, and they will be entered into a register which is available to the public.

#### Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your

personal or professional history (including any convictions or bankruptcy) that could, if you were appointed, be misconstrued, cause embarrassment to ACMP or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Assessment Panel and provide details of the issue/s in your supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct and are required to subscribe to the [Code of Practice for Scientific Advisory Committees](#) (CoPSAC) and the [Code of Conduct for Board Members of Public Bodies](#), as part of agreeing to the terms and conditions of appointment.

There are also circumstances in which individuals may not be considered for appointment, due to their not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.1.4: Eligibility Criteria.

### Reasonable adjustments

We are committed to making reasonable adjustments to make sure applicants with disabilities, physical or mental health conditions, or other needs are not substantially disadvantaged when applying for public appointments. This can include changing the recruitment process to enable people who wish to apply to do so.

Some examples of adjustments are:

- ensuring that application forms are available in different or accessible formats
- making adaptations to interview locations
- allowing candidates to present their skills and experience in a different way
- giving additional detailed information on the assessment process to allow candidates time to prepare themselves
- allowing support workers, for example sign language interpreters
- making provision for support animals to attend.

When you apply you will have the opportunity to request reasonable adjustments to the application process. If as a result of a disability, an injury or other physical or mental health condition, you require support to make an application and/or adjustments to the application process to be made, we will aim to do whatever we reasonably can to accommodate your request.

If you require reasonable adjustments, please include the following statement in your email: 'I do require reasonable adjustments to be made to support my application'. Please also provide a brief description of your requirements and the best form of communication in case further information is required.

### **2.1.1 Supporting statement**

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the Assessment Panel if you can be clear which of the

evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the specific role for 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, and type or write clearly in black ink.

### **2.1.2 CV**

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone number and personal email address
- 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.

## **2.2 Selection process**

### **2.2.1 Selection overview**

ACMP will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Planned timetable:

- Closing date: 31/07/2023
- Shortlisting complete: August 2023
- Interviews held: Early September 2023

The Assessment Panel will be:

- Panel Chair: Brian Angus, ACMP Chair, Nuffield Department of Medicine, Oxford University
- Panel Member: Hilary Kirkbride, UK Health Security Agency (UKHSA)
- Panel Member: Dipti Patel, National Travel Health Network and Centre (NaTHNaC)

After the closing date for applications:

- The Assessment 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.
- If you are invited to interview and if you are unable to take part on the set date then an alternative date can only be offered at the discretion of the Assessment Panel
- The secretariat will email to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place online via Microsoft Teams/telephone
- If invited to interview, the Assessment Panel will ask you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post



- The Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see Section 2.1 for further details).
- Candidates who the panel believe are 'appointable', will be recommended to the ACMP Chair who will make the final decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made.
- If you are successful, you will receive communication from the ACMP Secretariat appointing you as a Member of ACMP, 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
- For further information on how we will manage the personal information that you have provided to us through your application, see Section 2.4

### 2.2.2 Queries

For queries about your application, please contact [ACMPSecretariat@ukhsa.gov.uk](mailto:ACMPSecretariat@ukhsa.gov.uk).

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

**All applications will be acknowledged by email after the closing date. If you have not received your application ID reference number within 3 working days of the advertised closing date, please contact us quoting reference [VAC\_ACMP\_23].**

### 2.2.3 Diversity and equality of opportunity

ACMP values and promotes diversity and encourage applications from all sections of the community. The ACMP treats all members equally with respect to the business of the committee and encourages member diversity.

### 2.2.4 Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
  - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
  - ii. that the person failed to attend a meeting of the body on three consecutive occasions
  - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
  - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or

- e) anyone who has been removed from trusteeship of a charity

## **2.3 How we will manage your personal information**

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending UK Health Security Agency any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.