



Home Office

**Chair of the
Animals In Science Committee
Recruitment Information Pack
October 2024**



**INVESTORS
IN PEOPLE**

Bronze



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Foreword from Chief Scientific Adviser

The use of animals in regulated scientific procedures raises ethical, animal welfare and scientific issues. The Animals in Science Committee (ASC) has a key role amongst the science advisory committees in Government and we are keen to appoint a Chair of the highest possible calibre.

The ASC's wide remit and significant responsibility makes this an exciting and challenging post. As well as providing impartial and objective advice to Government, the ASC advises animal welfare and ethical review bodies on issues relating to the 1986 Animal (Scientific Procedures) Act and their functions under it. The ASC will also fulfil an important role in working across government to support the development and validation of alternative strategies as we move towards the long-term goal of phasing out animal testing.

The ASC's membership is therefore drawn from a diverse range of professional backgrounds including those with specific technical competencies, veterinary expertise, alternative methodologies expertise, ethicists, legal professionals, and industry leaders. It is this rich mix of backgrounds which allows a broad range of experience and views to be brought to the table and ensures the committee's advice is well balanced.

This is an exciting, challenging, and high-profile post. As well as interfacing with Ministers and policy makers across government, the ASC, with its wide interdisciplinary membership, has a UK-wide remit and a broad audience. The Chair has the fascinating task of leading the Committee to provide sound and effective independent advice in an area of great political and public interest and sensitivity.

The good work of Government depends crucially on the time and expertise so generously given by its advisory committees and the leadership provided by their Chairs. I am delighted that you are considering applying for this post.

I hope you agree with me that the work of the ASC presents an exciting forward-looking challenge and that, having read the enclosed material, you will be keen to apply your breadth and depth of knowledge to the Committee going forward.

I look forward to receiving your application.

Professor Jennifer Rubin
Home Office Chief Scientific Adviser

About the Animals in Science Committee

The Animals in Science Committee was established in January 2013 as a reformation of the Animal Procedures Committee. The Animals (Scientific Procedures) Act 1986 (ASPA) requires the creation of a Committee for the Protection of Animals used for Scientific Purposes. This committee is known as the Animals in Science Committee (ASC). The ASC is an independent, non-executive advisory Non-Departmental Public Body (NDPB) sponsored by the Home Office.

The role of the Committee is to advise the Secretary of State on all matters concerning the use of animals in scientific procedures, and to advise animal welfare ethical review bodies on sharing best practice within the UK. In line with the government manifesto commitment to partner with scientists, industry and civil society as we work towards the phasing out of animal testing, the Committee will also work closely with the Department for Science, Innovation and Technology to support the development and validation of alternative strategies.

The appointment of the Chair will be based on their skills, expertise and experience. They will not be appointed to represent any organisation by which they are employed, or any particular interest group, or any other organisation with which they have significant contacts. The Chair shall be expected to consider issues on merit and provide independent advice acting in the public interest at all times.

It is expected that Ministers will commission key elements of the work of the Committee to enable development of a rolling programme of work streams. In general seventy percent of the group's workload is commissioned by the Home Office with the remainder decided upon by its membership ("self-commission").

In the work it takes forward, the Committee shall take into account both the legitimate requirements of science and industry and of the protection of animals from harms.

The Committee's work programme is taken forward by long-term 'Standing' and short-term 'Task and Finish' Subgroups. Members are allocated to these Subgroups as appropriate for their interests and expertise. Given the diversity and complexity of topics, the expertise in Subgroups may be supplemented by the process of co-option. Outputs from the Subgroups are then discussed and approved by the full ASC prior to submission to Ministers and publication on the ASC website¹.

A working protocol exists² to support the respective roles and responsibilities of the Home Office and the Animals in Science Committee. The working protocol provides a framework under which the Home Office and the Committee will engage through the provision and receipt of advice on matters relating to the use of animals for scientific purposes as well as associated matters.

Priorities

The ASC prioritises its programme of work in line with Government priorities, legislative timeframes and in response to emerging issues relating to animals in science.

In addition to work commissioned by Ministers, the Committee has scope, capacity permitting, to take forward work of its own volition and offer advice on issues which it thinks relevant.

¹ <https://www.gov.uk/government/organisations/animals-in-science-committee>

² <https://www.gov.uk/government/publications/working-protocol-between-the-home-secretary-and-the-animals-in-science-committee>

Key Source of information

ASC Code of Practice³, covering:

- role, remit, and code of conduct;
- responsibilities and roles of the chair, members, Secretariat, officials observing meetings;
- working groups of the ASC;
- engagement with Ministers and officials;
- how advice from the ASC will be presented;
- communications with the media;
- openness and transparency;
- code for observers;
- confidentiality of papers; and,
- members' interests and personal liability.

Other Information:

- Code of Practice for Scientific Advisory Committees⁴.

Support to the ASC

The ASC and its Subgroups are supported by a Secretariat, which is independent from Animals in Science Regulation Unit and Animals in Science Regulation Policy Unit.

³ <https://www.gov.uk/government/publications/animals-in-science-committee-code-of-practice>

⁴ <https://www.gov.uk/government/publications/scientific-advisory-committees-code-of-practice>

Role Description

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| Title: | Chair of the Animals in Science Committee (ASC) |
| Appointed by: | Home Secretary |
| Duration: | An initial term of three years |
| Remuneration: | The role is unremunerated, but travel and subsistence expenses incurred on Committee business will be reimbursed. No allowances will be payable and you will not be eligible for any form of bonus payment. The expected time commitment is up to 20 days per year, depending on the ASC's work programme. |
| Location: | Committee-level meetings will normally take place at Home Office Headquarters, 2 Marsham Street, London. Some ASC meetings may take place at a suitable external venue. All meetings are available in a hybrid or virtual capacity. |
| Purpose: | |

The Chair of the ASC will be expected to deliver a key leadership role by harnessing the energy and expertise of committee members to deliver timely advice to Ministers on matters within the remit of the Animals (Scientific Procedures) Act 1986. This includes matters concerning the use of animals in scientific procedures and advising animal welfare ethical review bodies on sharing best practice within the UK. There is additionally increasing cross-government collaboration on the development and validation of alternative strategies.

To enable this, the successful candidate will be required to develop and foster strong and constructive relationships with committee members and senior stakeholders, including Ministers, Parliament, Devolved Administrations, Government officials, and practitioners. In particular, the Chair will work closely with the Home Office Minister responsible for animals in science, the Department for Science, Innovation and Technology (DSIT) Minister responsible for alternative strategies, and Northern Ireland (NI) Minister of Health.

The Chair will, on behalf of the membership, provide the primary interface to Government Ministers and other stakeholders, including the public and media.

The Chair is accountable for ensuring the timely delivery of the ASC's programme of work.

The ASC Chair will meet, at a minimum, annually with the Home Office Minister responsible for animals in science.

In common with ASC members, the Chair of the ASC is appointed as an individual and not as a representative of any particular profession, employer or interest group. The Chair will be expected to act in the public interest at all times, considering all issues from an independent perspective and on merit.

Key responsibilities and criteria

The main responsibilities of the ASC Chair are to:

- Provide Committee leadership and ensure provision of impartial, balanced, objective

advice and guidance to Ministers on issues relating to the use of animals in scientific procedures in line with the ASC Code of Practice.

- Build strong working relationships with and within the Committee to enable effective team-working.
- Discuss, and mutually agree, with the relevant Minister a rolling programme of work streams to be taken forward and ensure that the business of the Committee is expedited efficiently and effectively.
- Engage with the relevant policy officials, both within the Home Office and across government, on matters within the remit of the Committee.
- Develop and foster strong working relationships with the Secretariat.
- Chair the Committee's quarterly meetings each year.
- Ensure that the business of the Committee is dealt with in a consistent, fair, transparent and objective manner.
- Ensure that all members of the Committee have the opportunity to provide their views and to respond to issues of concern raised by individual Committee members which may arise between meetings.
- Adjudicate in any matters where Committee members are unable to reach consensus, ensuring that outcomes represent the breadth of members' considerations and uncertainties in the evidence base are made clear.
- Monitor the effectiveness of the Committee and promote continuous improvement.
- Ensure that annual performance appraisals of members are undertaken.
- Represent the Committee in discussions with other agencies/industry as required.
- Maintain liaison with the relevant policy leadership.

Person Specification

It is essential in your supporting statement that you provide evidence and proven examples against each of the selection criteria in **Part One only** of the person specification, in so far as you are able. These responses will be further developed and explored with those candidates invited for interview, together with the criteria listed in **Part Two**.

Applicants for Chair should not currently be, nor have been in the past five years, involved in the direction or conduct of animal experiments.

Part One – Essential Criteria

Applicants should be able to evidence the following skills and experience:

- Committee experience at a senior level, including experience of chairing high profile

multi-disciplinary meetings to enable discussion through to agreed conclusions;

- experience of working with Government, and an understanding of the policy and policy environment;
- the ability to draw out an appropriate balance of ethical, welfare and science issues and considerations in this area of great public interest and importance;
- strong communication, negotiating and interpersonal skills to build effective working relationships within the Committee and with Ministers, policy owners, Government departments, and other key stakeholders, including the scientific community, practitioners and law enforcement;
- ability to think logically and objectively to analyse complex information identify key issues, maintain scientific integrity and make effective decisions, including excellent judgement under pressure;
- a clear understanding of the role of scientific advice in informing policy in an area of political and public attention and sensitivity; and
- a deep understanding of the science ecosystem, including the roles and interactions of researchers, funding bodies, academic institutions, industry partners and regulatory agencies.

Part Two – Personal Qualities

- The confidence and ability to take overall accountability for the ASC's work and representing the ASC when required before Government Ministers.
- Empathetic but decisive leadership that makes progress through consensus.
- Projecting confidence and authority in public appearances.
- Openness to new ideas and flexibility of thought to adapt to new evidence.
- Decisiveness and independence.

Due diligence: Please note that as part of the recruitment process, due diligence, including social media checks will be undertaken on the appointable candidates.

Response Instructions

The closing date for applications is 23:00 on Monday 4 November 2024.

Please submit the following 2 documents, clearly labelled. In order to apply, you will need to click on one of the links below, depending on if you have already set up an account on the new Cabinet Office Public Appointment website.

<https://apply-for-public-appointment.service.gov.uk/create-account>

<https://apply-for-public-appointment.service.gov.uk/auth/sign-in>

1. A **comprehensive CV** (maximum two sides A4, minimum 11 font) setting out your career history and including details of any professional qualifications.
2. A **short supporting statement** (maximum two sides A4, minimum 11 font) giving evidence of the strength and depth of your ability to meet the essential criteria for the role. Please provide specific examples to demonstrate how you meet each of the experience, qualities and skill areas identified in the person specification.

Please include the heading (ASC Chair) in the subject box.

Please submit your application documents as 2 separate attachments.

Please note the following:

- **We cannot accept applications submitted after the closing date.**
- **Applications will be assessed solely on the documentation provided. Please refer to the advert and checklist to ensure you have provided the necessary documentation.**
- **Applications will be acknowledged upon receipt.**
- **Feedback will only be given to unsuccessful candidates following interview.**

Further Information

If you have any queries about any aspect of this role, or merely wish to have an informal discussion, then please contact asc.secretariat@homeoffice.gov.uk

If you have any queries about the recruitment process for this role, please contact the Public Appointments Team at: publicappointments@homeoffice.gov.uk

If helpful to you, there is guidance available on writing a supporting statement on the public appointments webpages [here](#)

Indicative Timetable

Please note that these dates are only indicative at this stage and could be subject to change.

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| Closing Date | 23:00, 4 November 2024 |
| Short-list Meeting | Expected w/c 18 November |
| Candidate Interviews | Expected w/c 09 December |
| Meeting with Home Secretary or Minister (if required) | Expected post interview (TBC) |

Selection Process

This role is being competed in accordance with the [Governance Code on Public Appointments](#), which sets out the regulatory framework for public appointments processes. The Code is based on three core principles – merit, openness and fairness. An Advisory Assessment Panel (Panel) will sift applications, assessing each application against the essential criteria, to produce a shortlist. Subject to Ministerial agreement, they will then conduct interviews to ascertain which candidates are appointable to the role.

The Panel for the ASC recruitment will be chaired by Professor Jennifer Rubin (Home Office Chief Scientific Adviser). The Chair's role will be to ensure that the appointment is made in accordance with the Governance Code. In addition, the panel will comprise Helen Bodmer (Medical Research Council) as the independent member, and a further expert member TBC.

At the short-listing meeting the selection panel will assess each application against the essential criteria and decide who to invite for interview. Further details about the format of the interviews will be provided to you in advance.

The final decision to appoint to this role rests with the Home Secretary. Appointable candidates may be invited to meet with Ministers before a final decision is made. As a result, there may be a delay in informing candidates of the outcome of the competition.

Please note: Expenses incurred by candidates during the recruitment process will not be reimbursed except in exceptional circumstances and only when agreed in advance with the Home Office Public Appointments Team.

We encourage a diverse workforce and welcome applications from all suitably qualified people. This appointment is regulated by the Office of the Commissioner for Public Appointments.

Terms of Appointment

Nature of Appointment: The successful candidate will not be an employee of the Home Office or the ASC. Accordingly, nothing in this document shall be construed as, or taken to create, a contract of employment between the successful candidate and the Department or His Majesty's Government.

Appointment Term: The successful candidate's appointment as ASC Chair will be made by the Minister. The appointment will be for a fixed period of three years.

Re-appointments can be made at the end of the period of office for a further term of up to three years at the discretion of Ministers, subject to a satisfactory appraisal of performance and mutual agreement. It should be noted that this post is a public appointment, appointments may be terminated prior to the conclusion of the period of appointment.

Remuneration and Time Commitment:

- This is a part-time position.
- The role is unremunerated, but the Chair will be reimbursed for travel expenses incurred whilst carrying out business on behalf of the ASC.
- Up to 20 days per annum.

Location: Central London and virtual meetings.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Counter Terrorism Check (CTC) level. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks. The successful candidate will be encouraged to take up the appointment as soon as possible, subject to the successful completion of all reappointment checks.

Confidentiality: The successful candidate will be subject to the provisions of the Official Secrets Act and required to exercise care in the use of official information acquired during official duties, and not to disclose information which is held in confidence.

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

- people who have received a prison sentence or suspended sentence of three months or more in the last five years;
- people who are the subject of a bankruptcy restrictions order or interim order;
- in certain circumstances, those who have had an earlier term of appointment terminated;
- anyone who is under a disqualification order under the Company Directors Disqualification Act 1986, or Part 2 of the Companies (Northern Ireland) Order 1989; and
- anyone who has been removed from trusteeship of a charity.

Further advice about disqualification for appointment can be given by contacting the Public Appointments Team on publicappointments@homeoffice.gov.uk

Standards in public life: You will be expected to demonstrate high standards of corporate and personal conduct. Candidates will be expected to abide by the "Seven Principles of Public Life" set out by the Committee on Standards in Public Life (see below, page 14). Failure to do so may result in sanction up to and including dismissal.

Registration of interests: The purpose of these provisions is to avoid any danger of a public appointee being influenced, or appearing to be influenced, by their private interests in the exercise of their public duties.

Public appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable, or political interest which might be material and relevant to the work of the body concerned should be declared. It is important, therefore, that you consider your circumstances when applying for a public appointment and identify any potential conflicts of interest, whether real or perceived.

There is a requirement to declare any actual or potential conflict of interest you may have in being appointed to the ASC Chair in a separate form. Any actual or perceived conflicts of interest will be fully explored by the Panel at interview stage.

Political Activity: The Chair will need to show political impartiality during their time on the ASC and must declare significant party political activity they undertake in the period of their appointment. Details of the successful candidate's declared political activity must be published by appointing departments when the appointments are publicised.

The Political Activity Declaration will be kept separate from your application and will only be seen by the Panel prior to interview – the Panel may at that stage explore with candidates any potential for conflict of interest. It is appreciated that political activities may have given you relevant skills, including experience gained from committee work, collective decision making, resolving conflict and public speaking. If, therefore, you have had such experience and you consider it relevant to your application for this post, you may if you choose include it separately in the main body of your application.

Equal Opportunities Monitoring: The Home Office is committed to providing equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

As part of the application process, we ask candidates to complete equal opportunities monitoring information. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Disability Confident: The Home Office is an accredited user of the government's "Disability Confident" disability symbol, which denotes organisations which have a positive attitude towards disabled applicants. Applicants who meet the minimum criteria in the job specification are guaranteed an interview (GIS). Selection will be on merit. If you wish to apply for consideration under this scheme, please complete the form on the Public Appointment website. It is not necessary to state the nature of your disability.

Whether you choose to apply under the GIS or not you can still ask us to make particular arrangements for you when attending an interview. You can also contact us if you want to discuss the criteria for the role or have questions regarding your application.

Centre for Public Appointments Database: If you consent, we will retain your CV and contact details for the purposes of alerting you to any opportunities that may arise in future. We will also share your CV and contact details with the Centre for Public Appointments in the Cabinet Office who may use it for this purpose. They may also share it with other Government Departments so

that they can contact you about such opportunities. You may withdraw your consent to your information being processed for this purpose at any time by contacting dpo@homeoffice.gov.uk

Complaints: If you are not completely satisfied with the way your application is handled at any stage of the competition, please raise any complaint in the first instance with the Public Appointments Team at: publicappointments@homeoffice.gov.uk

We will reply to your complaint within 20 days. If, after receiving our response you are still not satisfied, you may contact the [Commissioner for Public Appointments \(independent.gov.uk\)](http://independent.gov.uk)

ANNEX A – THE SEVEN PRINCIPLES OF PUBLIC LIFE

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.