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**Health and Safety Executive**

**(UK Agency)**

**REACH Independent Scientific Expert Pool**

**(RISEP)**

**Recruitment of Experts**

**Information Pack for Applicants**

The closing date for the receipt of applications for this post is:

Midnight, 4th April 2021

February 2021

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4. **Introduction**

The Health and Safety Executive, which is responsible for operating the UK Agency, is inviting applications from scientific and technical experts to join its new multidisciplinary REACH Independent Scientific Expert Pool (RISEP). RISEP is being established as a pool of individual experts in chemical risk assessment and socioeconomic analysis to support the UK Agency in developing its UK REACH scientific opinions by providing independent challenge, as well as supplementary experience, knowledge and skills.

We are seeking highly capable and motivated individuals to provide expertise on RISEP, ensuring that the regulation of chemicals under UK REACH continues to be informed by the best independent scientific advice

The closing date for receipt of completed applications is midnight 4th April 2021. This pack outlines the application process.

1. **RISEP Advertisement**

**Applications Open for REACH Independent Scientific Expert Pool (RISEP)**

We are seeking experts to fill a number of roles to provide expertise in the assessment of human health and environmental risk, the assessment of socioeconomic impacts, as well as the technical and economic feasibility of alternatives.

RISEP will provide the UK Agency with independent scientific expert advice and scrutiny regarding the safety of chemicals and possible regulatory action under the UK REACH Regulation in the UK. Following the end of the transition period after the departure of the UK from the EU and the establishment of the UK Agency, RISEP will help to ensure that the regulation of chemicals under UK REACH continues to be informed by the best independent scientific advice. This is an exciting opportunity to be actively involved in the provision of scientific advice and expertise in the regulation and management of chemicals under the new UK regime - UK REACH.

RISEP is not a Scientific Advisory Committee but is being set up as a pool of individual experts to support the UK Agency in developing its scientific opinions by providing independent challenge and supplementary experience, knowledge and skills. The pool of experts will be able to provide specialist expertise that is targeted to a wide range of applications and cases, whilst ensuring maximum flexibility in how the pool operates and advises the Agency.

Together with scientific experts from the Health and Safety Executive and other government agencies, experts from RISEP will help to prepare and review the scientific opinions of the Agency, primarily related to the assessment under UK REACH of Applications for Authorisation to use Substances of Very High Concern (SVHC) on Annex XIV (Authorisation list) of UK REACH, as well as proposals for Restriction of substances.

Experts from RISEP will primarily serve on an Authorisation and Restriction *Challenge Panel*. The *Challenge Panel* provides a scrutiny and challenge function and will review the draft scientific opinions of the Agency, providing recommendations and endorsement as appropriate. The *Challenge Panel* will, according to need, meet up to 2-3 times a year, normally in Bootle or London (or if necessary by videoconference). Experts from RISEP may also be offered roles on Authorisation and Restriction *Case Teams*. The *Case Teams* are responsible for developing the Agency’s draft scientific opinions. Attendance and participation of experts in either the *Challenge Panel* and/or *Case Teams* will vary depending on the nature of the Authorisations and Restrictions under consideration, the expertise required, as well as the availability of experts to undertake the work. Some meetings involving RISEP experts will be open to Stakeholders to observe and in some cases participate.

Experts from RISEP are entitled to claim daily fees (£400 per day) for the time they spend on RISEP business. This covers any work undertaken, including preparation and attendance at meetings. All fees paid are taxable. Reasonable travel and subsistence costs are separately reimbursed on presentation of receipts, in accordance with HSE’s normal rules, up to a specified limit.

Candidates will be required to declare any interests that may be relevant to the work of RISEP and interests of appointed experts will be published, along with their names.

We welcome applications from people based in the UK only, who are able to take an active role in the work of RISEP, particularly as part of the *Challenge Panel* and *Case Teams*.

Appointments will be for an initial period of 3 years, with the possibility of reappointment for a further term of 3 years. The operation of RISEP will be reviewed over the course of this initial period to assess how the approach to independent scientific advice is operating and if any improvements or changes are necessary to make this more effective.

We hope to make appointments by mid 2021 and where appropriate to identify reserve candidates who might be offered posts later in 2021/22, if needed. Although we are primarily looking for applicants to fulfil roles within RISEP, additional experts may separately be invited to provide advice and expertise on a one-off contractual basis where relevant expertise is unavailable within RISEP.

The Health and Safety Executive values and promotes diversity and is committed to equality of opportunity for all. Please complete and include the diversity monitoring form (Annex 6C) with your application. Diversity monitoring information will not be seen by the panel assessing your application.

For further information or if you would like to discuss the role please contact RISEP@hse.gov.uk or call Stavros Georgiou on 0203 028 2968.

**Application Closing Date: Midnight, 4th April 2021**

**Interviews will be held in April 2021**

1. **About the REACH Independent Scientific Expert Pool (RISEP)**

In line with legal provisions following the UKs withdrawal from the EU, the REACH Independent Scientific Expert Pool is being established to provide the UK Agency with independent scientific expert advice and scrutiny regarding the safety of chemicals and possible regulatory action under the UK REACH Regulation in the UK. The RISEP experts will help to ensure that the regulation of chemicals under UK REACH continues to be informed by the best independent scientific advice.

Together with scientific experts from the Health and Safety Executive and other government agencies, RISEP experts will be instrumental in preparing and reviewing the scientific opinions of the Agency, primarily concerning the assessment under UK REACH of Applications for Authorisation to use Substances of Very High Concern (SVHC), as well as proposals for Restriction of substances. At the request of the Agency, RISEP experts may also be asked to provide advice and expertise on other aspects concerning the safety of substances within the remit of the Agency.

In accordance with the UK REACH Regulation, it is the UK Agency which is responsible for preparing opinions on Authorisation and Restriction. Although RISEP is not a Scientific Advisory Committee, its experts are key advisors to the Agency and will play an important role in UK REACH, providing independent expert advice and scrutiny. This expertise will be vital in ensuring that high-profile regulatory outcomes are based on robust and state of the art science, take into account all relevant information, as well as ensuring the scientific reputation and credibility of the Agency. The arrangement as a pool of experts has the advantage that the experts can take a more ‘hands-on’ role, working more closely with HSE and other government experts, applying their specialist knowledge and experience in a targeted way to a wide range of applications and cases, whilst allowing more flexibility in how the pool operates and advises the Agency.

RISEP will consist of a number of independent scientific experts appointed by the Health and Safety Executive, based on open application for appointment, and selected for their expertise in areas relevant to the authorisation and restriction of chemicals. Individual experts will not be required to participate in all RISEP activities, but will be invited on a case-by-case basis to advise the Agency according to expertise needs. RISEP experts will be independent of Government, industry bodies and interest groups with an interest in the work of the UK Agency.

Experts will be appointed to RISEP for their personal knowledge, expertise and experience. Broadly, experts should have knowledge in one or more of:

* the assessment of the hazards and risks of substances to human health and environment;
* the assessment of socioeconomic impact of possible regulatory action;
* the technical and economic feasibility of alternatives.

They will have specific expertise in the following areas:

* Environmental risk assessment;
* Human health toxicology;
* Human health exposure and control;
* Chemistry/regulatory science;
* Economics/impact assessment.

RISEP experts will work in conjunction with:

* Scientific experts and advisors from the Health and Safety Executive and other Government agencies who participate in the work of the UK Agency, including:
* Environment Agency
* The public health authorities of England, Scotland and Wales
* Scottish Environmental Protection Agency
* Natural Resources Wales

RISEP is supported by a secretariat, which is provided by the Health and Safety Executive. Its role includes organising the work of RISEP experts and supporting them in matters of administration and protocol.

RISEP’s Terms of Reference and Code of Practice can be found in Annex 1 and 2 of this pack.

1. **The Work and Tasks of RISEP**

The REACH Independent Scientific Expert Pool (RISEP) will play a vital role in the UK REACH Authorisation and Restrictions processes. In accordance with Article 77 (A1-6) of EUR 2006/1907, the UK Agency must take relevant scientific knowledge and advice into account when forming its opinions. RISEP provides multidisciplinary independent scientific advice in order to fulfil the above regulatory functions regarding the Agency’s scientific opinions on authorisation applications and restriction proposals.

RISEP is an essential part of the process of taking into account advice from persons who are independent, for the purpose of forming an opinion or in reviewing the opinion that has been drafted. Advice and input from independent scientific experts is required to provide independent challenge, as well as supplementary experience, knowledge or skills to develop scientifically robust assessments of applications for authorisation and restriction proposals. RISEP experts will provide the Agency with independent scientific advice, which is crucial to the credibility, scientific integrity, validity and transparency of the Authorisation and Restriction processes. The credibility of the Agency’s opinions will depend on their scientific and technical quality which in turn is partly based on independent scrutiny and advice from the RISEP experts.

Experts from the RISEP pool will primarily serve on an Authorisation and Restriction *Challenge Panel*. The *Challenge Panel* is a scrutiny panel and will review the draft scientific opinions of the Agency, providing recommendations and endorsement as appropriate. Experts from RISEP may also be offered roles on Authorisation and Restriction *Case Teams*. The *Case Teams* are responsible for developing the Agency’s draft scientific opinions. Some meetings involving RISEP experts will be open to Stakeholders to observe and in some cases participate.

The role of RISEP experts relates particularly to the tasks of the Agency described in EUR 2006/1907 Articles 64, 70 71 and 77 as follows:

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| EUR 2006/1907 Article | Authorisation Opinion tasks of the UK Agency*(The draft opinion shall include the following elements:)* |
| 64 (4a) | An assessment of risk to human health and/or the environment arising from the use(s) of a substance, including the appropriateness and effectiveness of the risk management measures as described in the application and, if relevant, an assessment of the risks arising from possible alternatives. |
| 64 (4b) | An assessment of the socio-economic factors and the availability, suitability and technical feasibility of alternatives associated with the use(s) of the substance as described in the application, when an application is made in accordance with Article 62 and of any third party contributions submitted during the consultation on alternatives. |

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| --- | --- |
| EUR 2006/1907 Article | Restrictions Opinion Requirement on UK Agency |
| 70 | The Agency shall formulate its opinion on whether the suggested restrictions are appropriate in reducing the risks to human health and/or the environment, based on its consideration of the relevant parts of the dossier. The views of interested parties submitted during public consultation are taken into account. The Agency formulates its opinion within nine months from the start of the public consultation of the Annex XV Restriction dossier |
| 71 | Within 12 months of the date of publication of a restriction dossier, the Agency shall formulate its opinion on the suggested restrictions and the related socio-economic impact, based on its consideration of the relevant parts of the dossier. The Agency shall first prepare a draft opinion on the suggested restrictions and on the related socioeconomic impact, which shall be published and for which the Agency shall invite interested parties to give their comments. The comments and any socioeconomic analysis submitted during the public consultation of the Annex XV dossier and during the public consultation of the Agency’s draft opinion are taken into account. |

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| EUR 2006/1907 Article | Other RISEP relevant Requirements on UK Agency |
| 77 | The Agency shall provide the appropriate authorities with the best possible scientific and technical advice on questions relating to chemicals which fall within its remit and which are referred to in in accordance with the provisions of this regulation. |

In helping the Agency to develop its opinions, RISEP experts will provide expertise and advice on the quality and scientific robustness of the assessment of:

* the risk to human health and/or the environment arising from the use(s) of a substance for which authorisation is being sought, and if relevant, an assessment of the risks arising from possible alternatives;
* the appropriateness and effectiveness of risk management measures as described in an authorisation application;
* the socio-economic impacts related to granting or refusing an authorisation;
* the availability, suitability and technical feasibility of alternatives;

as well as

* whether suggested restrictions are appropriate in reducing the risks to human health and/or the environment;
* the related socioeconomic impact of suggested restrictions.

RISEP experts will be asked to take an active role on the following tasks:

* undertaking assessment of Authorisation Applications and Restriction proposals in support of the development of the UK Agency’s draft scientific opinions as part of Authorisation and Restriction *Case Teams*.
* scrutinising and reviewing the UK Agency’s draft scientific opinions as part of the Authorisation and Restriction *Challenge Panel*. Experts involved in a particular *Case Team* will not sit on the corresponding *Challenge Panel* for that particular case.
* Attending any meetings of the *Challenge Panel* and *Case Teams* as necessary.
* Contributing their expertise and advice during other meetings, written work, phone and video conferences as requested by the RISEP secretariat.

There are fixed, tight deadlines for the delivery of Agency opinions, and consequently the experts appointed to RISEP will be under time pressure to help deliver the Agency’s opinions.

RISEP’s full Terms of Reference can be found in Annex 1 of this pack.

1. **Roles and Person Specification**

The Health and Safety Executive, which is responsible for operating the UK Agency, is seeking to appoint a number of scientific and technical experts to become experts on its new REACH Independent Scientific Expert Pool (RISEP). Experts from RISEP will work to provide scientifically robust, balanced, clear, practical and timely advice to the Agency.

Experts on RISEP must possess the necessary qualifications and experience in order to allow the Agency to meet the high level of scrutiny and expectations around the quality and robustness of scientific and technical evidence produced. The Agency will be called upon to deliver scientific assessments and opinions that may cover a wide range of areas of competence. Accordingly, a wide range of expertise will be required within RISEP to ensure that all relevant aspects can be addressed. Experts must thus have significant relevant experience and expertise, reflecting the broad range of sciences and perspectives relevant to Authorisation Applications and Restriction proposals.

Applicants will need to demonstrate in their supporting letter how their experience meets the selection criteria and skills below.

**Skills and Experience Criteria**

All candidate must be able to demonstrate the following:

*Required scientific expertise*

* A high level of expertise in one or more of the required expertise fields as indicated in the table below. A matrix showing the specific fields and levels of relevant expertise needs to be completed by all applicants and can be found in **Annex 6A**:

|  |  |
| --- | --- |
| **Type of expert, including specialist knowledge and skills**  | **Level of experience preferred (e.g. academic qualification, years of experience; previous experience etc.)** |
| ***Environmental risk assessors***(i) Detailed understanding of the approaches to setting acceptable limits based on hazard(ii) Ability to assess environmental exposure arising from chemical manufacture and use (using both modelling and monitoring, recognising their strengths and limitations) with an understanding of chemical use at industrial sites and by consumers(iii) Detailed knowledge of the efficacy of different risk management measures. Cross-sectoral experience preferred. | Significant post graduate experience in a relevant discipline (a post-graduate qualification is not a pre-requisite) working in a field that is relevant (e.g. for a chemical regulatory body, industry, consultancy or in research & development). Experience and ability to evaluate is more important than a specific qualification as such. |
| ***Human health: toxicologists***(i) Detailed understanding of the hazards that define relevant hazardous substances (all relevant hazards, data sets, assessment criteria, guidance).(ii) Ability to develop dose-response relationships for the hazards that underpin relevant substances.(iii) Substantial expertise in risk assessment, preferably as described in ECHA guidance  | Significant post graduate experience in a relevant discipline (a post-graduate qualification is not a pre-requisite) working in a field that is relevant (e.g. for a chemical regulatory body, industry, consultancy or in research & development). Experience and ability to evaluate data are both critically important.  |
| ***Human health: exposure and control specialists***(i) Substantial experience of workplace inhalation and/or dermal exposure assessment, including atmospheric and biological data assessment and modelling. (ii) Expertise in consumer/general population exposure assessment(iii) Sound knowledge of ECHA guidance on worker exposure scenarios.(iii) Detailed understanding of exposure control hierarchies, control measures, acceptable standards.  | Significant post graduate experience providing practical occupational hygiene advice to a variety of industry sectors. Experience and ability to evaluate data are both critically important. |
| ***Chemists or regulatory scientists*** Broad experience of how chemicals are used industrially or by consumers/population. Cross-sectoral experience and/or some research experience preferred.  | PhD or MSc + significant post graduate experience (academic or consultancy/ government/industry)  |
| ***Economists***To include welfare, public sector, environmental and health economists.Specifically with the following specialist knowledge: Chemicals regulation and analysis of impacts on firms and markets; Methodologies for health and environmental impact assessment & analysing the costs and benefits of chemicals regulation; the analysis of technical feasibility of alternatives and their costs.Knowledge about substitution of substances of relevant concern. | Ideally, PhD or MSc + significant post graduate (academic or consultancy/ government/industry)  |
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*Required general skills*

* Ability to make effective contributions to multidisciplinary expert groups advising on complex scientific and technical questions.
* Strong analytical and judgement skills, with independent thinking and being open to challenge.
* Well-developed interpersonal and communication skills with an ability to discuss, negotiate and build consensus on what are sometimes complex scientific and technical matters. Excellent command of written and spoken English.
* Aptitude for understanding of issues outside of their own specialist area and judgement on the implications of proposals.
* Ability to work under pressure and keep to timetables.

**Period of Appointment**

Experts would be appointed to RISEP for a period of 3 years and experts may be reappointed for further terms.

Experts would be asked to provide a declaration of commitment to contribute to the work of RISEP annually, though they would be free to terminate their involvement at any time according to personal circumstances. The Health and Safety Executive may also terminate an appointment in certain circumstances, for example if experts fail to perform as expected of them. A notice period of not less than 3 months should be provided by either party upon wishing to terminate an appointment.

**Time Commitment**

Experts from the RISEP pool will serve on Authorisation/Restriction *Case Teams* and a *Challenge Panel*. Given that these have not previously operated it is difficult to estimate with certainty the level of time commitment.

*Challenge Panel:*

Whilst appointment to RISEP does not necessarily mean that experts will be asked to participate in all *Challenge Panels* meetings, the expectation is that experts would attend up to 2-3 *Challenge Panel* meetings per year, of 1-2 days duration as a minimum, in addition to spending some additional days (1-2 days) per meeting undertaking preparatory activity. However, this is dependent on the number of experts recruited to the pool, as well as the number and complexity of applications submitted.

*Case Teams:*

Experts from RISEP may also be offered roles on Authorisation and Restriction *Case Teams*. Where experts are asked to serve on the *Case Teams*, they can expect to spend up to 5 days working per case. The overall time commitment is expected to be a minimum of 10 days a year (including meetings), though applicants are requested to specify in their application an indication of the maximum amount of time they would be able to commit. This will help the Agency assess the extent to which experts are able to be offered additional roles on the *Case Teams*, since these are particularly dependent on the volume of authorisation applications made by industry.

**Conflict of Interests**

In addition to the competence criteria set out earlier, candidates will have to conform with the criteria for managing potential conflicts of interest set out in **Annex 4** for safeguarding the independence, integrity and credibility of the scientific opinions of the UK Agency. Candidates will also, in line with good practice for independent scientific advisors, be required to make a Declaration of Interests and fill in the questionnaire on political activity as part of their application (contained in **Annex 6B**). Candidates must not hold any paid or high-profile unpaid posts in a political party, but otherwise political affiliation or activity will not be considered as part of the selection process.

For successful candidates, relevant interests will be published, along with their names, on appointment in the RISEP Register of Interests which will be updated regularly. Interests which represent real or potential conflict in respect of RISEPs work will be managed in accordance with the guidance set out in **Annex 4**.

**Declaration of Confidentiality**

Confidential information may arise in authorisation application and restriction cases being considered by RISEP experts. Experts shall be asked to sign a declaration of confidentiality upon appointment to RISEP. Further guidance on confidentiality can be found in **Annex 5**.

**Remuneration and Expenses**

Experts from RISEP are entitled to claim daily fees (£400 per day) for the time they spend on RISEP business. This covers any work undertaken, including preparation and attendance at meetings. All fees paid are taxable. Reasonable travel and subsistence costs are separately reimbursed on presentation of receipts, in accordance with HSE’s normal rules, up to a specified limit.

**Other information**

Applications are also welcomed from existing members of government Scientific Advisory Committees; applicants are requested to list relevant current appointments in the application.

*Challenge Panel* and *Case Team* meetings which RISEP experts attend will take place at the Health and Safety Executive offices in either Bootle or London (or if necessary videoconference).

1. **Summary of Recruitment Process**

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| --- | --- |
| **Closing Date:** | Midnight, 4th April 2021 |
| **Interviews** | April 2021 |
| **Appointments confirmed** | May 2021 |
| **Induction** | May/June 2021 |
| **Remuneration** | Daily fees (£400 per day) for the time spent on RISEP business. Reasonable travel and subsistence costs in accordance with HSE’s normal rules, up to a specified limit. |
| **Term** | 3 years – renewable |
| **Time Commitment** | Total commitment is expected to be a minimum of 10 days a year (including meetings), though this will depend on the extent that an expert is offered a role on the Authorisation and Restriction *Case teams*. |
| **Eligibility** | Experts cannot hold any paid or high-profile unpaid posts in a political party, and not engage in any activities on behalf of industry bodies and interest groups with an interest in the work of the UK Agency |
| **Location** | Bootle and/or London |
| **Application Process** | Please send a CV, supporting letter and any forms requested in the application pack to RISEP@hse.gov.uk. Detailed information on the application and selection process can be found in section 7.  |
| **Key Contact** | Stavros Georgiou at RISEP@hse.gov.uk or call 0203 028 2968 |

1. **Appointments Process to RISEP**

The process for appointment uses the Code of Practice issued by the Commissioner for Public Appointments as best practice, though these appointments are not formally subject to this guidance.

An Independent panel member from outside the Health and Safety Executive will serve on the selection panel. Experts on RISEP are appointed by the Health and Safety Executive.

Appointments are for a term of three years, with the possibility of reappointment. The operation of RISEP will be reviewed over the course of this initial period to inform us on how the approach to independent scientific advice is operating.

Appointments to RISEP are made in accordance with the principles set out in the Nolan Report on Standards in Public Life, also known as the 7 Principles of Public Life (see Annex 3).

The overriding principle is appointment on merit. Experts are appointed for their individual qualifications and the expertise they can bring to RISEP and not to represent any particular sectoral interests.

Appointments made to RISEP will also need to consider the balance of expertise required in terms of the disciplines represented on RISEP, so as to ensure that it has the relevant range of expertise to draw on to enable it to advise the UK Agency effectively.

1. **Application and Selection Process**

**Application Process**

Appointment is via open competition. Applicants must complete and provide:

* CV including relevant publications and two referees
* Supporting Letter
* Completed Matrix of Expertise Form (annex 6A)
* Declaration of Interests and Political Activity Questionnaire (annex 6B)
* Diversity Monitoring questionnaire (annex 6C)

Please ensure your CV includes:

* your full name, title, home address, personal contact telephone number(s) and personal email address.
* similar contact details for two referees who will support your application. Please indicate the relationship of each referee to you. References may be requested prior to appointment.
* brief details of your current or most recent occupation. Please also identify any past or present roles on expert committees and the dates you occupied these roles.
* Relevant publications

The Supporting Letter is your opportunity to demonstrate how you meet each of the criteria set out in the role description. Please include your full name, limit your letter to two sides of A4. Your supporting letter should aim to provide examples that demonstrate your expertise, your experience and your general skills and qualities in relation to the Skills and Experience criteria set out in section 5 (Roles and Person Specification). How you choose to present the information is at your discretion, but it would be helpful if you can clearly relate each piece of evidence you provide to a particular required expertise. Please also indicate in your supporting letter how much time you would be able to commit to RISEP work beyond the expected minimum level of 10 days per annum. You should also complete the Matrix of Expertise Form contained in annex 6A. The Supporting Letter, CV and Matrix of Expertise form constitute the application. The selection panel will use only the information supplied by the candidate in their application.

*Timetable*

* **Closing Date**: Midnight, 4th April 2021
* **Shortlisting**: mid-April 2021
* **Interview dates**: late-April 2021
* **Appointments announced**: May 2021
* **Induction**: May/June 2021

**Applications should be sent by email to:** RISEP@hse.gov.uk

If you encounter significant difficulties or complications in emailing us at this address, please contact Stavros Georgiou on 0203 028 2968 and we will seek alternative arrangements.

Please note that all applicants are responsible for the safe and timely arrival of their application. Applicants are required to complete the relevant supplementary forms (**Annex 6A and 6B**) before their applications will be considered.

For further enquiries on the application process or about the roles please contact us on the email provided above

*Support for Interviews*

HSE values and promotes diversity and is committed to equality of opportunity for all and to the appointment of disabled people. As part of the Disability Confident Scheme, we guarantee an interview to anyone with a disability who applies under the Scheme and whose application meets the essential criteria for the post.

What do we mean by a disability?

To be eligible for the Disability Confident Scheme you must have a disability or long-term health condition, which could be physical, sensory or mental and must be expected to last for at least 12 months. You do not have to be registered as a disabled person to apply under this scheme.

If you wish to apply under the DCS please complete the relevant section of the Diversity and Monitoring form and return it with your application.

If you need further assistance with your application, please contact us directly.

*Equal Opportunities*

We welcome applications from all sections of the community and are particularly eager to address under-representation amongst independent scientific advisors of women, people from ethnic minorities and people with disabilities. All appointments are based on merit and the principles of independent assessment, openness and transparency of process.

The completion of the diversity monitoring questionnaire, which can be found in **annex 6C**, is encouraged. Please note the information will be used for statistical purposes only and it will be presented in the form of totals from which individuals cannot be separately identified. The purpose is to ensure we do not create any barriers in our selection process and to help us implement our equal opportunities policy effectively.

*Declaration of Interests and Political Activity Form*

Prior to interview applicants are required to declare any relevant personal or non-personal interests. This form must be completed before interview can proceed and can be found in **Annex 6B**. Types of interest are described in the Guidance at Annex 4.

Candidates must not hold any paid or high-profile unpaid posts in a political party, but otherwise political affiliation or activity will not be a factor in the consideration of your application. The completion of the political activity form (also in **Annex 6B**) enables the monitoring of political activity of candidates for a public appointment in so far as it is already in the public domain. Neither activity nor affiliation is a criterion for appointment.

**Selection Process**

*How we will handle applications*

* Each application will be acknowledged by email. If a candidate has not received an acknowledgement of their application by the closing date, please contact the recruitment team at the email provided.
* Each candidate’s application will be assessed against the Skill and Experience criteria laid out in section 5 (Role and Person specifications), including the Matrix of Expertise.
* Diversity monitoring information will not be seen by the panel assessing your application.
* The shortlisting of applications will take place in mid-April 2021
* Applicants will be notified by email whether or not they have been short listed for interview
* The interviews are expected to take place in late-April 2021
* All candidates will be notified of the outcome of their application

*Selection Panel*

The sift and appointment panel will consist of at least 4 members and will be drawn from the following:

* Two senior Health and Safety Executive science leads
* One scientific expert from another government science agency
* An independent assessor

*Short-Listing and Interview*

The selection panel will determine which candidates best demonstrate that they have the specified qualities and experience, whilst at the same time ensuring representation across the disciplines in order to seek a balance of expertise. Appropriate candidates will then be invited for interview.

Interviews will take place by video conference. An email inviting candidates for interview will be sent out 7-10 days before interviews are held. The interview will be an opportunity for candidates to elaborate on the information provided in their application. Interviews should last in the region of 45-60 mins.

*Decision and Appointment*

Once all candidates have been assessed, the selection panel will make recommendations for appointments for those judged to demonstrate the best match with the published criteria and ensuring a suitable representation of expertise. Where necessary references may be requested from the two referees specified in the candidates application. Based on the recommendations, final decisions on appointment shall be made by the Director of Chemicals Regulation, Health and Safety Executive. Emails will then be sent out inviting the successful candidates to become RISEP experts. Candidates are requested to accept, by email, their appointment to RISEP.

Although we are primarily looking for applicants to fulfil roles within RISEP, additional experts may separately be invited to provide advice and expertise on a one-off contractual basis where relevant expertise is unavailable within RISEP.

*Conditions of Service*

Experts from RISEP must comply with the RISEP code of practice shown in **Annex 2**.

**Annex 1: RISEP Terms of Reference**

RISEP is not a Scientific Advisory Committeeand has no legal regulatory role as a consolidated group, nor does it operate as an entity in its own right. As such, these terms of reference only relate to the activities of RISEP in so far as they apply to individual experts.

RISEP has been set up to support the UK Agency in developing its scientific opinions by providing independent challenge, as well as supplementary experience, knowledge and skills. Specifically, the remit of RISEP is to provide independent scientific advice primarily concerning the assessment under UK REACH of Applications for Authorisation to use Substances of Very High Concern (SVHC), as well as proposals for Restriction of substances. RISEP experts shall provide advice and recommendations in helping to prepare and review the Agency’s scientific opinions on Applications for Authorisation and Restriction proposals.

In helping the Agency to develop its opinions, RISEP’s remit is to provide expertise and advice on the quality and scientific robustness of the assessment of:

* the risk to human health and/or the environment arising from the use(s) of a substance for which authorisation is being sought, and if relevant, an assessment of the risks arising from possible alternatives;
* the appropriateness and effectiveness of risk management measures as described in the authorisation application;
* the socio-economic impacts related to granting or refusing an authorisation;
* the availability, suitability and technical feasibility of alternatives;

as well as

* whether suggested restrictions are appropriate in reducing the risks to human health and/or the environment;
* the related socioeconomic impact of suggested restrictions.
* At the request of the Agency, RISEP experts may also be asked to provide advice and expertise on other aspects concerning the safety of substances within the remit of the Agency

RISEP experts shall take an active role in the Agency’s Opinion-making in accordance with the above remit by:

* undertaking assessment of Authorisation Applications and Restriction proposals in support of the development of the UK Agency’s draft scientific opinions as part of the Authorisation and Restriction *Case Teams*.
* scrutinising and reviewing the UK Agency’s draft scientific opinions as part of the Authorisation and Restriction *Challenge Panel*. Experts involved in a particular *Case Team* will not sit on the corresponding *Challenge Panel* for that particular case.
* Attending any meetings of the *Challenge Panel* and *Case Teams* as necessary.
* Contributing their expertise and advice during other related meetings, written work, phone and video conferences as requested by the RISEP secretariat.

Although RISEP does not operate as a Scientific Advisory Committee, RISEP experts shall nevertheless provide independent scientific advice and operate in line with the principles of scientific advice to government.

RISEP experts shall make their scientific advice and recommendations available to the Agency in a way which aims to be comprehensive, clear and timely.

RISEP has no chair but is supported by a secretariat whose role includes organising the work of the experts and to support them in matters of administration and protocol.

The Director of Chemicals Regulation Division of HSE will maintain overall oversight of the work of the experts from RISEP.

**Annex 2: RISEP Code of Practice**

**Introduction**

1. The REACH Independent Scientific Expert Pool (RISEP) operates in accordance with the [Principles of Scientific Advice to Government](https://www.gov.uk/government/publications/scientific-advice-to-government-principles) and the [Universal Ethical Code – Rigour, Respect and Responsibility](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/283157/universal-ethical-code-scientists.pdf) which is a statement of the values and responsibilities of scientists. However, against this general background – it is good practice to set out specific elements of a bespoke Code of Practice for RISEP. This Code of Practice therefore sets out the standards that experts are expected to adhere to, the governance of RISEP related business, and various other administrative and practical arrangements.

**Role and Purpose**

1. The RISEP is an independent scientific expert pool for the UK Agency.
2. The RISEP is not a Scientific Advisory Committeeand has no legal regulatory role as a consolidated group, nor does it operate as an entity in its own right. It consists of individual experts who are independent of the Agency and work to a defined terms of reference.
3. RISEP’s purpose is to provide the UK Agency with access to independent, impartial and expert advice, on request or otherwise. RISEP experts are independent of Government, industry bodies and interest groups with an interest in the work of the UK Agency.

**Standards for Experts**

5. Experts will at all times:

* observe the highest standards of impartiality, integrity and objectivity in relation to the advice they provide and the management of RISEP;
* be accountable to the Health and Safety Executive for their activities and for the standard of advice they provide;
* follow the [Seven Principles of Public Life](https://www.gov.uk/government/publications/the-7-principles-of-public-life);
* comply with this code and ensure they understand their duties, rights and responsibilities and that they are familiar with the function and role of RISEP and any relevant statements of Government policy;
* not misuse information gained in the course of their public service for personal gain or political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations; and
* not hold any paid or high-profile unpaid posts in a political party, and not engage in specific political activities on matters directly affecting the work of RISEP. When engaging in other political activities, experts should be conscious of their public role and exercise proper discretion.

**Governance of RISEP Business**

**Expertise**

7. Experts are appointed for their personal scientific expertise, and for the relevance of that expertise to RISEP’s remit and work.

8. If the UK Agency does not have access to appropriate expertise on RISEP to consider a specific issue, relevant experts may be co-opted on a specified short-term basis to RISEP. These advisers must be invited in writing and their role specified. They shall be subject to this Code.

**What is expected of RISEP experts**

9. Experts should:

* engage fully in consideration of the issues, taking account of the full range of relevant factors, including guidance issued by the UK Agency;
* ensure that they work in accordance with RISEP’s Terms of Reference;
* not divulge any information that is provided to them in confidence and in accordance with the RISEP Guidance and Declaration on Confidentiality
* respond appropriately and promptly to complaints

10. Experts are expected to read and prepare documents, comments and views, as required by the work and tasks of RISEP.

**Other Administrative and Practical Arrangements**

**Communication with the UK Agency**

11. Communication between RISEP experts and the UK Agency will generally be through the RISEP secretariat. In such cases where a RISEP expert wishes to raise concerns relating to their duties as a RISEP expert, they should firstly seek resolution of the issue with the secretariat. In exceptional circumstances this can be escalated to the Director of the Chemicals Regulation Division for final resolution.

**Role of the RISEP Secretariat**

12. RISEP experts are supported by a Secretariat provided by the Health and Safety Executive. The secretariat can be contacted by emailing RISEP@hse.gov.uk.

13. The role of the RISEP secretariat includes:

* Supporting the RISEP experts in delivering their work;
* Advising the RISEP experts on the relevant processes and procedures related to their work;
* Ensuring that the proceedings in which RISEP experts are involved are properly documented;
* Keeping an accurate public record of the work in which RISEP experts are involved.
* Ensuring RISEP experts comply with relevant codes and standards for the good governance of business that RISEP experts are involved in.
* Ensuring RISEP experts do not exceed their remit.
* Providing the channel of communication between the RISEP experts and the UK Agency, as well as any other internal and external interests.
* Providing standard secretariat services, including – arranging and recording meetings, circulating papers, maintaining any websites related to the work of RISEP experts, maintaining the Register of Expert’s Interests, publishing opinions and other documents related to the work of RISEP experts, handling claims for fees and travel and subsistence from RISEP experts, handling FOI requests pertaining to the work of RISEP experts, liaising with internal and external interests who wish to engage with the work of RISEP experts.

**Personal Liability of Experts**

14. Legal proceedings by a third party against individual experts of advisory bodies are very exceptional. An expert of RISEP may be personally liable if:

* they make a fraudulent or negligent statement which results in a loss to a third party;
* they commit a breach of confidence under common law or a criminal offence under insider dealing legislation, by misusing information gained through their position.

15. However, the Government has indicated that individual experts who have acted honestly and in good faith will not have to meet out of their own personal resources any personal civil liability which is incurred in the execution or purported execution of their advisory functions, save where the person has acted recklessly.

**Terms of Appointment**

16. Appointments to RISEP are made in accordance with the principles set out in the Nolan Report on Standards in Public Life, also known as the 7 Principles of Public Life. Appointments are for a term of three years, with the possibility of reappointment.

17. Experts are asked to provide a declaration of commitment to RISEP annually, though they are be free to terminate their involvement at any time according to personal circumstances. The Health and Safety Executive may also terminate an appointment in certain circumstances, for example if experts fail to perform as expected of them. A notice period of not less than 3 months should be provided by either party upon wishing to terminate an appointment.

**Fees and Expenses**

18. RISEP experts are entitled to claim daily fees (£400 per day) for the time they spend on RISEP business. This covers any work undertaken, including preparation and attendance at meetings. All fees paid are taxable.

19. Reasonable travel and subsistence costs are separately reimbursed on presentation of receipts, in accordance with HSE’s normal rules, up to a specified limit.

**Openness and Publication of Documents – General Principles**

20. Information about RISEP and the work that its experts are involved in is published on the UK Agency’s website. The work in which RISEP experts are involved is expected to be done in an open and transparent manner and to follow relevant guidance and rules. Information relating to the work of RISEP experts is subject to the provisions under the Freedom of Information Act 2000 (the Act).

21. The dates of open meetings that RISEP experts are involved in, as well as the agendas and minutes will be found on the web pages of the Agency. Meeting minutes will be published following agreement. Outcomes of these meetings, including all opinions, will be made available on the Agency website. To allow maximum participation possibilities to Stakeholder Observers, the general rule that is applied is that documents and meetings are always open for Stakeholder Observers when possible.

22. However, there will be some exceptions to this general principle of openness, for example:

* Where individual papers contain commercially sensitive information such as product formulations/specifications, methods of manufacture, company evaluations and safety assessments, or other confidential business information, the general principle of the common law duty of confidentiality will apply, except in cases where the information was provided under legislation which deals specifically with disclosure and non-disclosure. Papers, which are deemed to be confidential, will be marked “Confidential” by the RISEP secretariat and their contents should not be disclosed beyond the individual RISEP experts.
* Draft papers, reports or opinions which are due to be published at a later date but are not yet in the public domain should not be disclosed beyond the individual RISEP experts.

23. Questions or approaches from the media should be directed to the RISEP secretariat. Although experts are encouraged to promote the role of RISEP in general terms, if asked for views on subjects that have been or are being considered by RISEP experts, they should always consult with the RISEP secretariat.

**Declaration of Interest and Management of Conflicts**

23. RISEP experts must not be influenced, nor appear to be influenced, by their private interests in the exercise of their advisory duties. There is a conflict of interest where the impartiality and objectivity of a decision, opinion or recommendation of RISEP experts, is or might in the public perception be compromised by an interest held by, or entrusted to, an individual working on RISEP related activities. Having an interest does not necessarily mean having a conflict of interest. Declaring an interest does therefore not automatically disqualify you or limit your participation on RISEP related activities.

24. On appointment, RISEP experts must have completed the Declaration of Interests and comply with the eligibility criterion as set out in the Guidance on Conflict of Interests in **Annex 4**. All interests that may interfere or may be seen as interfering with the work undertaken by RISEP experts in the public interest must be declared. The timeframefor declaring interests includes all current interests and those that existed during the last 5 years preceding the declaration. With regard to family ties, all relevant interests held by any members of household (spouse, partner and dependent children) also must be declared. Guidance on the different interests that are required to be declared is included in **Annex 4**.

25. Experts must inform the secretariat of any change in their personal interests at any time following appointment. They will also be asked to declare relevant interests on an annual basis. A declaration of any interest should also be made at any meeting RISEP experts are involved in if it relates specifically to a particular issue under consideration. Experts should not participate in the discussion or determination of matters in which they have an interest, and should normally withdraw from the meeting if their interest is direct and pecuniary or otherwise does not comply with the Guidance on Conflict of Interest.

26. The RISEP secretariat will: maintain and publish details of interests declared on the Agency’s website; ensure potential conflicts of interest are identified to experts during the course of RISEP experts work; and record relevant details in minutes of meetings (which will be published on the Agency’s website).

**Annex 3: The Seven Principles of Public Life**

**Selflessness** Holders of public office should take decisions 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, their friends or organisations.

**Integrity** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might 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 wider 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 interests.

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

**Annex 4: Guidance on Conflict of Interests**

As one element to safeguard the independence, integrity and credibility of the scientific advice provided by RISEP experts, the following guidance is in place for managing potential Conflicts of Interest. This guidance ensures that a balance is taken between getting the right expertise to guarantee high quality science-based advice and opinion making, and at the same time strictly avoiding conflicting interests influencing, or seen as influencing, the advice and opinion-making process.

There is a conflict of interest where the impartiality and objectivity of a decision, opinion or recommendation of RISEP experts, is or might in the public perception be compromised by an interest held by, or entrusted to, an individual working on RISEP related activities. Having an interest does not necessarily mean having a conflict of interest. Declaring an interest does therefore not automatically disqualify you or limit your participation on RISEP related activities. In this respect the UK Agency has adopted the following criterion regarding appointments to RISEP:

* The following candidates seeking appointment to RISEP shall not be appointed when they have a potential conflict of interest of a general nature or that would potentially lead to multiple exclusions of the individual from participation in the work of RISEP:
* Candidates being currently (or previously within the past 2 years) employed (in a position of relevant importance) by, or holding a position in a governing body (whether paid or unpaid) of a commercial enterprise;
* Candidates being an active member of or employed (in a position of relevant importance) currently (or previously within the past 2 years) by an association or other body (except a body established under public law of the UK serving a public interest), with can be considered as an interest group with an interest in the field of activity of the UK Agency;
* Candidates who currently hold significant investments in a commercial entity manufacturing, importing or supplying substances or mixtures subject to the authority of the Agency (without prejudice to financial interests held through an investment fund, pension fund and/or interests in non-nominal unit trusts or similar arrangements, provided that these investments are broadly diversified and the candidate has no influence on their financial management).

**Declaration of Interests**

All interests must have been declared by RISEP experts prior to their appointment, as well as being confirmed annually, on the Declaration of Interests form. A declaration of any interest should also be made at any meeting RISEP experts are involved in if it relates specifically to a particular issue under consideration. Experts should not participate in the discussion or determination of matters in which they have an interest, and should normally withdraw their participation in the matter if their interest is direct and pecuniary or otherwise does not comply with the Guidance on Conflict of Interest.

The following is intended to indicate the kinds of interests that should be declared. The timeframefor declaring interests includes all current interests and those that existed during the last 5 years preceding the declaration. With regard to family ties, all relevant interests held by any members of household (spouse, partner and dependent children) also must be declared.

Where candidates or appointees are uncertain as to whether an interest should be declared, they should seek guidance from the RISEP secretariat. If candidates or appointees have interests not specified in this guidance, but which they believe could be regarded as influencing their advice, they should declare them. Failure to declare interests could lead to dismissal from RISEP.

*Personal Interests*

A personal interest involves payment to a candidate or appointee personally. The main examples are:

* Consultancies and/or direct employment: any consultancy, other employment, partnership, directorship or position in or work for an industry or other relevant body held by you or a close family member and which attracts regular or occasional payments in cash, recognition in any other form, or other benefit.
* Fee-Paid Work: any commissioned or fee-paid work for which you or a close family member are paid in cash or kind by an industry or other relevant body including Pressure Groups and Non-Governmental Organisations.
* Shareholdings: any shareholding or other beneficial interest in industry shares that you or a close family member have. This does not include shareholdings through unit trusts or similar arrangements where the expert or family member has no influence on financial management.
* Membership or Affiliation: any membership role or affiliation that you or a close family member has to clubs or organisations with an interest or involvement in the work of RISEP.

*Non-personal interests*

A non-personal interest involves payment which benefits a department or organisation for which a candidate or appointee is responsible but is not received by them personally. The main examples are:

* Fellowships: any fellowship that you or a close family member holds and which is endowed by an industry or other relevant body
* Support by Industry: any payment, other support or sponsorship by industry which does not convey any pecuniary or material benefit to a candidate or appointee personally, but which does benefit their position or department. Candidates or appointees are under no obligation to seek out knowledge of work done for, or on behalf of, industry and other relevant bodies by departments/units for which they are responsible, if they would not normally be expected to be informed.
* Trusteeships: any investment in industry held by a charity for which you or a close family member is a trustee.
* Other public appointments: membership by you or a close family member of local authorities, health authorities and trusts, and other relevant voluntary sector bodies.

**Annex 5: Guidance on Confidentiality**

RISEP experts shall not disclose any information acquired as a result of their work on RISEP, unless otherwise stipulated in UK law, or already publicly available. RISEP experts shall take all necessary measures to ensure that the persons to whom they provide access to their information respect the same obligations that they are subject to.

All RISEP experts having access to RISEP related information shall upon appointment make a written declaration of confidentiality in accordance with the template below.

The obligation to maintain confidentiality shall continue to apply even after their duties and participation as RISEP experts has ceased.

**DECLARATION OF CONFIDENTIALITY OF RISEP Experts**

(to be made on appointment to RISEP only)

I hereby declare that I shall undertake to exercise the greatest discretion with regard to all facts and information coming to my knowledge in the course of or in connection with the performance of my duties related to the work of RISEP. I shall not disclose to any persons any information acquired as a result of such work unless otherwise stipulated in UK law or already publicly available. The above is without prejudice to the sharing of documents with persons assisting me in the discharge of my duties related to the work of RISEP. I shall take all necessary measures to ensure that the persons to whom I provide access to information respect the same obligations that I am subject to. I accept without reservation that I continue to be bound by this obligation also after these duties have ceased.

Name: Click here to enter text.

Position/Affiliation: Click here to enter text.

Place: Click here to enter text. Date: Click here to enter a date.

**Annex 6: Supplementary Application Forms for Completion:**

1. Expertise Matrix Form;
2. Declaration on Conflict of Interests and Political Activity;
3. Diversity Monitoring Form;

|  |
| --- |
| 1. **Expertise Matrix Form**
 |
| The following matrix showing the specific fields and levels of relevant expertise required in RISEP needs to be completed by all applicants. Candidates are expected to have in-depth expertise in at least one of the fields within either (i) Risk Assessment; (ii) Risk Management or (iii) Socioeconomic Analysis areas of expertise, as well as some experience for a number of other fields within their main area of expertise. **Please tick each field as appropriate**.

|  |
| --- |
| 1. **Risk Assessment**
 |
| **Field of expertise/experience** | **In-depth expertise**  | **Know-ledgeable**  | **Some general knowledge** |
| **(1) Human Health**  |   |   |   |  |
| Toxicology  |   |   |   |   |
| Reproductive toxicity |   |   |   |
| Mutagenicity |   |   |   |
| Genotoxicity |   |   |   |
| Carcinogenicity |   |   |   |
| Respiratory sensitisation |   |   |   |
| Skin sensitisation |  |  |  |
| Local effects (skin/eye irritation/corrosion) |   |   |   |
| Immunotoxicity |   |   |   |
| Assessment of endocrine disrupting properties |   |   |   |
|  *In vitro* cell toxicology |   |   |   |
| Omics and *in silico* approaches |  |  |  |
| Toxicokinetics, metabolism |   |   |   |
| Biomonitoring (effects/exposure) |   |   |   |
| Human exposure assessment (monitoring/models) |   |   |   |
| Exposure of humans via the environment |   |   |   |
| Epidemiology |   |   |   |
| Occupational health |   |   |   |
| Occupational hygiene |   |   |   |
| Regulatory human health risk assessment,  |   |   |   |
| Classification and labelling of dangerous substances under 67/548/EEC, preparations directive and GHS |   |   |   |
| (Quantitative) Structure Activity Relationships - (Q)SARS |   |   |   |
| Other modelling |   |   |   |
| Test method development and the development of test protocols to address specific information needs |   |   |   |
| (Bio)statistics |   |   |   |
| Other (please specify) |   |
| **Field of expertise/experience** | **In-depth expertise**  | **Know-ledgeable**  | **Some general knowledge** |
| **Environment**  |  |  |  |  |
| Ecotoxicology:  |   |   |   |   |
|  Aquatic compartment |   |   |   |
|  Sediment compartment |   |   |   |
|  Soil compartment |   |   |   |
|  Avian toxicity |   |   |   |
|  Assessment of endocrine disrupting properties |   |   |   |
| Environmental fate and behaviour:  |   |   |   |   |
|  Abiotic degradation |   |   |   |
|  Biotic degradation |   |   |   |
|  Long range atmospheric transport |   |   |   |
|  Soil chemistry |   |   |   |
|  Aquatic chemistry |   |   |   |
|  Bioaccumulation potential |   |   |   |
| PBT/POP assessment |   |   |   |
| Environmental Exposure assessment  |   |   |   |
| Environmental monitoring |   |   |   |
| Environmental exposure models and modelling |   |   |   |
| Regulatory environmental risk assessment |   |   |   |
| Classification and labelling of dangerous substances under 67/548/EEC, preparations directive and GHS |   |   |   |
| (Quantitative) Structure Activity Relationships - (Q)SARs |   |   |   |
| Test method development and the development of test protocols to address specific information needs |   |   |   |
| (Bio)statistics |   |   |   |
| Other (please specify) |   |
|   |
| **Physico-chemical properties** |  |  |  |  |
| Chemistry |   |   |   |   |
| Analytical chemistry |   |   |   |
| Organic chemistry |   |   |   |
|  Inorganic chemistry |   |   |   |
| Assessment of physico-chemical properties and risks |   |   |   |
| Classification and labelling of dangerous substances under 67/548/EEC, preparations directive and GHS. |   |   |   |
| Substance identification |   |   |   |
| Test method development and the development of test protocols to address specific information needs |   |   |   |
| Interaction of the test results of physico-chemical properties with toxicological/ecotoxicological studies |   |   |   |
| Other (please specify) |   |
|  |  |  |  |  |
|  |  |  |  |  |
| 1. **Risk Management**
 |  |  |  |  |
|  |  |  |  |  |
| **Field of expertise/experience** | **In-depth expertise**  | **Know-ledgeable**  | **Some general knowledge** |
| **Knowledge on risk management measures and operational conditions, especially on their practicability  and effectiveness,  related to** |   |   |   |   |
|   Environment |   |   |   |
|  Occupational health and hygiene |   |   |   |
|  Consumer protection |   |   |   |
| **Risk reduction and/or Socioeconomic Impact of different risk management options** |
|     - Regulatory risk management |
| Experience in the regulatory risk management of chemicals under chemicals legislation |   |   |   |
|  Experience in the regulatory risk management of chemicals under consumer legislation  |   |   |   |
| Experience in the regulatory risk management of chemicals under environmental legislation |   |   |   |
| Experience in the regulatory risk management of chemicals under occupational health legislation |   |   |   |
| Other experience in the regulatory risk management of chemicals (please specify)  |   |
|  - Other risk management options  |   |
|  Economic instruments |   |   |   |
|  Voluntary approaches |   |   |   |
| Communication and information |   |   |   |
| Others (please specify) |   |
|  |  |  |  |  |

 |
| 1. **Socioeconomic Analysis**
 |
| **Field of expertise/experience** | **In-depth expertise** | **Know-ledgeable** | **Some general knowledge** |
| **Methodologies on Socio-Economic Analysis**  |
| Multi-criteria assessment |   |   |   |
| Cost-effectiveness analysis |   |   |   |
| Cost-benefit analysis |   |   |   |
| Other methodological issues related to economics, including economic modelling such as general equilibrium modelling, discounting, public and private costs, externalities and distributional issues |   |   |   |
| Other methodological issues, including Environmental impact assessment and Life cycle assessment |   |   |   |
| **(2) Assessing costs and benefits** |
| Valuation of changes in costs due to proposed regulatory action for manufacturers, importers, downstream users or consumers |   |   |   |
| Effects on human health: |
| Effects of proposed action on human health (eg. morbidity, mortality)  |   |   |   |
|  Effects of proposed action on specific groups |   |   |   |
| Socio-economic assessment of proposed action on human health, including valuation of benefits and use of values derived in other places (i.e. “benefit transfer”) |   |   |   |
| Effects on the environment:  |
| Effects of proposed action on the environment |   |   |   |
| Socio-economic assessment of proposed action on the environment, including valuation of benefits and use of values derived in other places (i.e. “benefit transfer”) |   |   |   |
| **(3) Availability of alternatives**  |
|  Cost and economic feasibility of alternatives |   |   |   |
| Technical feasibility of alternatives  |   |   |   |
| Future trends in the development and availability of alternatives |   |   |   |
| **(4) Alternative risk management options** |
| Assessment of the effectiveness and the costs linked to risk management options |   |   |   |
| **(5) Social implications** |
| Effects of proposed action on, for example, job security and employment |   |   |   |
| Distribution of costs and benefits on e.g. different population groups, or different geographical locations |   |   |   |
| **(6) Wider implications**  |
| Implications of proposed action on international trade in chemicals, including international trade rules and WTO compatibility |  |  |  |
| Implications of proposed action on international trade in chemicals, effects of countries outside |   |   |   |
| Implication of proposed action on Small and Medium Sized Enterprises |   |   |   |
|  |  |  |  |  |

In addition to expertise in one or more fields listed in the above grid, preference will be given to those applicants who possess significant experience in

* Documented research within a relevant area of knowledge; and/or
* Experience in risk management on chemicals, including EU committee work.
1. **Political Activity Questionnaire and Declaration on Conflict of Interests**

**Official Sensitive: Appointments (when completed)**

**Political Activity Questionnaire**

|  |  |  |
| --- | --- | --- |
| **A** | Obtained office as a Local Councillor, MP, MEP etc.  | [ ]  |
|  | Stood as a candidate for one of the above offices  | [ ]  |
|  | Spoken on behalf of a party or candidate  | [ ]  |
| **B** | Acted as a political agent  | [ ]  |
|  | Held office such as Chair, Treasurer, or Secretary of a local branch of a party  | [ ]  |
|  | Canvassed on behalf of a partyor helped at elections  | [ ]  |
|  | Undertaken any other politicalactivity which you consider relevant  | [ ]  |
| **C** | Made a recordable donation to a political party1  | [ ]  |
| **D** | None of the above activities apply  | [ ]  |

All applicants should complete the question
below. This question is asked as it enables the monitoring of political activity of candidates in
so far as it is already in the public domain.
Neither activity nor affiliation is a criterion for appointment (except where statute dictates specific representation). If you are successful,
the information provided may be published with
the announcement of your appointment.

Please indicate which of the following activities
you have undertaken during the past **five years**
by ticking the appropriate box in the table opposite and by providing details of your involvement in the box below. Name the party or body for which you have been active. If you have been, or are, an independent, or have sought or obtained office as a representative of a particular interest group, you should state this. You should tick all
relevant categories.

Details of involvement:

|  |
| --- |
|        |

|  |  |
| --- | --- |
| Name of party for which activity undertaken: |        |

The Political Parties, Elections and Referendums Act 2000 requires the Electoral Commission
to publish a register of recordable donations (donations from any individual totalling more than £5,000
in any calendar year, or more than £1,000 if made to a subsidiary accounting unit such as a constituency association, local branch, women’s or youth organisation). These provisions became effective from
16th February 2001.

**Signature**:

**Date**:

**Declaration of Interests Form**

Declaration of Interests

All applicants should complete the questionnaire below. It is the policy of the Health and Safety Executive to require relevant personal and business interests to be declared by prospective RISEP experts to enable a sensible balance to be achieved on the Pool at the time that appointments are made. Guidance on types of personal and business interests is given in the Agency’s Guidance on Conflict of Interests found in Annex 4 of the application pack.

Applicants should give details of any business or personal interests which my give rise to real
or perceived conflict of interest.

**Under the guidance on Conflict of Interests, I wish to declare to the Health and Safety Executive, that my only interests are as follows:**

**Personal Interests**

|  |  |  |
| --- | --- | --- |
| 1 | Direct employment  |       |
| 2 | Consultancies and other fee-paid work |       |
| 3 | Shareholdings |       |
| 4 | Clubs and other organisations |       |
| 5 | Other personal interests |       |

 **Non-Personal Interests**

|  |  |  |
| --- | --- | --- |
| 6 | Fellowships |       |
| 7 | Indirect support |       |
| 8 | Trusteeships |       |
| 9 | Land and property |       |
| 10 | Other public appointments |       |
| 11 | Other non-personal interests |       |

 **Signature**:

**Date**:

1. **Diversity Monitoring Form**

Official Sensitive: Appointments (when completed)



Diversity Monitoring Form for positions on RISEP

**RISEP Application**

The HSE values and promotes diversity and is committed to equality of opportunity for all. Please complete and include this monitoring form with your application. This information will not be seen by the panel assessing your application.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of birth** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender**  |  Male |  |  Female |  |

**Ethnic Origin**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Black** |  | **Asian/Asian British** |  | **Chinese** |  | **Mixed** |  |
| British |  | African |  | Bangladeshi |  | Chinese |  | Asian & white |  |
|  |  |  |  |  |  |  |  |  |  |
| Irish |  | Caribbean |  | Indian |  | Any other ethnic background  |  | Black African & white |  |
|  |  |  |  |  |  |  |  |
| Any other white background |  | Any other black background  |  | Pakistani |  |  | Black Caribbean & white |  |
|  |  |  |  |  | Any other mixed background |  |
|  |  | Any other Asian background  |  |  |  |
|  |  |  |  |  |  |

**Disability**

Many people do not consider themselves to be disabled, but under the Equality Act 2010 you can consider yourself disabled if you have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day to day activities.

Taking this into account, do you consider yourself to be a disabled person?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No |  |  | Yes |  |

**Sectorial background**

Do you consider you sectorial background to be?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mostly private sector |  | Mostly public sector |  | Mostly academic or research |  | Mostly third sector or TU |  | Mixed  |  |
|  |  |  |  |  |  |  |  |  |  |

**How you found out about this position?**

To help us target our future recruitment activity effectively in the future, it would be helpful if you could let us know how you found out about this opportunity. Please provide details below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BIS Website |  |  | Email contact from HSE |  |
| HSE website |  |  | Professional Society |  |
| Other |  |  |  |  |

If Other, Please State in the box below:

|  |
| --- |
|  |