The Medical Research Council (MRC) was set up in 1913 to administer public funding for medical research and was incorporated under its Royal Charter in 1920 for the promotion of medical research. It is a non-departmental public body principally funded through the Science Budget by the Department for Business, Innovation, and Skills (BIS). The MRC works in partnership with the other UK Research Councils and research charities and with the Office of Strategic Coordination for Health Research (OSCHR), the National Institute of Health Research (NIHR) and the health departments in Northern Ireland, Scotland and Wales to deliver a single integrated strategy for health research across the UK.

The MRC’s mission is to:

- Encourage and support high-quality research with the aim of improving human health.
- Produce skilled researchers and to advance and disseminate knowledge and technology to improve the quality of life and economic competitiveness in the UK.
- Promote dialogue with the public about medical research.

Further information is available on the MRC’s web site: www.mrc.ac.uk.

The role of Audit & Risk Assurance Committee

The Council’s Audit and Risk Assurance Committee (CARAC) meets up to 6 times a year to monitor and advise on appropriate standards for risk management and internal control and to review matters connected with audit and the provision of internal controls assurance. Meetings are usually held in London although there may be the occasional visit to MRC Units or Institutes to increase members’ understanding of the MRC’s work.

Independent members are required to provide the committee with a mix of specialist accounting, financial, risk management, information assurance, audit and corporate governance advice to enable the committee to provide appropriate scrutiny and advice to the Council.
Remuneration for this post is £170 per meeting attendance fee, plus reimbursement of reasonable travel expenses.

**CURRENT VACANCY DETAILS: Council Audit and Risk Assurance Committee Member (Ref: MRC-CARAC-1)**

Applications are sought for a vacancy on the MRC’s Audit and Risk Assurance Committee. The role of the committee is to provide assurance and advice to Council and the CEO as Accounting Officer on the MRC’s systems of control, risk management, governance and standards of assurance and to review matters connected with audit and provision of assurance.

All candidates must be able to demonstrate high-level skills to contribute across a range of MRC strategic and governance issues and have appropriate networks to act as advocates and strategic influencers within the MRC’s remit. Elements of the Council’s governance responsibilities are managed through its subcommittees as shown in the diagram below.
### Person Specification

**Essential**

The successful candidate will have:

- Demonstrable experience/understanding of risk management in complex public sector organisation.
- Demonstrable ability in audit and assurance in a complex operational environment.
- An ability to exercise judgement across a broad spectrum including: governance, risk management, finance and control.
- Effective leadership skills and an ability to take part in difficult discussions with energy and diplomacy.
- Experience in exercising his/her influence amongst stakeholders.
- An ability to understand governance in a public sector environment.
- An understanding or experience of working in the academic sector.

**Highly desirable**

- Understanding of Information Assurance.
- An understanding of the priorities and opportunities across medical research as a whole.
- Understanding of central government policy making, as it applies to audit and risk
- Previous experience as a member of an audit committee or similar relevant experience.

### Time Requirements

Committee meetings are held approximately 5-6 times a year. Meetings usually commence at 1.30pm and finish around 5.00pm. Members should also factor in additional time for scrutiny of meeting packs prior to each meeting.

CARAC meeting dates are as follows:

- Thursday 17th September 2015
- Tuesday 3rd November 2015
- Tuesday 2nd February 2016
- Thursday 31st March 2016
- Thursday 28th April 2016
- Tuesday 5th July 2016
- Thursday 29th September 2016
- Tuesday 8th November 2016

The anticipated start date of this appointment is 17th September 2015. The appointment will be for up to three years with the possibility of re-appointment. Appointments to the Audit Committee are made on merit, taking account of the need to balance the Committee in terms of experience. Applications from women, people with disabilities and members of minority ethnic groups who satisfy the above specifications are particularly welcome.

Enquiries about the recruitment process or conflicts of interest should be directed to Mr Tom Brennan-Craddock (riskmanagement@headoffice.mrc.ac.uk).
Remuneration

£170 attendance fee and reimbursement of reasonable travel expenses.

Conflicts of interest

Potential candidates should be aware that the Council must avoid conflicts of interest in its work and therefore individuals with significant funding responsibilities in related fields of public or charity research are not eligible to apply. Applicants will be asked to declare any potential conflicts on the Candidate Summary and Equal Opportunities form. Candidates should note that all members of Council Audit and Risk Assurance Committee are required to declare any private, professional or commercial interests that might conflict with the interests of the Council, or which might be perceived by others as creating a conflict of interest.

Links

MRC Website: http://www.mrc.ac.uk/

Current membership of MRC Audit & Risk Assurance Committee: http://www.mrc.ac.uk/about/council/committees/


The Seven Principles (Annex1)

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.

1. Selflessness
   Holders of public office should act solely in terms of the public interest.

2. Integrity
   Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity
   Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability
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<td>Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.</td>
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<td>5. <strong>Openness</strong>&lt;br&gt;Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.</td>
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<td>6. <strong>Honesty</strong>&lt;br&gt;Holders of public office should be truthful.</td>
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<td>7. <strong>Leadership</strong>&lt;br&gt;Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.</td>
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| Closing Date | Monday 22\textsuperscript{nd} June 2015 |
| Interviews | Wednesday 15\textsuperscript{th} July 2015 |

**How to apply**<br>Applications should be sent via email to: riskmanagement@headoffice.mrc.ac.uk
Or via post to:<br>Tom Brennan-Craddock<br>MRC Risk and Assurance Manager<br>Polaris House<br>Swindon<br>SN2 1FL
You should submit the following:

- A **covering note** of not more than 2 pages (total) summarising your proven ability related to the candidate profile.
- A **full CV**.
- Your completed detachable *candidate summary and equal opportunities monitoring* form.

**Covering Note**<br>Within this you should outline:

1. **Your personal qualities, attributes and competencies and how they relate to the candidate profile.** Please also describe how you would bring these to the work of the Audit Committee (see annex 1). Please use supporting examples.
2. **Why you are interested in serving on the Council Audit and Risk Assurance Committee.**
3. Any other information that you think may be relevant.

This post is not regulated by the Commissioner for Public Appointments.

The MRC is committed to the principle of public appointments on merit with independent assessment, openness and transparency of process and to providing equal opportunities for all, irrespective of race, age, disability, gender, marital status, religion, sexual orientation, transgender and working patterns. All applications will be acknowledged and put before a duly constituted Appointment Panel.

The interviews will be held on the 15th July 2015 at MRC Head Office, One Kemble Street, London, WC2B 4AN. All reasonable expenses incurred in connection with attending an interview will be paid.

Enquiries about the process including matters relating to conflicts of interest should be directed to Tom Brennan-Craddock (riskmanagement@headoffice.mrc.ac.uk).

Disclosure of information in the Candidate Summary Form

This information and similar statistical data on age, ethnic origin and disability may also be reproduced in response to Parliamentary enquiries and other public enquiries. Information about particular individuals will not be divulged without their consent in accordance with the requirements of the Data Protection Act. The information you provide will be held confidentially and can only be used for any other purpose if you give us your consent.

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