**APPLICATION FORM FOR MEMBERSHIP OF THE OFFICE FOR PRODUCT SAFETY AND STANDARDS (OPSS) REGISTER OF SPECIALISTS ON CONSTRUCTION PRODUCTS (RoS CP)**

Science, Engineering and Analysis Team

Office for Product Safety and Standards

Department for Business and Trade

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London,

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OPSS is seeking to add new members to its Register of Specialists (RoS).

Experts are encouraged to apply to join the Register of pre-approved experts from whom OPSS can commission short pieces of ad hoc scientific work to support its work in protecting the public. In this call for construction products expertise, we are looking for experts within the domains of civil and structural engineering, fire sciences, material science as well as other associated areas of knowledge in relation to the natural analytical sciences and technical fields of expertise.

Experts will be selected based on their experience and ability to provide scientific evidence, analysis or technical advice across OPSS’s remit including:

* Construction product research support: methodological design, proposal appraisal, rapid evidence reviews, report evaluation/peer review, quality assurance and risk analysis.
* Guidance and technical support on the development and validation of analytical methodologies applied to the assessment of construction products.
* Ad hoc technical advice on construction product safety issues which may impact human health.

You will need to provide evidence of your experience in your specialist area/s and select the roles you would like to be considered for in your supporting statement.

Please see the accompanying information pack for the steps you will need to take if you are selected to be on the Register. If you are asked to take on specific pieces of work, we would ask you to provide some further information at that stage, including proof of identity, information on your tax status and an agreement for confidentiality and secure handling of information.

To apply to be on the Register please send the following to [OPSSConstructionProductsRoS@beis.gov.uk](mailto:OPSSConstructionProductsRoS@beis.gov.uk) :

* your CV (mandatory)
* completed application form in **Microsoft Word** format (signed electronically) **(**mandatory, forms in other formats will not be processed)
* your Declaration of Interests (mandatory)
* your list of publications (last 10 years) (optional)

The call for specialists is ongoing and there is currently no deadline by which applications must submitted by. All applications are reviewed regularly in the [OPSSConstructionProductsRoS@beis.gov.uk](mailto:OPSSConstructionProductsRoS@beis.gov.uk) mailbox, and applicants will be notified on their acceptance of rejection from the register after review.

Once you submit your application, you will receive an email acknowledging your submission, which will contain a unique reference number for your application, and a link to a Monitoring Questionnaire. The completion of the Monitoring Questionnaire is encouraged but is optional.

If you have difficulties with completing or submitting your RoS application, please contact [OPSSConstructionProductsRoS@beis.gov.uk](mailto:OPSSConstructionProductsRoS@beis.gov.uk).

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| Application code (internal use only) |  |

**Application form**

**Form to be completed by all people wishing to be included on the OPSS Register of Specialists and returned in Microsoft Word format**

**The information requested in this form is covered by the Data Protection legislation.**

|  |  |
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| **\*Name:** | Click or tap here to enter text. |
| Job title: | Click or tap here to enter text. |
| **\*Employer Organisation:** | Click or tap here to enter text. |
| Profession | Click or tap here to enter text. |
| Current main activity | Click or tap here to enter text. |
| Please indicate how you intend to engage with us via your employer (the Organisation named above) or through other options for payment: | **\*Please tick one** √  - Via employer  - As a limited company  - Via a partnership  - Through another individual (not an agency)  - As an individual (sole trader) |
| **\*Limited company** | Insert limited company name if not supplied under ‘Employer Organisation’ above  Click or tap here to enter text. |
| **\*Address Line 1** | Click or tap here to enter text. |
| Address Line 2 | Click or tap here to enter text. |
| Address Line 3 | Click or tap here to enter text. |
| Address Line 4 | Click or tap here to enter text. |
| **\*City / Town** | Click or tap here to enter text. |
| County | Click or tap here to enter text. |
| **\*Postcode** | Click or tap here to enter text. |
| **\*Country** | Click or tap here to enter text. |
| **\*Telephone 1:** | Click or tap here to enter text. |
| Telephone 2: | Click or tap here to enter text. |
| Mobile: | Click or tap here to enter text. |
| **\*Email:** | Click or tap here to enter text. |

Appointments to advisory committees or other advisory groups including Scientific Advisory Committees (SAC)

Please supply details of any advisory group or committee appointments

|  |  |  |  |
| --- | --- | --- | --- |
| Committee, Government Department and/or Public Body | Details of appointment and position held (e.g. Chair, member etc.) and remuneration received | Dates | |
| From | To |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**\*** Indicates mandatory information

**Selection Criteria for OPSS Register of Specialists**

**Essential criteria**

1. A high level of relevant experience and expertise in the areas you have identified, evidenced by qualifications to postgraduate degree level or equivalent experience; a strong record of achievement at a national or international level, a good publication record and/or strong networks in the field.
2. Experience/strength in applying your expertise in the aforementioned policy areas
3. Ability to work and communicate effectively in English in the areas you have identified.

Additional essential criterion only for those with an interest in the role of an expert invited to contribute to the work of a Scientific Advisory Committee (SAC):

1. For some roles and pieces of work, members of the Register of Specialists (RoS) may be requested to participate on a SAC or a Joint Expert Group as an invited expert (beyond the provision of reports or other evidence or advice). In this case, they will need to have experience of working in multidisciplinary groups to provide evidence-based assessments or advice. If you wish to do this type of work, please provide evidence of these skills.

**Application Instructions**

Please provide evidence of how you meet the selection criteria for joining the OPSS Register of Specialists.

Please indicate your areas of expertise and your experience in applying it, and the roles in which you would be interested in the application form below using the tick boxes, key words and supporting statement. Your supporting statement should be typed in the expandable box provided. Please try to limit the number of words per box as indicated.

Please attach a CV and cross-reference sections of your CV in your supporting statement and explain its relevance to the relevant criterion in your form. Entries which say only “see attached CV” will not be scored. You may also attach a list of your relevant publications (last 10 years) if you wish.

For the supporting statement, you should describe your own skills and experience in these areas and how you would bring this experience to the work. Please use examples to support your description that show how you meet the criteria. In doing so you may wish to refer to:

* your educational/professional qualifications or training
* your experience in current or previous jobs/positions (paid or voluntary),
* your relevant scientific publications
* examples from outside mainstream employment

Members of the Register may be invited to carry out projects for OPSS covering a range of construction products expertise, tasks and roles. These may support OPSS directly or support the assessment of OPSS’s contributions via membership to the appropriate SACs and their Joint Expert Groups.

Please tick in Table 1 the expert roles that you would be interested in. You will need to provide evidence in your supporting statement for your experience/strength in the roles that you tick.

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| **Table 1: Expert roles** | **Work could include input in a number of forms, please tick the expert roles you would be interested in:** | **Please tick** √ |
|  | Submission of written evidence, analysis or advice |  |
|  | Presentation of evidence, analysis or advice to OPSS, or a SAC or Joint Expert Group as an invited presenter |  |
|  | Participation as an invited expert on a SAC for a specific piece of work[[1]](#footnote-2) |  |

Please indicate your area(s) of expertise by ticking the relevant boxes and providing in Table 2 up to 10 keywords summarising your expertise and the construction product areas to which it applies.

**Table 2: Areas of expertise and how you apply it**

|  |  |
| --- | --- |
| **Area of expertise and related disciplines** | **Please tick the relevant box(es) and describe your area(s) of expertise and their application(s) using no more than 10 keywords:**  e.g. expertise in human exposure to halogenated flame retardants’ or ‘fire dynamics in a domestic setting’. |
| **Construction Products** |  |
| **Construction Product Regulations (CPR)** | Click or tap here to enter text. |
| **Structural building failures** | Click or tap here to enter text. |
| **Architecture in relation to building safety** | Click or tap here to enter text. |
| **Fire safety engineering in buildings** | Click or tap here to enter text. |
| **Fire Investigation analysis** | Click or tap here to enter text. |
| **Reaction to Fire testing** | Click or tap here to enter text. |
| **Resistance to Fire testing** | Click or tap here to enter text. |
| **Structural testing** | Click or tap here to enter text. |
| **Fire risk assessment** | Click or tap here to enter text. |
| **Slips, Trips and Falls** | Click or tap here to enter text. |
| **Fall restraint systems** | Click or tap here to enter text. |
| **Literature reviews** | Click or tap here to enter text. |
| **Systems thinking** | Click or tap here to enter text. |
| **Material science – Metals and alloys** | Click or tap here to enter text. |
| **Material science – Polymers** | Click or tap here to enter text. |
| **Material science – Ceramics and inorganics** | Click or tap here to enter text. |
| **Material science – Composites** | Click or tap here to enter text. |
| **Risk assessments** | Click or tap here to enter text. |
| **Security, malice and negligence** | Click or tap here to enter text. |
| **Other** | Click or tap here to enter text. |

**Supporting Statement for the Criteria 1, 2 and 3 (also for 4 if you wish to be considered for the role of expert invited to contribute to the work of a SAC:)**

|  |
| --- |
| **Please demonstrate how you meet the Selection Criteria, providing evidence of (with further detail cross referenced in your CV and list of publications):**   * **a high level of relevant expertise in the area(s) you have entered in Table 2 above applied to the specific area(s) you have listed** * **your experience/strengths in applying your expertise through the roles in which you have expressed an interest in Table 1**   **Please do not exceed 500 words.** |
| Click or tap here to enter text. |

**Referees**

Please give details of two people who may be asked to act as referees for you. Please include name, email, phone number and address. They must have an authoritative and personal knowledge of your achievements. One must be your current employer or someone able to comment on your expertise.

First and second referee:

|  |  |  |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap here to enter text. |

I have completed a Declaration of Interests (mandatory)

Howdid you hear of this opportunity?

OPSS website  OPSS news alert  Twitter  LinkedIn  Other

If other, please give description: Click or tap here to enter text.

I give my consent for my details to be kept by the Office as an expert in the above areas to be used by the Office to source advice on specific issues.

Please attach your electronic signature here:

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | Click or tap here to enter text.  **(Replied by email)** | **Date:** | Click or tap to enter a date. |
| **Print Name:** | Click or tap here to enter text. | | |

**Declaration of Interests Form**

**Under the guidance on Declaration of Interests, I wish to declare to the Office for Product Safety and Standards, that my only relevant interests are as follows:**

**Personal Interests**

|  |  |  |
| --- | --- | --- |
| **1** | **Direct employment** | Click or tap here to enter text. |
| **2** | **Consultancies and other fee-paid work** | Click or tap here to enter text. |
| **3** | **Shareholdings** | Click or tap here to enter text. |
| **4** | **Clubs and other organisations** | Click or tap here to enter text. |
| **5** | **Other personal interests** | Click or tap here to enter text. |

**Non-Personal Interests**

|  |  |  |
| --- | --- | --- |
| **6** | **Fellowships** | Click or tap here to enter text. |
| **7** | **Indirect support** | Click or tap here to enter text. |
| **8** | **Trusteeships** | Click or tap here to enter text. |
| **9** | **Land and property** | Click or tap here to enter text. |
| **10** | **Other public appointments** | Click or tap here to enter text. |
| **11** | **Other non-personal interests** | Click or tap here to enter text. |

**Signed:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

1. This could typically involve monthly meetings plus any preparatory work such as reading papers [↑](#footnote-ref-2)