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# **Public Representative**

# **Global Cancer Update Programme**

**Role Profile:**

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| **Opportunity** | **Time Commitment** | **Expenses** |
| * Public Representative for scientific Panel * Member of the public with an interest in diet, nutrition, physical activity and cancer | * April 2022 – January 2025 * Annual 3-day face-to-face meetings (circumstances permitting) * Virtual meetings * Document review, email correspondence and conference calls, as required | * All travel and accommodation expenses for meetings will be paid * An honorarium will be offered |

**Background:**

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| **World Cancer Research Fund and the Global Cancer Update Programme** |
| World Cancer Research Fund (WCRF) is a leading authority on cancer prevention and survival research related to diet, nutrition and physical activity. We are a not-for-profit organisation with a network of cancer prevention charities with a global reach. Led and unified by WCRF International, our network charities are based in the US, UK and Netherlands.  The Global Cancer Update Programme (CUP-Global), formerly known as the Continuous Update Project, is a programme led by WCRF International to analyse global research on how diet, nutrition and physical activity affect cancer risk and survival. Among experts worldwide, it is a trusted, authoritative scientific resource, which informs national and international guidelines and policy for cancer prevention and survival.  As part of the CUP-Global, scientific research from around the world is collated and added to a database and systematically reviewed by a team at Imperial College London. An independent Panel of world-renowned experts then evaluate and interpret the evidence to make conclusions based on the body of scientific evidence. Their conclusions form the basis for reviewing, and where necessary revising, our [Cancer Prevention Recommendations](https://www.wcrf.org/diet-and-cancer/cancer-prevention-recommendations/), ensuring that everyone, from policymakers to members of the public, has access to the most up-to-date information on how to minimise the risk of developing cancer.  In May 2018, the CUP Expert Panel completed their review of all the current evidence and updated the Cancer Prevention Recommendations. Their findings and the new Recommendations were released in the WCRF/AICR Third Expert Report: [*Diet, Nutrition, Physical Activity and Cancer: a Global Perspective*](https://www.wcrf.org/dietandcancer).  Following the Third Expert Report in 2018, the CUP underwent an 18-month transition period. The CUP Transition aimed to support the evolution of the CUP into the future. The scope, methodology, processes of judging the evidence, and outputs of the CUP were re-assessed and, where appropriate, re-developed in line with the latest scientific thinking and the WCRF Network’s long-term strategy. The CUP Transition identified four main areas of focus for the CUP-Global: cancer incidence; cancer survivors; cancer mechanisms; and obesity. |
| **The Global Cancer Update Programme Panel** |
| To support this new phase of work, a new CUP-Global Panel has been convened. The primary role of the Panel is to interpret evidence resulting from the systematic reviews on behalf of the WCRF network and to propose any changes or additions to the current Cancer Prevention Recommendations. As it would not be possible to include all this expertise in the CUP-Global Panel alone, we have also convened four Expert Committees to work alongside the Panel and provide topic expertise on each of the work areas (cancer incidence, cancer survivors, cancer mechanisms and obesity). As part of this new work of the CUP-Global, public involvement is critical to ensure our research takes account of the public dimension. |
| **Your Role** |
| We are looking for a member of the public with an interest in diet, nutrition, physical activity and cancer to be an active part of the CUP-Global. We have a wide range of audiences at WCRF, from scientists to the wider general public, and therefore representation and input from these different groups is invaluable within our work. Public representatives are important to ensure incorporation of public viewpoints during decision-making to shape future research. As a public representative for WCRF, you will be expected to actively contribute to Panel discussions during meetings, review documents and provide comment during email correspondence, as required. You will be encouraged draw on personal knowledge and experience, while remaining objective and considerate of people from a variety of backgrounds throughout the process. |

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| **Skills and Experience** | **Expectations and Responsibilities** |
| * Interest in diet, nutrition, physical activity and cancer * Ability to reflect a broader range of public perspectives in addition to own personal experience * Good communication and teamwork skills * Ability to understand patient concerns and interests * Ability to read, assimilate and weigh up information outside of own areas of expertise * Willingness to learn and become familiar with scientific terminology * Ability to contribute to constructive discussion and provide views succinctly   **Desirable:**   * Previous public or patient involvement within science and healthcare * Previous experience on a panel or committee * Direct or indirect experience with cancer | * Attend all meetings (face-to-face and conference calls) as required * Prepare for meetings by reading papers and raising any issues for clarification in advance * Willing to take an active role in meetings and contribute to discussions * Ability to look at situations from a variety of perspectives, display judgement and be objective * Take an independent overview of process while promoting the viewpoint and perspective of the general public * Assure confidentiality of discussions and avoid conflicts of interest   **We will support you by:**   * Providing an induction to WCRF and the aims of the CUP-Global * Ongoing support from the CUP-Global Secretariat, as required |

**Additional Details:**

**Term:** The CUP-Global Panel members and public representative will be appointed on a 3-year term, with the option of renewal.

**Panel Meetings**: The Panel will meet annually in London, UK, for a three-day face-to-face (circumstances permitting) meeting. The first Panel meeting will be in October 2022. Further meetings will take place by conference call and by email correspondence when required. Expenses for attending the face-to-face meeting will be covered.

**Honoraria:** An honorarium will be offered to CUP-Global Panel members in recognition of time spent pre-reading, attending meetings and responding to communication from the CUP-Global Secretariat.

**HOW TO APPLY:**

* We welcome and value the insights and experiences of people from all backgrounds.
* If you are interested in the role, please submit a current CV and cover letter (maximum 2 pages) highlighting your relevant skills and experience and send to [ri@wcrf.org](mailto:ri@wcrf.org) by **Thursday 31st March 2022**. After this date, applications will be shortlisted. If you are invited to take part in a video or telephone interview, these will take place in early April 2022.
* For further information or an informal discussion about the role please contact Dr Helen Croker on [ri@wcrf.org](mailto:ri@wcrf.org).

**JOB APPLICANT PRIVACY NOTICE**

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

**HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU**

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

**WHY WE PROCESS PERSONAL DATA**

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

**DISCLOSURE OF YOUR INFORMATION**

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

**DATA RETENTION**

We will retain your personal data for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

**WHAT IF YOU DO NOT PROVIDE PERSONAL DATA**

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

**AUTOMATED DECISION-MAKING**

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

**DATA PROTECTION LEGISLATION (YOUR RIGHTS)**

As a data subject, you have a number of rights including:

* Access to your data on request
* Require us to stop processing your data on demand
* Requires us to delete your data on demand
* To change any incorrect or incomplete data we hold on you
* Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The HR Director,140 Pentonville Road, Upper Ground Floor, London N1 9FW.