



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **CAREER CHOICES DEWIS GYRFA (CCDG)**

**(TRADING AS CAREERS WALES)**

## **Appointment of Members to Board**

**Closing date : 02 January 2017**



**CAREER CHOICES DEWIS GYRFA (CCDG) T/A  
CAREERS WALES**

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## CAREER CHOICES DEWIS GYRFA (CCDG) T/A CAREERS WALES

### **Making an application**

Thank you for your interest in the appointment of 3 members to the Career Choices Dewis Gyrfa (CCDG) Trading as Careers Wales Board. The new members will provide oversight, governance and strategic direction to the CCDG Executive. The attached Annexes provide details on the role of the board member and the person specification, the role and responsibilities of Career Choices Dewis Gyrfa and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the CCDG Board vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

### **Personal Statement**

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages. Your application may be rejected if you exceed this limit.

### **CV**

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### **Indicative timetable**

Closing date:	02 January 2017
Shortlisting:	16 January 2017
Interviews:	06 or 10 March 2017

### **Diversity Statement**

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's

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needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, lesbian, gay, bisexual and transgender people.

**Guaranteed Interview Scheme - Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

**Contacts:**

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre

Tel: 029 2082 5454

Email: [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of the CCDG Board and the role of Board Members, please contact: Vicky Green, Youth Support Manager, Youth Support and Guidance:

Tel: 0300 025 0234

Email: [vicky.green@wales.gsi.gov.uk](mailto:vicky.green@wales.gsi.gov.uk)

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or [SharedServiceHelpdesk@wales.gsi.gov.uk](mailto:SharedServiceHelpdesk@wales.gsi.gov.uk)

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## **Appointment of 3 Members of the CCDG Board**

### **Role description and person specification**

#### **Role and responsibilities**

A Board Member of Career Choices Dewis Gyrfa (Careers Wales) will:

- Play an active role in delivering the CCDG's remit and ensuring CCDG will achieve maximum impact. This will include sharing their expertise in what works, challenging the status quo and suggesting solutions;
- Ensure compliance with relevant procurement rules, both in relation to the Welsh Government funding of CCDG (as a wholly owned Welsh Government subsidiary and *Teckal* company) and CCDG expenditure as a contracting authority subject to the procurement rules.
- Attend Board meetings regularly and prepare thoroughly for those meetings;
- Be prepared to serve on sub committees;
- To provide leadership to CCDG management and staff in implementing the Careers Wales Strategic Vision, Changing Lives – A Vision for Careers Wales;
- Actively provide, and balance, both challenge and support to CCDG management and staff in their work;
- Represent CCDG at public functions;
- Promote the profile of CCDG; and
- Facilitate contact with CCDG's stakeholders.

#### **Person Specification**

CCDG is seeking three new board members with a range of expertise, across a broad range of economic sectors, professions and social groups. In particular, we would be pleased to receive applications from individuals with commercial expertise and background in the following sectors:

- advanced manufacturing and materials;
- professional and financial;
- food and drink;
- ICT and new technologies;
- tourism;
- marketing.

We would also be pleased to receive applications from individuals with skills in the following areas;

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- Corporate governance;
- Procurement and tendering;
- Policy development;
- Digital transformation;
- Entrepreneurship.

### **Essential Criteria**

In addition board members will demonstrate the following qualities:

- A proven track record in building relationships with a range of stakeholders, in particular with employers;
- Knowledge and understanding of learning and work issues at community, local and regional or national levels.
- Excellent communication skills, with the ability to clearly and succinctly explain complex issues, while demonstrating respect for the views of others.
- Sound judgement, sensitivity and political awareness;

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

Candidates shortlisted for interview will be required to expand on how they meet the criteria above using examples and evidence.

### **Welsh Language**

Welsh Language skills are desirable for all three posts. Although Welsh language skills are not essential all candidates should demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language.

CCDG currently provides its services bilingually and will play a clear role in the promotion and integration of support and advice regarding the Welsh language and Welsh language skills in its operations and delivery of advisory services.

### **Key facts about the post**

**Location:** CCDG meetings, which are held quarterly, will predominantly take place at venues throughout Wales and the expectation is that Board members will engage with their duties on a Pan Wales basis

**Time Commitment:** You will be expected to commit a minimum of 8 days per year.

**Tenure of office:** The term of office for your appointment will commence 28 April 2017 and expire 27 April 2020. The appointment can be terminated early by either party by giving one month's notice in writing.

You may serve up to a maximum of two three-year consecutive terms of office.

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### **Remuneration:**

Board Members of the CCDG are not employees of the company or Welsh Government and currently serve in a voluntary, unpaid capacity.

Travel and subsistence expenses you incur in attending CCDG meetings or on visits on behalf of CCDG will be reimbursed by CCDG itself at the rate currently applying to members of Government Committees. Claims for reimbursement should be made to the CCDG Secretariat.

Childcare and other dependent expenses may be paid, on production of receipts, for additional costs incurred as a direct consequence of duties performed in the capacity of your work for CCDG.

### **Eligibility**

Should the CCDG be dissolved, restructured or wound up before the end of your normal period of appointment, your appointment will terminate on dissolution or such other date as is specified in any relevant legislation.

The appointment will be terminated immediately should you be convicted of a criminal offence, and/or where the Welsh Ministers believe that your conduct means you are no longer a suitable person for the office of Board member to the CCDG.

You may be removed from office as Board member before the end of your term of appointment if you have been made the subject of a bankruptcy order.

Applicants should also note that being a member of CCDG Board is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.  
<http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

### **Conflict of Interests**

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a Member of the CCDG Board, including any business interests and positions of authority outside of the role on CCDG Board.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

## **The role and responsibilities of CCDG – Careers Wales**

### **Background**

Careers information advice and guidance services are currently offered to school and further education students, young people not undertaking an educational course, as well as adults.

Currently, these services are being delivered through Career Choices Dewis Gyrfa (CCDG) operating under the name of Careers Wales. CCDG is a wholly owned subsidiary of the Welsh Government.

3 new Board members are to be appointed to start 28 April 2017. The appointments will be made through a fair and open public appointment process.

Careers Wales has a budget of £18m Core Revenue Funding from Welsh Government for 2016-2017. The company will be managing future delivery against a challenging financial settlement.

Careers Wales provides an impartial and free (at point of delivery) careers information, advice and guidance (CIAG) service.

Careers Wales will continue to provide services, integrating online, phone and face-to-face platforms to drive efficiency, while incorporating changes to the delivery of services using new technologies.

Careers Wales works proactively at local and national levels with the private and public sectors to help deliver Welsh Government economic, education, skills and social strategies.

Careers Wales is currently involved in:

- Qualified for Life
- Youth Engagement and Progression Framework
- Child Poverty Strategy for Wales
- Learning Pathways 14-19
- STEM (Science, Technology, Engineering and Maths)
- Support to schools which have responsibility for the delivery of the statutory Careers and the World of Work (CWW) Curriculum
- Skills and Training Initiatives e.g. AMS (Apprenticeship Matching Service)

Career Wales has four functional areas each headed by a Director reporting to the CCDG Chief Executive, who is responsible for the management of the organisation.

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These four operational areas are: developing services; delivering services; improving performance and managing business / resources.

Key policy and operational functions then sit below each of these Directors e.g. human resources, research and evaluation, risk management, promotion and partnership working.

### **Role of Careers Wales**

The overriding aim of Careers Wales will be to achieve high quality outcomes for individuals in terms of effective career planning, successful transition into further education, employment or training and sustained progression. These outcomes will have a demonstrable impact e.g. fewer young people disengaged from employment, education and training.

The challenge to the careers service is to:

- Work with schools, colleges and a range of other agencies and organisations to support young people's progression through education into further learning or employment (11-14, 14-16).
- Support 16-18 year olds to ensure progression, including the young unemployed 16 and 17 year olds;
- Support adults facing redundancy or who have been made redundant.
- Assist unemployed adults aged 25 plus through the Skills Gateway.
- Provide more focussed and intensive support to priority client groups as identified in the annual remit letter:-  
<http://gov.wales/topics/educationandskills/pathways/careers/?lang=en>

Careers Wales is expected to produce a high quality and comprehensive business plan in response to an annual remit letter from Ministers. The annual business plan must include sufficient detail to provide assurance that priorities are being taken forward.

### **Boards Role**

The role of the board is to:

- provide effective leadership; defining and developing strategic direction and setting challenging objectives;
- promote high standards of public finance, upholding the principles of regularity, propriety and value for money;
- ensure that CCDG's activities are conducted efficiently and effectively; and
- monitor performance to ensure that CCDG fully meets its aims, objectives and performance targets.

## **The selection process**

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Mr Andrew Clark, Deputy Director of Further Education and Apprenticeships Division, Welsh Government and will also comprise Dr Debra Williams, Chair, CCDG Board, and Dr Deidre Hughes, DHM Associates, as an Independent Panel Member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.

We anticipate that during January 17 the panel will have decided who will be invited for interview in March 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme and you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Welsh Government, Cathays Park, Cardiff.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If he does, he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as a member of the CCDG Board, which will confirm the terms on which the appointment is offered.

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If you are unsuccessful at interview, you will be notified by Welsh Government. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

**Queries**

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk).

**If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)