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Welsh Government

**Information pack for applicants**

**Public Health Wales NHS Trust**

**Appointment of Chair**

**Closing date: 9 March 2017**



**The Commissioner for  
Public Appointments**

## Public Health Wales NHS Trust

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## Making an application

Thank you for your interest in the appointment of Chair of Public Health Wales NHS Trust. The new Chair will be required to provide strong leadership of the Trust board and to uphold the values of NHS Wales. The attached Annexes provide details on the role of the Chair, the person specification, the role and responsibilities of Public Health Wales NHS Trust 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 Public Health Wales NHS Trust 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 submit the application form and **two** supporting documents. The first is a document answering the questions below. This document should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second document is a full, up to date CV. The two documents should be uploaded to the "Reasons for applying" section of the online application form.

### Personal Statement

In your personal statement you should answer each of the questions set out at the end of this section. When answering these questions please describe what your role was in achieving a specific result.

Question 1 - Please provide an example with outcomes of when you have provided strategic leadership and the ability to look ahead in the development of a successful private, public or third sector organisation.

Question 2 - Please provide an example with outcomes of when you have built highly effective relationships so as to be able to maintain the confidence of a range of stakeholders.

Question 3 - Please provide an example with outcomes of when you have ensured that a board has worked together through active involvement in a robust and transparent decision making process.

Question 4 - Please provide an example with outcomes of the methods you have used to motivate and develop a board to define its roles and responsibilities to ensure ownership and accountability.

Question 5 - Please provide an example with outcomes of when you used your communication skills clearly and succinctly in engaging with people at all levels.

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Question 6 - Please describe your understanding of the relationship between resource allocation and the management and delivery of service priorities within a framework of robust corporate governance.

Question 7 - Please describe your knowledge and understanding of the health issues at community, Local Health Board and national levels in the context of Public Health Wales NHS Trust.

### 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.

### Guaranteed Interview Scheme

The Welsh Government operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the minimum essential criteria for the post.

### Indicative timetable

Closing date:	28 <sup>th</sup> February 2017
Shortlisting complete:	20 <sup>th</sup> and 27 <sup>th</sup> March 2017 (date to be confirmed)
Interviews held:	26th April, 3rd and 4th May
Start date:	1 August 2017, however a shadowing period may be required before hand.

### Key facts about the post

**Location:** Public Health Wales is the national public health organisation in Wales. It has an all-Wales remit and has a policy of taking public meetings out into the communities it serves. The successful candidate will therefore be required to travel to all parts of Wales, although a significant number of other meetings and Board related events will be held at the Headquarters in Cardiff. Some overnight stays will be required.

**Remuneration and Expenses:** £43,326 per annum. You will be entitled to be reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on Trust business. Expenses must be claimed within three months of them being incurred unless there are exceptional circumstances. Childcare and other dependent expenses may also be paid, on production of receipts, for additional costs incurred while undertaking Trust Board work.

**Time Commitment:** The post of Chair is based on a notional commitment of a minimum of (fourteen and a half ) 14.5 days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

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### **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 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 welcomes 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 Chair please contact Dr Andrew Goodall, NHS Wales Chief Executive, or Professor Sir Mansel Aylward CB, Chair of Public Health Wales NHS Trust

Tel: 029 2080 1182 (Dr Goodall) or 029 2022 7744 (Professor Aylward).

Email: [Andrew.Goodall@wales.gsi.gov.uk](mailto:Andrew.Goodall@wales.gsi.gov.uk) or [mansel.aylward@wales.nhs.uk](mailto:mansel.aylward@wales.nhs.uk)

For further information about Public Health Wales NHS Trust, you may wish to visit the Trust's internet web site: <http://www.publichealthwales.wales.nhs.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)

## Annex A

### The Role of the Chair

#### Role description

The Chair will be accountable to the Cabinet Secretary for Health, Well-being and Sport for the performance of the Board and its effective governance, upholding the values of the NHS, and promoting the confidence of the public and partners throughout Wales.

The Chair of Public Health Wales NHS Trust will:-

- **Provide strong, effective and visible leadership** across the breadth of the Trust's responsibilities - internally through the Board and externally through his/her connections with a wide range of stakeholders and partners at community, local authority, Local Health Board and national levels;
- **Ensure the Board delivers effectively together** the strategic and operational aims of the Trust through delivery of strategic aims, policy and governance;
- **Be responsible for maintaining** the highest quality of public health standards and practices, and improving quality and safety of healthcare;
- **Be accountable for the performance of the Trust** at community, local authority, Trust and national levels through the agreement of an annual delivery plan and the annual evaluation of achievements against the plan in public by the Cabinet Secretary for Health, Well- being and Sport.
- **Hold the Chief Executive to account** across the breadth of his/her responsibilities;
- **Work effectively with partners**, in particular with other Local Health Boards, Local Authorities, the Third Sector and Social Partners, and also with primary care contractors, to ensure the planning and delivery of safe, effective services;
- **To provide the assurance and governance for the proper stewardship of public money and other resources** for which the Board is accountable;
- **To provide the assurance for ensuring that the Trust is governed effectively** within the framework and standards set for the NHS in Wales;
- **Undertake an external ambassador role**, delivering in the public spotlight and instilling public confidence.

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### Person Specification

The Chair will demonstrate the following qualities:-

#### Knowledge and Experience

- An understanding of health issues and priorities in Public Health Wales NHS Trust and the ability to understand the role and work of the Board;
- Ability to hold the executives to account for performance whilst maintaining a constructive relationship;
- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;
- A broad understanding of governance issues and how governance applies to the corporate, clinical and information management ;

#### Personal Attributes and Skills

- Ability to lead and inspire staff, to look ahead and identify key issues for the Trust;
- Strong interpersonal skills with personal impact and credibility to be an effective advocate and ambassador with strong influencing and negotiating skills;
- Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals;
- Excellent communication skills, with the ability to be clear and succinct, and to be able to engage with people at all levels;
- Ability to facilitate, understanding of complex issues while demonstrating respect for the views of others;
- Ability to ensure a board works together effectively through their active involvement in a robust and transparent decision making process and to motivate and develop the board to define roles and responsibilities to ensure ownership and accountability.
- Sound judgement, sensitivity and political awareness;
- Capacity to be independent and resilient.

The Chair must also demonstrate:-

A clear understanding and commitment to equality.

#### Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. However all candidates will be expected to display an empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

#### Tenure of office

The Cabinet Secretary for Health, Well-being and Sport determines the length of the appointment, which will initially be up for a period of up to four (4) years. However, this is subject to the Chair remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.

#### Accountability

The Chair is appointed by the Cabinet Secretary for Health, Well-being and Sport and is accountable to the Cabinet Secretary for Health, Well-being and Sport for carrying out their duties and for their performance.

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### **Assistance for Disabled Members**

Where appropriate, all reasonable adjustments will be made to enable the Chair to effectively carry out his/her duties.

### **Eligibility**

A person shall be disqualified from appointment if he/she:

- a. has within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months;
- b. has been adjudged bankrupt or has made a composition or arrangement with his creditors;
- c. has been dismissed, otherwise than by reason of redundancy, or non-renewal of a fixed term contract, from any paid employment with a health service body;
- d. is a person whose tenure of office as the chairman, member or director of a health service body has been terminated because his/her appointment is not in the interests of the health service, for non-attendance at meetings or for non-disclosure of pecuniary interest;
- e. is an employee of a health service body

Subject to the exception noted in (e), it is the policy of the Welsh Government that all recent employees of LHBs and NHS Trusts should serve a non-involvement break before being considered for an NHS Public Appointment.

Any other information that may materially affect your application for appointment should be declared in the application form under the Conflict of Interests section.

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Candidates should also note that membership of a LHB is a disqualifying office for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

### **Conflicts of Interest**

You should particularly note the requirement for you to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of Public Health Wales NHS Trust including any business interests and positions of authority outside of the role in Public Health Wales NHS Trust.

If appointed, you must declare these interests. These may be explored at interview more fully. Any conflicts will be brought to the attention of the Cabinet Secretary for Health, Well-being and Sport when he is provided with a list of appointable candidates from which to make his selection.

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### **Standards in public life**

The Chair will be expected to adhere to the standards of good governance set for the NHS in Wales, which are based on the Welsh Government's Citizen Centred Governance Principles and incorporate Nolan's "Seven Principles of Public Life."

**Annex B**

**The role and responsibilities of Public Health Wales NHS Trust**

**Background**

The vision of Public Health Wales NHS Trust is to make Wales a happier, healthier and fairer place to live. We do this by working locally, nationally and internationally to protect and improve the health and wellbeing of the population of Wales and reduce health inequalities.

We have approximately 1,500 staff across Wales and a budget of over £100 million. The organisation employs the majority of the specialist public health resource in Wales.

**Our strategy**

Our Integrated Medium Term Plan, also known as our **Strategic Plan**, presents how we will work for our population over the next three years. It is radically different to how we have worked before. It is about continuing to improve the services we deliver to ensure they are high quality, safe, efficient and effective.

# Strategy Map 2015 - 2018



## VISION

To achieve a healthier, happier and fairer Wales

## MISSION

We exist to protect and improve health and wellbeing and reduce health inequalities for people in Wales

## OUTCOMES



Improved health and wellbeing and reduced health inequalities



Improved quality, equity and effectiveness of healthcare services



Protected people from infectious and environmental hazards

## PRIORITIES



## DEVELOPING THE ORGANISATION



We provide advice, expertise and specialist services to the Welsh Government, working across departments, the seven health boards, NHS Trusts, 22 local authorities, other agencies and to the population of Wales. Each of the seven health boards in Wales employs a Director of Public Health who is supported by the critical mass of expertise employed by Public Health Wales at the local and community level

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and who, under an honorary contract, manages locally based Public Health Wales staff.

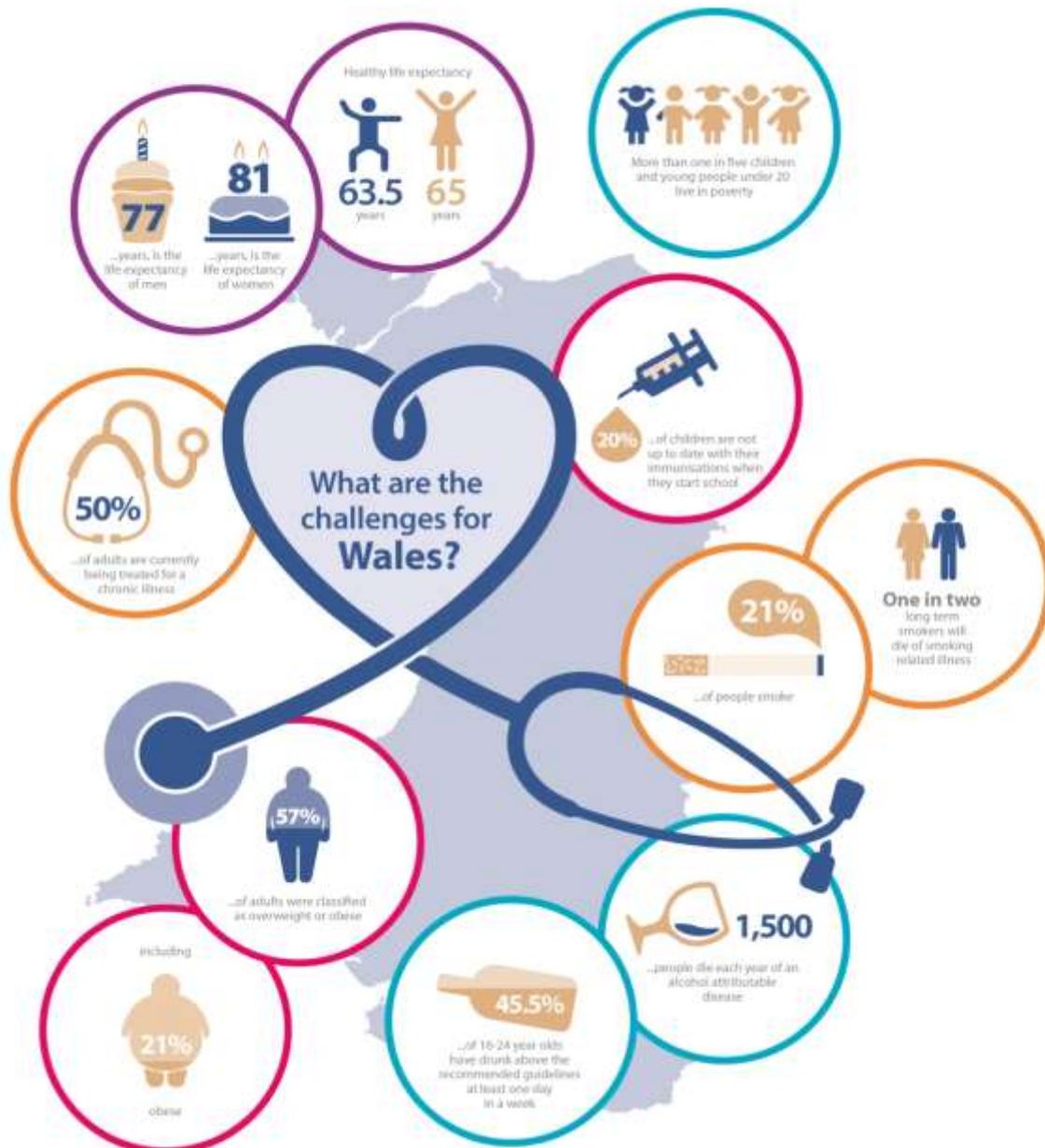
### What we do

Public Health Wales provides the public health knowledge, scientific expertise and intelligence to lead change and the intellectual challenge to make sure public services focus on delivering health improvement and reducing inequality.



**Our challenges**

Health and local government are among the devolved issues so, working nationally and locally, Public Health Wales has access to both policy levers and local delivery systems. Public Health Wales, health boards and local authorities work closely together to promote public health in their areas and will jointly identify and set the local strategic agenda. However, fundamental challenges to improving public health remain.



**The role of the Board**

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The three key roles through which the board of Public Health Wales NHS Trust demonstrates leadership within its organisation are:-

- Formulating strategy.
- Ensuring accountability by holding the organisation to account for the delivery of the strategy and through seeking assurance that systems of control are robust and reliable
- Shaping a positive culture for the Board and the organisation.

**The role of the Board member focuses on four key areas:-**

- **Strategy** – to contribute to strategic development and decision-making
- **Performance** – to ensure that effective management arrangement and an effective team are in place at the top level of the organisation. To help clarify which decisions are reserved for the Board and then ensure that the rest are clearly delegated and to hold management to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny, and to monitor the reporting of performance
- **Risk** – to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible
- **Behaviour** – to live up to the highest ethical standards of integrity and probity and comply fully with the Code of Conduct. Board members should demonstrate through their behaviour that they are focusing on their responsibilities to citizens, the organisations and its stakeholders

## **Annex C**

### **The selection process**

The selection panel will assess your application form in terms of your CV and personal statement to determine whether you meet the criteria for the role, and whether or not you will be invited to interview. The panel can rely only on the information you provide in your CV and personal 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 criteria and questions asked to complete as part of your personal statement.

The selection panel will consist of Dr Andrew Goodall, NHS Wales Chief Executive, Julie Rogers, Director of Workforce and Organisational Development, NHS Wales, Jeff Farrar, Chief Constable, Gwent Police, Senior Independent Panel Member, and Dave Street, Director of Social Services, Caerphilly CBC as 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 the entire selection panel.

We anticipate that during the week commencing 20<sup>th</sup> and 27<sup>th</sup> March 2017 the panel will have decided who will be invited for interview during week commencing 10<sup>th</sup> and 24<sup>th</sup> April 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria as asked to demonstrate in the personal statement and a diverse pool of candidates. 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 at the offices of the Welsh Government, Crown Building, Cathays Park, Cardiff CF10 3NQ.

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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.

The appointment process as well as an interview may include further assessment of suitability for the role. Further information will be provided in advance to those called for interview.

Candidates who the panel believe are 'appointable', will be recommended to the Cabinet Secretary for Health, Well-being and Sport who will make the final decision. The Cabinet Secretary for Health, Well-being and Sport 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 selection 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 from the Cabinet Secretary for Health, Well-being and Sport appointing you as an Chair of Public Health Wales NHS Trust, which will confirm the terms on which the appointment is offered.

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).

### **Regulation by the Commissioner for Public Appointments**

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.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)

If after receiving a comprehensive response from the Welsh Government you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London  
SW1A 2HQ  
Tel: 0207 271 0849  
Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

