



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Advisory Panel on Substance Misuse (APoSM)

Appointment of a Chair

Closing date: 5th June 2017



**The Commissioner for
Public Appointments**

Advisory Panel on Substance Misuse (APoSM)

Contents

	Page
Making an Application	4
Annex A: The role of Chair	6
Annex B: The role and responsibilities of the Advisory Panel on Substance Misuse (APoSM)	8
Annex C: The selection process	9

Advisory Panel on Substance Misuse (APoSM)

Making an application

Thank you for your interest in the appointment of a chair to the Advisory Panel on Substance Misuse (APoSM). APoSM acts in an advisory capacity covering the different areas of expertise relevant to tackling substance misuse in Wales. The attached annexes provide details on the role of the chair and the person specification, the role and responsibilities of APoSM 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 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:	5 th June 2017
Shortlisting:	w/c 12 th June 2017
Interviews:	w/c 3 rd July 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 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

Advisory Panel on Substance Misuse (APoSM)

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

For further information regarding the role of APoSM and the role of chair please contact:

Chris Gittins

Tel: 0300 062 8263

Email: Christopher.Gittins@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

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of a Chair of the Advisory Panel on Substance Misuse (APoSM)

Role description and person specification

Role and responsibilities

The chief responsibility of the Chair is to lead the Panel and meet the Boards overall responsibilities to provide advice to the Minister for Social Services and Public Health on tackling substance misuse in Wales. In order to motivate, lead and inspire others to apply their skills to maximum effect you will need knowledge and experience of substance misuse issues at national and international level, and Wales in particular. As well as providing leadership for the Panel, you will be required to develop consensus amongst the Panel on formulating recommendations to the Minister for Social Services and Public Health and to represent the Panel to the Minister and other senior politicians.

Person Specification

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.

Essential Criteria

Expertise

- A good understanding and appreciation of the political and social issues that affect substance misuse issues in Wales;
- A good understanding and appreciation of political and legislative processes in Wales;
- Experience of influencing policy development, gained from private, public or voluntary sector experience;

Skills and Behaviour

- Good leadership qualities, including the ability to motivate, lead and inspire others;
- Effective and influential communication skills, including being able to actively listen, seek information and ask questions to ensure the understanding of underlying concerns of others;
- Good relationship management skills including the ability to establish and maintain positive working relationships with key stakeholders;
- An understanding of the Welsh strategy (and associated Delivery Plan) to combat substance misuse and developments at the UK level;
- A clear understanding and commitment to equality and diversity.

Advisory Panel on Substance Misuse (APoSM)

Welsh Language

Welsh language skills are not required in order to carry out the role as Chair of the Advisory Panel on Substance Misuse (APoSM).

Key facts about the post

Location:	Meetings are generally held in Cardiff
Time Commitment:	approximately 10 days per annum
Tenure of office:	initial period of appointment for 3 years.
Remuneration:	Members of the Panel will serve in a voluntary, unpaid capacity. Travel and other reasonable expenses actually incurred in carrying out work for the Panel can be claimed from the Welsh Government within the recognised limits.

Eligibility

Applicants should also note that being a member of the Advisory Panel on Substance Misuse (APoSM) 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/ukxi/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 Chair of the Advisory Panel on Substance Misuse (APoSM), including any business interests and positions of authority outside of the role in the Advisory Panel on Substance Misuse (APoSM).

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 the Advisory Panel on Substance Misuse (APoSM)

Background

The Advisory Panel on Substance Misuse (APoSM) is a Welsh Government Sponsored Body established under general executive powers of the Welsh Ministers. The Panel reports to the Minister for Social Services and Public Health.

Boards Role

The Panel is an independent expert advisory body that provides advice to support an evidence-based approach to policy making on matters referred to it by the Minister. The Panel also provides advice on relevant matters of its own volition as agreed with the Minister as part of its annual work programme which includes the following matters:

- advise the Minister on measures to prevent or reduce substance misuse;
- advise the Minister on the associated health and social harms of substance misuse and how they can be prevented or reduced;
- review implementation of the Welsh Government's Substance Misuse Strategy.

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 Tracey Breheny, Welsh Government and will also comprise of Chris Gittins, Welsh Government [panel member] and Lee Robinson, Chair, North Wales Area Planning Board 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 w/c 12th June 2017 the panel will have decided who will be invited for interview in w/c 3rd July 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 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 she does, she 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.

Advisory Panel on Substance Misuse (APoSM)

If you are successful, you will receive a letter appointing you as chair of the Advisory Panel on Substance Misuse (APoSM), 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

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