



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Life Sciences Hub Wales Ltd

Appointment of (up to 9) Members

Closing date : 24 May 2017



**The Commissioner for
Public Appointments**

Life Sciences Hub Wales Ltd

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Making an application

Thank you for your interest in the appointment of a Member to the Life Sciences Wales Hub Limited (the Hub). The new members will be accountable to the Welsh Ministers and will have responsibility for assisting with the formulation of the Board's strategies, providing effective leadership, defining and developing strategic direction and setting challenging objectives. The attached Annexes provide details on the role of Members and the person specification, the role and responsibilities of the Hub 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:	24 May 2017
Shortlisting:	w/c 5 June 2017
Interviews:	w/c 24 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

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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

For further information regarding the role of the Life Sciences Hub Wales Limited and the role of Chair please contact:

Cari-Anne Quinn, Head of Life Sciences – Life Sciences Hub Wales, Welsh Government.
Tel: 07747 030805
Email: Cari-Anne.Quinn@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

Annex A

Appointment of Members of the Life Sciences Hub Wales Limited

Role description and person specification

The Minister for Skills and Science is seeking to appoint Board Members for the Life Sciences Hub Wales Ltd. Applicants are sought with an interest and knowledge of the Life Sciences sector in particular in industrial, clinical/NHS Management roles with a commitment to generating and developing opportunities for achieving economic growth and developing the industry-NHS interface. Consideration will also be given to candidates from outside the Life Sciences sector who can demonstrate similar skills and experience.

The role of the Board is:

- To advise Ministers on establishing suitable and effective mechanisms for maximising economic opportunities for Wales within the life sciences sector.
- To ensure that the objectives of Life Sciences Hub Wales Ltd are consistent with those of Welsh Government and that it observes the same standards of governance and legal compliance.
- To liaise closely with officials of the Welsh Government Economy and Infrastructure Department and Health and Social Services Department to help deliver the Government's vision for life sciences business and growth.
- To assist the Hub management team and Welsh Government staff in generating and developing opportunities to deliver economic growth in the life sciences sector in Wales.
- To advise on and guide the operational plan of Life Sciences Hub Wales Ltd and the activities taking place in the Hub, maximising revenue earning opportunities.
- To agree the operational plan and activities undertaken through the Hub, providing advice and challenge based on experience and to seek to ensure it delivers agreed outputs and remains within budget.
- To assist the Hub CEO in the appointment of new staff and the mentoring of existing staff.
- To foster close working relationships with experts and organisations within the sector at national and international level and act as an advocate for life sciences in Wales.
- To stay abreast of policy approaches in other parts of the UK and beyond in order to learn from those and evaluate Wales' relative performance.

Board Members will:

- Ensure that the Welsh Ministers receive value for Government's investment in Life Sciences Hub Wales Ltd.
- Have the same general legal responsibilities to Life Sciences Hub Wales Ltd as any other director. The Board as a whole is collectively responsible for promoting the success of Life Sciences Hub Wales Ltd by directing and supervising the Hub's affairs.
- Assist with the development of robust processes and appropriate due

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diligence is undertaken to ensure public funds are safeguarded.

- Contribute to strategic development and decision-making, regularly attend Board Meetings, contributing to discussions and providing challenge.
- Serve on any sub-committees of the Board, such as the Audit and Remuneration sub-committee and keep abreast of any matters arising.
- Work with Welsh Government officials and the Chair to develop appropriate metrics and performance indicators for the Hub and to help monitor performance against these.

Person Specification

Essential Criteria

- An understanding of the obligations involved when serving on a board and the credibility to do so. The Candidate to demonstrate their ability to contribute to discussions, offer challenge and engage in the decision making process.
- Demonstrate an interest in, knowledge and understanding of the sector including the challenges and opportunities available.
- Candidates to demonstrate that they have the ability to credibly represent a wide range of perspectives for example by having a strong network already in place or the ability to develop and maintain a credible and effective network.
- Excellent communication and interpersonal skills.

Welsh Language

Board Members – Welsh essential

One Board Member will be appointed on the basis that Welsh language skills are essential. The following Welsh language skills are required:

Reading – able to read simple material on everyday topics with understanding.

Written – expected to be able to write simple work-related correspondence.

Understanding – able to understand routine work related conversations.

Spoken – able to converse in some work-related conversations.

Key facts about the post

Location:

Meetings will be held in Cardiff at the Life Sciences Hub, 3 Assembly Square, Cardiff Bay, but there may be occasions when meetings will be held at other locations.

Time Commitment:

Members will be expected to be available to work a minimum of 12 days per year (1 day per month; the Board will meet at least 6 times a year).

The nature of the role makes it difficult to be specific about the maximum time commitment and time demands may fluctuate considerably as matters of urgency arise.

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Board Members will also need to be available to attend a number of events and functions in support of the Wales life sciences sector.

Tenure of office: Initial appointment of one year.

Remuneration: Members will receive £282 per day (up to a maximum of £15,000 p.a.)(Pro rata).

Travel and subsistence costs will be paid in line with recognised limits.

Eligibility

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 could have an adverse affect on the reputation of themselves or the Welsh Government if it became known in the event of appointment.

You are not expected to occupy paid party political posts or hold particularly sensitive or high roles in a political party. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of Life Sciences Hub Wales Limited.

You are expected to inform Welsh Government if you intend to accept a prominent position in any political party and understand that your appointment to the Board may be terminated early, if it is felt that the positions are incompatible.

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 Life Sciences Hub Wales Limited including any business interests and positions of authority outside of the role.

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 Governance, you can access this document at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

Annex B

The role and responsibilities of Life Sciences Hub Wales Limited

Background

The Hub has been established by Welsh Government and is one of the delivery elements of the Welsh Government's vision for Life Sciences in Wales, which aims to deliver ambitious growth in the sector, to ensure ongoing development of the in Wales to deliver significant economic impact by 2022.

Officially opened in July 2014 by Welsh Government the Hub has become a successful focal point for public and private sector specialists and strategic partners, covering all sector activities ranging from funding to business support to international development and promotion.

The Hub's mission is to connect, inspire and accelerate growth of companies in this sector, placing Wales on the international map as a preferred location to establish and grow successful life science companies.

The Board will be involved in the development of a repurposed vision and mission for the Hub to include developing opportunities to broaden the scope of the Hub and create value from NHS-industry engagement.

The Hub is the nerve centre of a vibrant and prosperous Welsh life sciences ecosystem and brings together academic, business and clinical and professional services, funding organisations and Government to provide a commercially driven fusion of talent and expertise.

The Hub has been established as an independent arms-length subsidiary company of the Welsh Government.

Boards Role

The primary duty of the Board is to ensure the Welsh Ministers receive value for their investment in the Life Sciences Hub.

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 the activities of the Hub are conducted efficiently and effectively; and
- Monitor performance to ensure that the Hub fully meets its aims, objectives and performance targets.

To do this the Board must ensure that effective management arrangements are in place to provide assurance on risk management, governance and internal control.

The Board of the Hub will comprise a Chair and up to 9 Board Members.

Annex C

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 Mick McGuire, Director, Sectors & Business, Welsh Government and will also comprise Cari-Anne Quinn, Head of Life Sciences – Life Sciences Hub Wales and Ifan Evans, Deputy Director, Technology & Innovation, Welsh Government and Bob Hudson, Director, NHS Wales Health Collaborative 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 June 2017 the panel will have decided who will be invited for interview in 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 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.

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If you are successful, you will receive a letter appointing you as Member of the Life Sciences Hub Wales Ltd 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