



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Sport Wales**

**Appointment of a Vice Chair**

**Closing date : 6 June 2017**



**The Commissioner for  
Public Appointments**

# SPORT WALES

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## SPORT WALES

### **Making an application**

Thank you for your interest in the appointment of a Vice Chair to Sport Wales. The attached Annexes provide details on the role of the Vice Chair and the person specification, the role and responsibilities of Sport Wales 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 Vice Chair 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:	6 June 2017
Shortlisting:	Week Commencing 3 July
Interviews:	4 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

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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 Sport Wales and the role of Members please contact David Rosser, Head of Sport, Welsh Government.

Tel: 0300 061 6051

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

## **INFORMATION FOR APPLICANTS**

### **The Role and Responsibilities of Sport Wales**

Sport Wales is the national organisation responsible for developing and promoting sport and active lifestyles. Sport Wales is a Welsh Government Sponsored Public Body and is funded largely by grant-in-aid from the Welsh Government. It is also responsible for distributing funds from the National Lottery to sport in Wales.

Sport Wales was established by Royal Charter in 1972. The four objectives set down when the Sports Council for Wales (now trading as Sport Wales) are to:

- Increase participation in sport and active recreation;
- Raise standards of performance and excellence;
- Improve the provision of sporting facilities;
- Provide technical information and advice about sport, recreation and active lifestyles.

The full Royal Charter can be found here: [www.sport.wales/media/128780/royal\\_charter.doc](http://www.sport.wales/media/128780/royal_charter.doc)

Sport Wales operates two national centres; the Welsh Institute of Sport in Cardiff and the Plas Menai National Watersports Centre in North Wales.

Sport Wales' operational priorities and performance targets are informed by, and respond to, the annual remit letter from the Minister for Social Services and Public Health which sets out his strategic priorities; any specific policies and action plans; and the wider policies and priorities of the Welsh Government.

Sport Wales subscribe to the Welsh Government's vision for a physically active and sporting nation, as outlined in their strategies Climbing Higher and Creating an Active Wales.

Sport Wales aims to improve the level of sports participation at grassroots level but also provide our aspiring athletes with the support required to compete successfully on the world stage.

Wider policies and priorities of the Welsh Government, in particular include the Well Being of Future Generations (Wales) Act 2015. This requires Sport Wales to integrate all its work into supporting of all of the seven well being goals as well as the five governance elements of the Sustainable Development Principle.

You can find out more about Sport Wales by visiting [www.sportwales.org.uk](http://www.sportwales.org.uk) as well viewing the corporate films below:

- <http://www.sportwales.org.uk/about-us/about-sport-wales/what-we-do.aspx>
- <http://www.youtube.com/watch?v=eNvHHKHt-x0>

### **The Role of ALL Sport Wales Board Members**

The Board of Sport Wales provides leadership and governance to Sport Wales and performs the important role of scrutinising all of Sport Wales's investments and activities. It also shapes its future goals.

The Board currently consists of 10 Members, including the Interim Chair, Lawrence Conway.

Board Members have individual and collective responsibility to the Welsh Government through the Minister for Social Services and Public Health.

### **The Role of Vice Chair**

- Assist the Chair in leading the overall direction of Sport Wales, and in delivering the Government's policy on sport and physical recreation;
- Support the Chair in leading and directing the Board either at full Board meetings or on specialist advisory panels or working groups;
- Act as a main point of contact between the Board, the Minister for Social Services and Public Health and Government officials;
- Share responsibility with the Chair for legality and probity in the conduct of Sport Wales' affairs;
- Have an understanding of and actively promote the benefits of sport and physical activity and the positive benefits they have for society;
- Have a clear vision as to how Sport Wales can continue to contribute as a main deliverer of Government policy on sport and thus have an understanding of the Welsh Government and how the public sector in Wales functions.
- Have excellent scrutiny and analytical skills to support and challenge the Executive effectively, to ensure that Sport Wales meets its aims, objectives and performance targets;
- Ensure Sport Wales achieve value for money within a framework of best practice, regularity and propriety;
- Participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- Have a clear understanding and commitment to Nolan's "Seven Principles of Public Life".
- Act in a way that promotes high standards of propriety and public finance;
- Have a good understanding of corporate responsibility and risk management to ensure that Sport Wales' activities are conducted effectively and efficiently;
- Have an enquiring mind, good listening skills and ability to understand complex situations/reports.

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- Have a willingness and commitment to attend and actively participate at Board meetings and key activities between meetings.
- Be politically independent.
- Appoint, with the Welsh Government's approval, a Chief Executive, should the need arise.

### **Person specification**

#### **Essential**

- the ability to lead an executive board and support the leadership of a high profile organisation;
- provide strategic guidance and have the ability to build strong relationships;
- excellent communication skills including the ability to operate effectively as an ambassador for Sport Wales, demonstrating tact and diplomacy in dealings with stakeholders;
- an understanding of devolution, its implications for Welsh Government sponsored public bodies,
- An understanding of public life and the principles of good governance
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective decisions.
- A demonstrable commitment to increasing levels of physical activity across Wales;
- An understanding of the diverse communities of Wales and a commitment to promoting diversity.

#### **Welsh Language**

The Vice Chair post is considered Welsh Desirable, at the level specified below:

Understanding – can understand parts of a basic conversation..

Reading – no skills

Speaking – can hold a basic conversation in Welsh

Writing – no skills.

This means that it would be an advantage for applicants to understand and speak parts of a basic conversation in Welsh if all other essential criteria has been met.

#### **Diversity**

We particularly welcome applications from women, disabled people and individuals with an ethnic minority background who are conversant with the world of sport, genuinely interested in the work of Sport Wales, and can contribute to making it a even more successful, high performing public body.

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### **Board Membership**

The Board currently consists of 10 Members, including the Interim Chair, Lawrence Conway.

### **Board Meetings**

The Board meets in different locations across Wales. At present the Sport Wales Board meets at least five times a year, with at least two meetings in Cardiff. The Secretariat at Board meetings is provided by staff of Sport Wales. The Board also has a number of working groups and advisory panels.

### **Term of Appointment**

The appointment will be made by the Minister for Social Services and Public Health on behalf of the Welsh Government.

### **Duration of Appointment**

Appointments are usually made for a term of three years, and may be re-appointed for one further three-year term. Board Members' performance is reviewed annually through the Chair.

### **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 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 sitting on the board of Sport Wales is a disqualifying office for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2010.

### **Time Commitment**

Members will be expected to be available to work a minimum of 3 days per month (although most members give more time than this).

### **Remuneration**

The post of Board Member will be paid at £311 per day. Travel and other reasonable expenses that might be incurred in carrying out work on the Board can be claimed from Sport Wales within the recognised limits. You may also be eligible to claim reimbursement for costs in relation to child care/care of the elderly/assistant carer, whilst carrying out work on behalf of the Panel.

### **Assistance for Disabled Members**

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

### **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 Vice Chair of Sport Wales including any business interests and positions of authority outside of the role in Sport Wales.

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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>

### **Induction Training**

Successful candidates will be required to attend a formal induction session at Sport Wales

**SELECTION PROCESS**

**STARTING DATE**

1 October 2017

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 David Rosser (Welsh Government Official) and will also comprise Lawrence Conway (Interim Chair of Sport Wales), Diane McCrea, Chair of Natural Resources Wales (Independent Panel Member) and Laura Griffiths (Welsh Government 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 Sport Wales National Centre, Sophia Gardens, Cardiff. CF11 9SW.

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.

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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 Vice Chair Member of Sport Wales, 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).

### **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)

### **CLOSING DATE**

The closing date for applications is 6 June 2017. Application forms received after this date will not be considered. It is expected to hold interviews on 4th July 2017.