



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Appointment of the:

**NATIONAL ADVISER FOR
VIOLENCE AGAINST WOMEN
AND OTHER FORMS OF GENDER-BASED
VIOLENCE, DOMESTIC ABUSE AND
SEXUAL VIOLENCE**

Closing date: 14 September 2017



**The Commissioner for
Public Appointments**

National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence

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National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence

Making an application

Thank you for your interest in the appointment of the National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence. The attached Annexes provide details on the role of the National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence and the person specification, the role and responsibilities of National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence 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:	14 September 2017
Shortlisting:	21 September 2017
Interviews:	6 October 2017

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Diversity Statement

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

For further information regarding the role of the National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence please contact **Bon Westcott, Deputy Head of Community Safety:**

Tel: 03000 256783

Email: Bon.Westcott@gov.wales

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

National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence

Annex A

Appointment of the National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence

Role of the National Adviser on Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence

In accordance with the Act the Welsh Government is seeking to appoint a National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence.

The successful candidate will be expected to be an expert in this field, providing an informed perspective on the work being taken forward to develop and implement the policy and legislation in these areas.

This is a statutory role appointed via the public appointment process. The Adviser will work alongside the Government to advise and assist the Welsh Ministers in tackling these issues. The Adviser will be appointed by the First Minister.

This appointment offers an excellent opportunity to develop knowledge and experience of working with the Welsh Ministers and policy making at a national level.

The functions of the Adviser, as set out in the Act are to:

- advise the Welsh Ministers about pursuing the purpose of the Act or tackling related matters¹;
- give other assistance to the Welsh Ministers in their pursuit of the purpose of the Act or tackling related matters;
- to undertake research relating to pursuing the purpose of the Act, tackling related matters or examining whether abuse of any kind is related directly or indirectly to inequality of any kind between people of a different gender, gender identity or sexual orientation;
- to advise and give other assistance, with the agreement of the Welsh Ministers, to any person on matters relating to pursuing the purpose of the Act or tackling related matters;
- produce reports on any matter relating to the purpose of the Act or tackling related matters.

¹ A “related matter” is abuse which the National Adviser considers to be related directly or indirectly to inequality of any kind between people of a different gender, gender identity or sexual orientation.

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Key responsibilities

In practice the Adviser's role will include, on behalf of the Welsh Ministers:

- agreeing an annual plan setting how they propose to exercise their functions during the following year;
- providing an annual report to the Welsh Ministers setting out how the priorities set out in the annual plan have been met, including a statement of other activities they have undertaken during the year;
- providing an expert perspective to the development and implementation of policy across Welsh Government and so help the development of more coherent and consistent policy and decision-making;
- working with Public Services across Wales and beyond to ensure best practice, and support the high quality and standards required by the Welsh Government;
- reviewing the actions being taken by persons in exercising their functions under the Act, and advising the Welsh Ministers of the findings;
- encouraging all services and agencies to perform to a quality standard, including the coordination of services, performance monitoring, multi-agency working, information sharing and data collection;
- providing a focus to ensure tackling gender-based violence, domestic abuse and sexual violence is a priority across the Public Sector;
- addressing the issues of strategic incoherence, inconsistency of approach and lack of leadership at both a Local and a National level in Wales;
- working with the specialist third sector and charitable organisations that provide services in Wales supporting victims and survivors of gender-based violence, domestic abuse and sexual violence to seek their input to the development of policy, strategy and service delivery;
- working with victims and survivors, to gain an understanding of their experiences and views and to consider how these could influence the development of policy and delivery of services;
- supporting the Welsh Ministers in raising awareness of the issues associated with tackling gender-based violence, domestic abuse and sexual violence including through national campaigns;
- providing expert advice to the wider Welsh Government VAWDA Team on a range of policy issues including education and training; and
- participating in Ministerial and official level meetings to discuss their work and input to wider policy development

Person Specification

All candidates will be required to demonstrate in their written application and at interview how they meet the requirements of the post, including examples of how, in previous activity, they have demonstrated each of the requirements. The criteria used to assess whether candidates have the necessary qualities, skills and experience are listed below.

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The successful candidate will have the profile to command respect and credibility with the Welsh Ministers, the National Assembly for Wales and external stakeholders and be able to demonstrate:

(i) Broad experience at a senior level in public, private or third sectors, as well as a strong understanding of public policy and interest in the areas of gender-based violence, domestic abuse and sexual violence.

(ii) Objectivity and independence from Government and specific interest groups (where there could be potential conflicts of interest).

(iii) Track record in scrutiny (private, public or voluntary sector experience).

(iv) Experience in the development and implementation of strategic and operational priorities and the development of workable recommendations to improve the impact and effectiveness of public service and third sector delivery.

(v) Adherence to the Seven Principles of Public Life and the highest levels of professional integrity and propriety.

Skills, Knowledge and Experience Required

Essential

- Professional expertise in the field of gender-based violence, domestic abuse and sexual violence, including an understanding of equality issues and the vulnerabilities and challenges faced by victims and the support they should receive.
- Recent experience at a senior level in public, private or third sectors, of facilitating successful change management.
- Strategic perspective, leadership, influencing and negotiating skills to bring together a diverse range of internal and external stakeholders with a wide and varied range of views and priorities.
- A successful track record in developing policy and services and a clear understanding of commissioning services within tight budgetary constraints.
- Excellent oral and written communication skills, particularly on complex and/or sensitive issues.
- Political awareness.
- Given the high profile of the role, experience of working with the media is essential.

Desirable

- The ability to communicate through the medium of Welsh is desirable but not essential. However, all candidates will be expected to display an empathy towards the language and support decision making to strengthen bilingual service provision.
- Understanding of the Welsh Government's policies on gender-based violence, domestic abuse and sexual violence.

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Key facts about the post

Location:	The location of the office holder is flexible within Wales, but will need to be agreed by the Welsh Government.
Time Commitment:	The hours expected to fulfil this role will be full-time (37 hours per week) but open to candidates who wish to work on a part-time job share basis.
Tenure of office:	The Adviser's term of office will be three years. There is a possibility of re-appointment for a further three-year term at the discretion of the Welsh Ministers, subject to a satisfactory appraisal of performance and mutual agreement. However, the maximum service will, be six years and the office-holder will not be re-appointed further.
Remuneration:	£60,050 per annum, plus pension and reasonable expenses.

Security clearance: The successful candidate will be required to have or be willing to obtain security clearance to Security Check (SC) level. Pre-appointment checks will also be undertaken on immigration and criminal convictions. It usually takes between 4-6 weeks to obtain the security clearance. The role will be offered on a conditional basis until the successful candidate has passed all checks, and will not be confirmed in post until those checks are satisfied.

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 National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence, 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 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 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 Libby Watkins, a former senior Public Appointments Assessor, and will also comprise Martin Swain, Deputy Director Community Safety Division, Welsh Government, Reg Kilpatrick, Director of Local Government, Welsh Government, and Kate Bennett, a Director of Displaced People in Action and former National Director for Wales for the Equality and Human Rights Commission (EHRC), 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 September 2017 the panel will have decided who will be invited for interview in October 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 the Welsh Government Offices, Cathays Park, Cardiff CF103NQ.

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.

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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 National Adviser for Violence Against Women and other forms of Gender-based Violence, Domestic Abuse and Sexual Violence, 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