



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Independent Welsh Pay Review  
Body: Teachers' Pay & Conditions**

**Appointment of 2 Members**

**(Welsh Essential)**

**Closing date: 26<sup>th</sup> November 2018**

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## **Making an application**

Thank you for your interest in the appointment of a Member to the Independent Welsh Pay Review Body. The attached Annexes provide details on the role of the Member and the person specification, the role and responsibilities of the Independent Welsh Pay Review Body 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 Member – Independent Welsh Pay Review Body 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 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:	26 <sup>th</sup> November 2018
Shortlisting:	6 <sup>th</sup> December 2018
Interviews:	W/c 21 <sup>st</sup> & 28 <sup>th</sup> January 2019

### **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

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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 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 Public Appointments Unit

Email: [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

For further information regarding the role of the Independent Welsh Pay Review Body and the role of Members please contact:

Ryan Taylor

Tel: 03000251425

Email: [Ryan.taylor@gov.wales](mailto:Ryan.taylor@gov.wales)

If you need any further assistance in applying for this role, please contact [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

## **Annex A**

### **Appointment of Members of the Independent Welsh Pay Review Body**

#### **Person Specification**

As a Member of the Independent Welsh Pay Review Body, you will work collectively and provide guidance to the panel members, to:

- Consider parties' written evidence, views and proposals;
- Take oral evidence from parties;
- Assimilate information and data on pay, policy, economic, workforce and financial matters;
- Weigh evidence and undertake independent analysis; and
- Formulate conclusions and make recommendations to the Welsh Government.

#### **Qualities required for the role**

- All candidates will be required to demonstrate in their written application and at interview how they meet the requirements of the post. The criteria that will be used to assess whether candidates have the required abilities are listed below.

#### **Essential Criteria:**

- The ability to operate at a strategic level within a complex organisation in the private, public or voluntary sector.
- An understanding of pay, remuneration, performance management and reward issues and an appreciation of the policy, financial and operational constraints that impact on remuneration decisions.
- The ability to analyse and interpret a large amount of complex and sensitive information, make judgements and distinguish the major policy issues and contribute to workable recommendations.
- The ability to credibly and effectively engage with a range of stakeholders including Ministers, senior Government officials and senior employer and trade union representatives, gaining their respect and keeping their confidence.
- A sound understanding of and commitment to equal opportunities, public service values and principles of public life and the ability to act impartially and uphold the independence of the Independent Welsh Pay Review Body.

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### Desirable Criteria

- An understanding of the policy context of the Welsh Government's work, including current developments in education policy.

### Welsh Language

- Welsh language skills are essential for these 2 member posts.

### Key facts about the post

Location:	Meetings are likely to be conducted in Cardiff but occasionally at suitable Welsh Government building locations across Wales.
Time Commitment:	25 days per year
Tenure of office:	Initial appointment of 5 years
Remuneration:	£300 per <i>day plus travel and other reasonable expenses within reasonable limits.</i>

### Eligibility

Any specific criteria which disqualify an individual from sitting on the body should be listed here. This might include specific disqualification or eligibility criteria or where the House of Commons Disqualification Act 1975 or Orders made under the Government of Wales Act 2006 apply.

Applicants should also note that being a Member of the Independent Welsh Pay Review Body 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>

Appointees will not be confirmed in post until a Disclosure and Barring Service (DBS) (which replaces CRB checks) checks/registration requirements 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 a member of the Independent Welsh Pay Review Body, including direct involvement with school teachers pay and conditions, any business interests and positions of authority outside of the role in Independent Welsh Pay Review Body.

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>

## **Annex B**

### **Role and Responsibilities of Independent Welsh Pay Review Body**

#### **Background**

The function to set teachers' pay and conditions in Wales will transfer to the Welsh Ministers from 30 September 2018 under the Welsh Ministers (Transfer of Functions) Order 2018. The mechanism / process for setting teachers pay and conditions will need to be in place from September 2018, so that the first teachers' pay and conditions set by Welsh Ministers can apply from September 2019.

Kirsty Williams AM, Cabinet Secretary for Education issued a Written Ministerial Statement to inform AMs to consult on a process for determining teachers' pay and conditions and to establish an Independent Task and Finish Group (T&FG). This was subsequently published on 14 December 2017.

Kirsty Williams AM, Cabinet Secretary for Education and the First Minister Carwyn Jones agreed to the publication of the consultation document on the proposed mechanism to determine teachers' pay and conditions of service in Wales. The consultation on the proposals was open for comment from 9 March to 4 May.

Written Ministerial Statement was announced on 18 July 2018 stating the preferred mechanism of the 'Teacher Engagement Model'. The Written Ministerial Statement notified all AMs as to the outcome of the public consultation exercise and the final mechanism for implementation.

#### **Independent Welsh Pay Review Body Role**

The Independent Welsh Pay Review Body will be made up of a chair and 7 panel members (5 Welsh – desirable & 2 Welsh – essential) responsible for making recommendations to the Government on the pay and conditions of school teachers in Wales.

The Independent Welsh Pay Review Body will assess evidence from key stakeholders representing schools and the teacher workforce in Wales, playing a critical role in providing constructive strategic challenge, support, direction and understanding of issues facing schools in Wales.

This position will provide an influential and intellectually stimulating challenge for the right individual, who will contribute to the recruitment, retention and motivation of an effective teacher workforce. As a member of the Independent Welsh Pay Review Body you will bring your own expertise, alongside a high degree of analytical ability, strong communication skills and, ideally, an appreciation of public sector reward issues.

## 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 proposed Chair and members of the Advisory Assessment Panel are still to be determined and will be selected in due course.

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 December 2018 the panel will have decided who will be invited for interview in W/c 21<sup>st</sup> & 28<sup>th</sup> January 2019.

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 building in Cathays Park, 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. 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 a member of the Independent Welsh Pay Review Body, which will confirm the terms on which the appointment is offered.



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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 Public Appointments Unit - [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

### **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 Public Appointments Unit - [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)