



Information pack for applicants

QUALIFICATIONS WALES

Appointment of Member (Finance)

Closing date: 25 January 2019

Qualifications Wales

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Making an application

Thank you for your interest in the appointment as a member (there are two vacancies on the Board) to the Qualifications Wales Board. Each new member will play a leading role by providing constructive challenge across the business of Qualifications Wales to ensure that all aspects of its strategy, direction and delivery are scrutinized for effectiveness and efficiency. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of Qualifications Wales Board 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 Qualifications Wales Board 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:	25 January 2019
Shortlisting:	1 February 2019
Interviews:	Week commencing 18 th February 2019

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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 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:

Public Appointments Team

Tel: 03000 251826 / 03000 616095 / 03000 253205 / 03000 256332

Email: publicappointments@gov.wales

For further information regarding the role of the Qualifications Wales Board and the role of the Member(s) please contact either:

Rebecca Olney in the Qualifications Wales Sponsorship Branch at:

Tel: 03000 256959

Email: Rebecca.Olney@gov.wales

Helen Bushell, Head of Corporate Governance at Qualifications Wales at:

Tel: 07711 819665

Email: Helen.Bushell@qualificationswales.org

If you need any further assistance in applying for this role, please contact the Welsh Government's Public Appointments Team on 03000 251826 / 03000 616095 / 03000 253205 / 03000 256332 or email publicappointments@gov.wales.

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

Appointment of a Member of the Qualifications Wales Board

Role description and person specification

Role and responsibilities of the Board members

1. Provide strategic direction and leadership, driving performance and hold the Body to account against its strategic and corporate plans.
2. Ensure propriety, regularity, economy, efficiency and effectiveness in the operation of the body and adherence to the seven principles of public life (the Nolan principles).
3. Together with other Board members, ensure that the Body fulfils its statutory aims and objectives.
4. Be a champion for the organisation and its aims and objectives. Be a role model for both staff and stakeholders.
5. Work co-operatively to build relationships with all stakeholders including key Welsh Government Departments, particularly the Department for Education and Skills.

Person Specification

Key Tasks

Members will assist the Chair in discharging the responsibilities of the Board for: -

- determining the Body's strategic direction and policies;
- ensuring that the Body discharges its statutory duties;
- ensuring that the Body is properly and effectively managed, to safeguard propriety, economy, efficiency and effectiveness in its operation; and
- Providing stewardship for the public funds entrusted to the organisation.

Members will also assist the Chair in his / her representative role. Members will be expected to:

- build an effective Board, by encouraging Board members to actively participate in collective decision-making, and Chair, or participate, where required in one or more committees of the Board;
- ensure collective responsibility for decisions of the Board;

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- promote effective relationships and open communication, between Board members, the executive team and staff within the body; and
- work with all other interested parties and organisations and fully represent them in an honest and positive way.

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

Qualifications Wales are looking to recruit 2 new members with expertise in the following areas:

Finance (1 post) – experience of providing expert and strategic financial oversight, preferably with a good understand of public sector finance (1 post).

- The successful candidate will hold a recognised accountancy qualification (preferably ACCA) and have experience of working at Board or Committee level providing expert and strategic financial oversight. You will be comfortable to provide the Board with guidance and able to work with Board and executive colleagues to consider the financial issues for the organisation both short and longer term.

You must also be able to demonstrate (both posts):

- the ability to represent Qualifications Wales in public and communicate effectively at a senior level and with key stakeholders;
- the ability and experience to scrutinise our work to ensure that any reforms to qualifications are manageable, engaging designed to meet the intended vision;
- the ability to bring fresh ideas to discussions on both strategic and practical issues outside of your area of expertise;
- a good understanding of the work of Qualifications Wales and its work with stakeholders;
- the ability to oversee, direct and/or make decisions in the face of political or financial uncertainty;
- a wide understanding of education issues in Wales. This knowledge may have been gained in any walk of life, including community involvement, voluntary work or professional background. You will have a strong appreciation of the needs of learners in modern day Wales.

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Desirable Criteria

- The ability to speak Welsh is desirable but not essential.

Key facts about the post

Location: Qualifications Wales, Q2 Building, Pencarn Lane, Imperial Park, Coedkernew, Newport, NP10 8AR

Time Commitment: 36 days a year (maximum) – not expected to be more than an average of 3 days per month (and may be less during some periods).

Tenure of office: 3 years

Remuneration: £282 per day based on a maximum time commitment of 36 days per year plus travel and other reasonable expenses within reasonable limits.

Eligibility

Applicants should note that being a member of the Qualifications Wales Board 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/uksi/2015/1536/contents/made>

Appointees will be required to complete Disclosure and Barring Service checks before being confirmed in post.

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 Member of Qualifications Wales, including any business interests and positions of authority outside of the role in Qualifications Wales.

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 on an on-going basis.

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 Qualifications Wales Board

Background

Overview

In September 2015, Qualifications Wales became responsible for the regulation of awarding bodies and the quality assurance of non-degree qualifications delivered in Wales. Qualifications Wales, as an independent statutory body, is well placed to ensure that qualifications offered in Wales meet the needs of learners, employers and the economy.

Qualifications Wales is the principal authority on qualifications in Wales and provides professional advice to the Welsh Ministers on relevant matters as well as information, advice and support to a wide range of stakeholders. It communicates the value of qualifications offered in Wales to stakeholders inside and outside of Wales.

Qualifications Wales is independent from the Welsh Government. It takes professional and autonomous decisions on qualifications. It leads on aspects of qualifications policy development. It reports to the National Assembly for Wales on how it has fulfilled and how it plans to fulfil its functions.

Governance

The body is a Welsh Government Sponsored Body and as such is accountable for the governance of public funds. However, Qualifications Wales has a degree of independence for its qualifications functions, for which it is accountable to the National Assembly for Wales. The Board of Qualifications Wales has an independent Chair and between 8 and 10 non-executive members.

The appointment process for the non-executive members is made in accordance with the Commissioner's Code of Practice for Ministerial Appointments to Public Bodies.

Board's Role

The role of the Board is to provide strong governance and effective leadership, to develop the strategic plan for Qualifications Wales and set challenging objectives. The board promotes high standards of public accountability and upholds the principles of regularity, propriety and value for money. It ensures that Qualifications Wales' activities are conducted efficiently and effectively and it monitors performance to ensure that the body fully meets its aims, objectives and performance targets.

The Board has overarching governance arrangements and delegates its functions to officers through a scheme of delegation covering both financial and non-financial matters.

Some useful documents are linked below for your information: (HB add links)

- *QW Business plan 18/19*
- *QW strategy 18-22 ad supporting GQ, VQ and Corporate strategies*
- *QW animations (to provider context to our role and culture)*

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 Ann Evans (Chair of the Board of Qualifications Wales) and will also comprise Steve Davies (Director of Education, Welsh Government) and 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 January 2019 the panel will have decided who will be invited for interview in February 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 offices 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. 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.

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If you are successful, you will receive a letter appointing you as member of the Board of Qualifications 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 Public Appointments Team on 03000 251826 / 03000 616095 / 03000 253205 / 03000 256332 or email: 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 Team on 03000 251826 / 03000 616095 / 03000 253205 / 03000 256332 or email: publicappointments@gov.wales.