



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Welsh Industrial Development
Advisory Board
(WIDAB)**

Appointment of 2 Members

Closing date: 01/03/2019



**The Commissioner for
Public Appointments**

Welsh Industrial Development Advisory Board (WIDAB)

Contents

Making an Application

Annex A: The role of Member

Annex B: The role and responsibilities of WIDAB

Annex C: The selection process

Welsh Industrial Development Advisory Board (WIDAB)

Making an application

Thank you for your interest in the appointment of a member to the WIDAB. The new member will advise the Cabinet Secretary for Economy and Transport on individual projects over £1 million from the relevant schemes within the Economy Futures Fund. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of WIDAB 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:	01/03/2019
Shortlisting:	30/04/2019
Interviews:	16/05/2019

Welsh Industrial Development Advisory Board (WIDAB)

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 35 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 Unit
Tel: 03000 61 6095 / 03000 253762
Email: publicappointments@gov.wales

For further information regarding the role of the WIDAB and the role of Members please contact Zoe Lewis:

Tel: 03000 615761
Email: zoe.lewis@gov.wales

If you need any further assistance in applying for this role, please contact the Public Appointments Unit on 03000 61 6095 / 03000 25 3762 or email publicappointments@gov.wales.

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

Appointment of Members of WIDAB

Role description and person specification

Role and responsibilities

Members of the Board will be expected to analyse commercial, technical and financial information, and assess the merit of these applications and make recommendations to the Cabinet Secretary.

Person Specification

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

- Strong understanding of the regional economic opportunities, threats and strengths in the discrete regions of North Wales, Mid and West Wales and South East Wales, whilst appreciating the issues relevant to Wales on a national basis
- Ability to analyse and assess commercial, technical and financial information (usually written) provided in support of grant applications and describe the main strengths and weaknesses of a case and the conclusions drawn
- Sound communications skills and confidence in putting forward views based on particular experience
- Willingness to listen and quickly assess the contributions from Board colleagues and officials.
- A clear understanding and commitment to equality issues
- A clear understanding and commitment to Nolan's 'Seven Principles of Public Life'.

Desirable Criteria

The Board will also require members with expertise and experience in the following areas;

- Tourism & Food
- ICT, FinTech & Digital Services
- Advance Materials, Manufacturing and cotemporary Construction
- The environment and low carbon economy

Welsh Industrial Development Advisory Board (WIDAB)

Welsh Language

The board, consisting of a Chair and 7 members, requires two member to be classed as a Welsh speaker, therefore Welsh language skills are essential for two member positions.

Key facts about the post

Location:	Meetings held in Treforest near Pontypridd, South Wales
Time Commitment:	An average of one day per month – more if there are a large number of cases (On occasion additional extra-ordinary meetings may be held whereby board members will be requested to attend by the WIDAB secretariat)
Tenure of office:	3 years
Remuneration:	£198 per day plus travel and other expenses within reasonable limits.

Eligibility

Applicants should also note that being a member of WIDAB 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>

Conflict of Interest

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 WIDAB, including any business interests and positions of authority outside of the role in WIDAB.

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 role and responsibilities of WIDAB

Background

Originally established under the Welsh Development Agency Act 1975, WIDAB advises Ministers and Senior Welsh Government officials on issues relating to the Welsh Economy and assist them in their ambition to promote inclusive growth across Wales.

The Cabinet Secretary for Economy and Transport is seeking to refresh the Board in light of the new Prosperity for All: Economic Action Plan and the fresh challenges that face the Welsh Economy. As a result we are seeking to appoint seven members to assist the newly appointed Chair.

The Statutory Position

WIDAB was originally established under Section 13 of the Welsh Industrial Development Act 1975 ("the 1975 Act") to advise the Secretary of State on financial assistance to Industry and the same section required the Secretary of State to appoint members with defined experience and capacity.

The functions and duties of the Secretary of State in connection with WIDAB under Section 13 of the 1975 Act were vested in the National Assembly for Wales by virtue of Article 7 of, and Schedule 1 to, the Welsh Development Agency (Transfer of Functions to the National Assembly for Wales and Abolition) Order 2005 (S.I. 2005 / 3226 w. 238) ("the 2005 Order"). These functions have subsequently been conferred directly on Welsh Ministers by virtue of paragraph 30 of Schedule 11 of the Government of Wales Act 2006. Board recommendations are made to the Cabinet Secretary for Economy and Transport.

Although the Board is advisory, if it makes a recommendation to the Cabinet Secretary for Economy and Transport and the functions are exercised contrary to its recommendation, the Board can request a statement be laid before the Assembly as to the reason for the change in decision.

Offers of assistance are subject, under the Treaty of Rome, to the approval of the European Commission. As a matter of practical administration, the EC has approved the forms of support on which the Board are asked to advise and have delegated authority to make decisions on individual applications subject to certain limitations.

Welsh Industrial Development Advisory Board (WIDAB)

Boards Role

Central to WIDAB's role is providing advice to the Cabinet Secretary on individual projects over £1 million from the relevant schemes within the Economy Futures Fund. The Schemes which are statutory for presentation to WIDAB are:

- The Environmental Protection Scheme
- Capital Investment & Aid for Job Creation
- The Tourism Investment Support Scheme

Central to the Board's role will be an understanding of the new Economic Action Plan which seeks to promote inclusive growth and ensure that all business' that receive Welsh Government Support are committed to Welsh Government's goals.

These goals form the pillars of the new Economic Contract and businesses in Wales must deliver against these ideals. They are;

- A companies potential for growth
- Their commitment to fair work
- Progression towards reducing their carbon footprint
- Promotion of employee health and wellbeing

Further to this any business asking for direct financial support will be required to develop proposals that respond and align to at least one of the Calls to Action listed below;

- Decarbonisation
- Innovation, Entrepreneurship and Headquarters
- Exports and Trade
- High Quality Employment, Skills Development and Fair Work
- R&D, Automation and Digitalisation

A good understanding of the Economic Action Plan will be essential to providing high quality advice to the Cabinet Secretary for Economy and Transport.

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.

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 April the panel will have decided who will be invited for interview in May.

The selection panel will be chaired by the newly appointed Chair of WIDAB and will also comprise Sioned Evans and Dr David Owen, FRSB, OBE as an Independent Panel Member.

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 QED Building, Treforest.

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. There will be a case study which you will be asked to comment on and give a recommendation.

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 Board Chair or their nominated representative.

Welsh Industrial Development Advisory Board (WIDAB)

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 member of WIDAB, 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 Unit on 03000 61 6095 / 03000 25 3762 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 Unit on 03000 61 6095 / 03000 25 3762 or email publicappointments@gov.wales.