



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Life Sciences Hub Wales Ltd**

**Appointment of Non-Executive  
Director (NED)**

**(with experience of finance, audit and risk)**

**Closing date: 15 October 2020**

# Life Sciences Hub Wales Ltd

## Contents

	Page
<b>Making an Application</b>	<b>3</b>
<b>Annex A: The role of Chair / NED</b>	<b>5</b>
<b>Annex B: The role and responsibilities of Life Sciences Hub Wales Limited</b>	<b>9</b>
<b>Annex C: The selection process</b>	<b>10</b>

## **Making an application**

Thank you for your interest in the appointment of a Non-Executive Director (NED) to the Life Sciences Wales Hub Limited (LSHW). The new NED will be accountable to the Welsh Ministers and will have responsibility for assisting with the formulation of the Board's strategies, providing effective leadership, defining and developing strategic direction and setting challenging objectives. The attached Annexes provide details on the role of NED and the person specification, the role and responsibilities of the LSHW and the selection process.

To make an application please visit the Welsh Government's public appointment website.

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 below. 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:	15 October 2020
Shortlisting:	w/c 19 October 2020
Interviews:	w/c 9 November 2020

### **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.

## Life Sciences Hub Wales Ltd

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, and lesbian, gay, bisexual and transgender people.

### **Disability Confident**

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact by email, [Geraldine.leckey@gov.wales](mailto:Geraldine.leckey@gov.wales) by email to let them know.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact [Geraldine.leckey@gov.wales](mailto:Geraldine.leckey@gov.wales) as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

### **Contacts:**

For further information regarding the selection process, please contact:

Andrew Richardson  
Head of Governance, Risk and Compliance  
Life Sciences Hub Wales  
Tel: 07503 643719  
Email: [andrew.richardson@lshubwales.com](mailto:andrew.richardson@lshubwales.com)

The Public Appointments Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

**Annex A**

**Appointment of a Non-Executive Director of the Life Sciences Hub Wales Limited Board**

**Role description and person specification**

The Minister for Health and Social Services is seeking to appoint a Board Member for Life Sciences Hub Wales Ltd. For this post, applicants are sought with an interest in the Life Sciences sector with particular experience of holding a senior finance practitioner role with board level experience of audit and risk management.

Applicants will be expected to demonstrate a commitment to generating and developing opportunities for achieving economic growth and developing the industry-NHS joint working interface. Consideration will also be given to candidates from outside the Life Sciences sector who can demonstrate similar skills and experience.

**The role of the Board is to:**

- provide effective leadership; defining and developing strategic direction and setting challenging objectives;
- promote high standards of public finance, upholding the principles of regularity, propriety and value for money;
- ensure the LSHW Group's activities are conducted efficiently and effectively
- monitor performance to ensure the LSHW meets its aims, objectives and performance targets;
- ensure strategies are developed for meeting the LSHW's objectives in accordance with the policies and priorities established by the LSHW in conjunction with the Welsh Ministers and other relevant stakeholders, for example employees, customers and funding providers;
- ensure that Ministers are kept fully informed of any changes likely to impact on the strategic direction of the LSHW or on the attainability of its targets, and of steps needed to deal with such changes;
- ensure the LSHW banking arrangements are adequate for its purposes;
- ensure effective arrangements are in place to provide assurance on risk management, including information security, governance, internal audit, external audit and internal control in accordance with applicable statutory and regulatory requirements and, where relevant, Codes of Practice or guidance applicable to the financial services sector.

Board Members will:

## Life Sciences Hub Wales Ltd

- demonstrate and promote the Seven (Nolan) Principles of Public Life.
- take an active part in discussions, providing your advice, opinion and challenge, and support to the Board on key issues.
- support the CEO in the appointment of senior staff and the mentoring of existing staff.
- contribute to the development and maintenance of a healthy culture across the organisation.
- contribute to the work of the Board based upon your independence, your past experience and knowledge, and your ability to stand back from the day to day operational management.
- fully understand the business through active involvement, establishing effective mechanisms for maximising economic opportunities from the life sciences sector to support health and social care in Wales.
- analyse and critically review complex information and contribute to sound decision-making, strategy development and guide the operational plan of the business.
- oversee the effective stewardship of resources, ensuring openness and accountability in the allocation and utilisation of resources
- discharge effective governance of the organisation, in all its integrated forms.
- foster close working relationships with experts and organisations within the sector at national and international level and act as an advocate for LSHW.
- serve on any sub-committees of the Board, such as the Audit, Risk Assurance sub-committee (ARAC) or the
- Human Resource and Remuneration sub-committee (HRRC) and keep abreast of any matters arising.

### Person Specification

#### Essential Criteria

- Experience of holding a senior finance practitioner role with board level experience of audit and risk management.
- Relevant financial qualification.
- Experience of audit, governance and compliance at board level.
- Experienced member of a committee or sub-committee.
- Ability to contribute to discussions, offer challenge and engage in the decision-making process.
- Ability to credibly represent a wide range of perspectives for example by having a strong network already in place or the ability to develop and maintain a credible and effective network.
- Excellent communication and interpersonal skills.
- A demonstrable interest in, knowledge and understanding of the sector including the challenges and opportunities available.

## Life Sciences Hub Wales Ltd

- An understanding of the obligations involved when serving on a board and the credibility to do so.

### Desirable Criteria

- Experienced chair of a committee or sub-committee.
- An interest in new models of health, social care and wellness.
- Experience of working across the public and private sectors.

### Welsh Language

#### Board Members – Welsh desirable

Welsh language skills are highly desirable but not essential to undertake the duties of this role. However, it is essential that the board, as a whole, increases its Welsh language skills and is actively seeking Welsh speaking candidates. Therefore, applications from individuals with Welsh language skills (at Level 2 and above) are particularly welcomed:

- Can understand basic conversations about everyday topics;
- Can read simple material on everyday topics with understanding.

All Board members are expected to display an understanding of and empathy towards the Welsh language.

#### Key facts about the post

Location:

Meetings will typically be held in Cardiff at the Life Sciences Hub, 3 Assembly Square, Cardiff Bay, but there may be occasions when meetings will be held at other locations. Meetings are currently held remotely due to the Covid-19 pandemic.

Time Commitment:

Members will be expected to be available to work a minimum of 12 days per year (1 day per month; the Board will meet at least 6 times a year).

The nature of the role makes it difficult to be specific about the maximum time commitment and time demands may fluctuate considerably as matters of urgency arise.

Board Members will also need to be available to attend a number of events and functions in support of the Wales life sciences sector.

## Life Sciences Hub Wales Ltd

Tenure of office:	Initial appointment of one year.
Remuneration:	Members will receive £282 per day (up to a maximum of £15,000 p.a.) (Pro rata).
	Travel and subsistence costs will be paid in line with recognised limits.

### 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 could have an adverse affect on the reputation of themselves or the Welsh Government if it became known in the event of appointment.

You are not expected to occupy paid party political posts or hold particularly sensitive or high roles in a political party. Subject to the foregoing, you are free to engage in political activities provided that you are conscious of your general public responsibilities and exercise a proper discretion, particularly with regard to the work of Life Sciences Hub Wales Limited.

You are expected to inform Welsh Government if you intend to accept a prominent position in any political party and understand that your appointment to the Board may be terminated early, if it is felt that the positions are incompatible.

### 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 Life Sciences Hub Wales Limited 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 Governance, and The Seven Principles of Public Life you can access these documents at:

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>

<https://www.gov.uk/government/publications/the-7-principles-of-public-life>



## Annex B

### The role and responsibilities of Life Sciences Hub Wales Limited

#### Background

The LSHW has been established by Welsh Government and is one of the delivery elements of the Welsh Government's vision for Life Sciences in Wales, which aims to deliver ambitious growth in the sector, to ensure ongoing development of the in Wales to deliver significant economic impact.

The LSHW drives transformational, systematic change in the health and social care sectors to create a better future for the people of Wales. Our role, through the lens of joint stakeholder working and portfolio integration as outlined in *Prosperity for All* and *A Healthier Wales*, is to inspire innovation and collaboration between industry, health and social care, and research organisations to make a positive difference to people and families across the nation.

As a catalyst for change, we work with NHS Wales to understand issues and identify how innovation can help deliver better care. We support businesses to create health and social care solutions. We create connections which enable people and organisations to work in partnership.

Our mission is to accelerate the development and adoption of innovative solutions for better health and wellbeing. Our vision is to make Wales the place of choice for health, care and wellbeing innovation.

The Board of LSHW sets the strategic vision for this young and innovative organisation which is uniquely placed to support a faster development and take up of innovative products across Health and Social care in Wales.

The LSHW has been established as an independent arms-length subsidiary company of the Welsh Government.

#### Board's Role

The Board of the Hub will comprise a Chair and up to 9 Board Members. Tasked to ensure that effective management arrangements are in place to provide assurance on risk management, governance and internal control.

**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 selection panel will be chaired by Sir Mansel Aylward - Chair of Life Sciences Hub Wales, Ifan Evans - Director, Welsh Government, and Maureen Fallon - Chief Operating Officer, Welsh Wound Innovation (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 sifting applications to take place in **October 2020** and then the panel will have decided who will be invited for interview in **November 2020**.

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 Cardiff. It should be noted that due to guidelines to avoid in-person meetings wherever possible due to the ongoing Covid-19 pandemic, interviews may be conducted on a virtual basis. The arrangements will be confirmed in the invitation to interview.

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 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.

## Life Sciences Hub Wales Ltd

If you are successful, you will receive a letter from the Minister appointing you as Member of the Life Sciences Hub Wales Ltd 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 email [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 email [publicappointments@gov.wales](mailto:publicappointments@gov.wales).