

S4C Board – Non-executive Members Role Specification

Introduction

The Secretary of State for Digital, Culture, Media and Sport is seeking up to three outstanding individuals as Non-Executive Members of the S4C Board.

The Role of S4C Members

The S4C Board consists of the Chair and up to eight other members, each appointed by the Secretary of State for Digital, Culture, Media and Sport. Members bring varying skills and experience to the Board, though they are all expected to ensure that S4C fulfils its public service remit and that public and licence fee funds allocated to S4C are properly utilised.

Board Members will also be required to ensure that S4C's public services are provided in accordance both with S4C's statutory remit and the provisions of the current Partnership Agreement agreed between S4C and the BBC.

Board Members are expected to:

- Function collectively as the unitary board of S4C and provide support and advice, and also ensure appropriate challenge to and accountability of the Chief Executive and his executive team.
- Support the Chair, in liaison with the Chief Executive, in overseeing the relationship with DCMS, the BBC, Ofcom and other stakeholders including the Welsh Government and the independent production sector.
- Undertake public engagement duties as necessary on behalf of S4C including public meetings and functions across Wales.
- Attend Board meetings and any special meetings/awaydays, and attending sub-committees of the Board as necessary.

The Board seeks to ensure that its members, between them, are able to draw on a wide range of expertise and knowledge of particular fields relevant to the work of S4C. These include, but are not restricted to:

- Broadcasting, digital media and the wider creative industries
- Welsh language
- Communications and marketing
- Business and commerce
- Finance, audit and assurance

Following the independent review of S4C published in March 2018, the governance of S4C is now based on a Unitary Board model (in place of the previous non-exec Authority Board).

Until primary legislation is introduced to facilitate a number of elements of the proposed structure, the Board shall operate as a Shadow Unitary Board in accordance with the Board's new Standing Orders. The appointed Members are expected to continue in their roles when the statutory board is constituted.

The Person

Essential Criteria

All successful candidates must be able to demonstrate:

- An understanding of, and commitment to, S4C's objectives;
- An understanding of the key challenges facing S4C, public service broadcasting, digital media providers, and the wider media and creative industries in Wales;
- The ability to work at board level and an understanding of the role of a Unitary Board and its relationship with its funding bodies;
- The ability to contribute effectively to future strategy development including the unique partnership with the BBC;
- Private, public or third sector experience, excellent communication skills and the ability to represent S4C with confidence to a wide range of stakeholder groups.

The Board conducts most of its business in Welsh, but applications are encouraged from those learning Welsh or those with a particular affinity for the Welsh language.

Desirable Criteria

- Experience of broadcasting, digital media and the wider creative industries;
- Experience of financial management and a good understanding of audit, governance, risk management and control;
- Experience of communications and marketing and an understanding of customer and stakeholder engagement.

Diversity

S4C provides content that informs, educates and entertains its audience. To do that, the Board must represent and reflect the diversity of audience in Wales and across the UK. We hope to attract a strong, diverse group of applicants from a range of backgrounds.

Time Commitment

The time commitment for members of the Board is a nominal one day per week.

Location of Meetings

The S4C Board currently meets monthly, normally in S4C's headquarters in Carmarthen, but also meets in other locations during the year and holds public meetings across Wales.

Remuneration

£9,650 per annum. Reasonable expenses may be claimed.

Duration of Appointment

The appointment is for a term of four years.

How to Apply

To apply, please send:

- a CV of not more than two sides of A4
- a supporting statement of not more than three sides of A4, providing examples and setting out how you meet the criteria
- the two Monitoring Forms concerning your personal information and political activity, and the Declaration of Interests Form.

Completed applications should be emailed to: publicappointments@culture.gov.uk
Please put 'S4C Member' in the Subject line.

If you would like to speak to someone about the application and appointment process, please contact Phil Hodges at DCMS, on 020 7211 2898 (email address: philip.hodges@dcms.gov.uk).

To talk to someone about S4C and its Board, please contact Owain Lloyd, Board Secretary at S4C (Owain.Lloyd@s4c.cymru).

Further information can be found on the S4C's website at <http://www.s4c.cymru/en/>

Disability Confident

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the role. By 'minimum criteria' we mean that you must provide evidence in your application which demonstrates that you meet the level of competence required under each of the essential criteria.

If you wish to apply under this scheme, please state this in the covering email or letter when submitting your application.

Reasonable adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please also indicate this in the covering email or letter.

About DCMS

The Department for Digital, Culture, Media & Sport (DCMS) helps to drive growth, enrich lives and promote Britain abroad.

We protect and promote our cultural and artistic heritage and help businesses and communities to grow by investing in innovation and highlighting Britain as a fantastic place to visit. We help to give the UK a unique advantage on the global stage, striving for economic success.

DCMS is a ministerial department, supported by 45 agencies and public bodies.

If you are not completely satisfied

We 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 publicappointments@dcms.gov.uk.

Supporting information

This process is regulated by the Office of the Commissioner for Public Appointments' (OCPA's) Code of Practice. All applicants are expected to have adhered to the [Seven Principles of Public Life](#).

Eligibility Criteria

You cannot be considered for a public appointment if:

- you become bankrupt or make an arrangement with a creditor
- your estate has been sequestrated in Scotland or you enter into a debt arrangement programme under Part 1 of the Debt Arrangement and Attachment (Scotland) Act 2002 (asp 17) as the debtor or have, under Scots law, granted a trust deed for creditors;
- you are disqualified from acting as a company director under the Company Directors Disqualification Act 1986;
- you have been convicted of a criminal offence, the conviction not being spent for the purposes of the Rehabilitation of Offenders Act 1974 (c. 53);
- you become subject to a debt relief order or a bankruptcy restrictions order;
- you fail to declare any conflict of interest.

Conflicts of Interest and Due Diligence

If you have any interests that might be relevant to the work of S4C, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your application. If you have queries about this and would like to discuss further please contact the Public Appointments Team.

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment, or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the Advisory Assessment Panel and provide details of the issue(s) in the statement supporting your application. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

As part of our due diligence checks we will consider anything in the public domain related to your conduct or professional capacity. This will include us undertaking searches of previous public statements and social media, blogs or any other publicly available information. This information may be made available to the Advisory Assessment Panel and they may wish to explore issues with you should you be invited to interview. The information may also be shared with ministers and the Cabinet Office.