



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Digital Health and Care Wales

Appointment of a Chair

Closing date: 16:00, 30 June 2021



**The Commissioner for
Public Appointments**

Digital Health and Care Wales

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Digital Health and Care Wales

Making an application

Thank you for your interest in the appointment of a Chair to Digital Health and Care Wales. This is an exciting opportunity to lead Digital Health and Care Wales (DHCW), a Special Health Authority established to make a difference to the people of Wales through the use of digital technologies in health and care. DHCW has an ambitious programme of integration, innovation and transformation, working alongside other NHS Wales organisations, strongly supported by Welsh Government.

DHCW was established under an Interim Chair, and we are now looking to appoint a substantive Chair to lead the Board through its first years. The new Chair will be required to provide strong leadership to the Board and to uphold the values of NHS Wales. We are looking for an individual who understands the needs of the population of Wales and the importance of ensuring diversity, inclusion and the promotion of the Welsh Language. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of Digital Health and Care Wales and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://gov.wales/public-appointments>

To apply for this role, click on the Digital Health and Care Wales vacancy and click on 'Apply' at the bottom left hand corner. If this is the first time you have applied for a post, you will need to complete a registration form for the Welsh Government's online application system via the link above. 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 have registered, you will 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 (see Annex A). 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, describing what your role was in achieving a specific result and how this would equip you to fulfil the role you are applying for. It will also benefit the selection panel if you can be clear which particular criteria your evidence relates to. Providing separate paragraphs in relation to each criterion is common practice but is not essential.

Please limit your personal statement to **1000 words**. Your application may be rejected if you exceed this limit.

CV

Your CV should be no more than **3 pages**. It should include brief details of your current or most recent posts and the dates you occupied these roles. Please identify any past or present Ministerial appointments.

References

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Please provide two referees who will be contacted for successful candidates only. In order to preserve the highest standards of integrity and propriety, we are unable to accept Senedd Members or Welsh Government employees as referees for applications for membership of public bodies.

Indicative timetable

Closing date:	16:00, 30 June 2021
Shortlisting:	16 July 2021
Stakeholder Engagement Panel	18 August 2021
Interviews:	19 and 20 August 2021

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, young people, 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 individuals 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. You will be asked to specify if you would like your application to be considered under the Guaranteed Interview Scheme in your submission.

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 the Public Appointments Team, publicappointments@gov.wales 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:

Public Appointments Team
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of the Chair, please contact Bob Hudson, Interim Chair of Digital Health and Care Wales who is not a candidate for this

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appointment or Ifan Evans, Director – Technology, Digital and Transformation, Health and Social of Digital, Health and Social Services Group, Welsh Government.

Tel: 07453 978482

Email: bob.hudson@wales.nhs.uk

Tel: 03000 251496

Email: Ifan.Evans@gov.wales

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

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

Appointment of a Chair to Digital Health and Care Wales

Role description

This is an exciting opportunity to lead a Board responsible for major digital services and programmes across NHS Wales. DHCW is accountable for the delivery of accessible user focussed digital health and care services, which are resilient and secure. These services support effective, efficient and safer decision-making through the provision of access to content-rich, person-focused health and care data and information.

Role and responsibilities

The Chair will be accountable to the Minister for Health and Social Services for the performance of the Board and its effective governance, upholding the values of the NHS, and promoting the confidence of the public and partners.

The Chair of Digital Health and Care Wales will:-

- **Lead development of a strategic vision** for DHCW, ensuring the promotion of a culture of continuous improvement and digital transformation across the organisation and more widely across health and social care;
- **Provide effective and visible leadership, both externally and internally to DHCW** across the breadth of its responsibilities, including the advancement of equality, diversity, inclusion and the Welsh Language and culture;
- **Ensure the Board works effectively** to support challenge, scrutiny and assure operational delivery, maintaining focus on strategic aims, reinforced by strong governance;
- **Be publicly accountable for the performance of DHCW** in particular through securing approval by the Minister of a three year Integrated Medium Term Plan (IMTP), annual delivery plans and evaluation of performance against them;
- **Hold the Chief Executive to account** across the breadth of their responsibilities;
- **Work effectively with partners**, in particular with Welsh Government, NHS Wales organisations, local authorities, third and private sectors and academia and universities;
- **Provide assurance for the proper stewardship of public money and other resources** for which DHCW is accountable;
- **Provide assurance for ensuring that the Board is governed effectively** within the framework and standards set for the NHS in Wales;

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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

Knowledge and Experience

- Experience of leading at a senior level in a health and care environment (although not essential, experience of leading in a digital environment is desirable);
- Ability to instil vision, lead the development of defined digital strategies in the pursuit of achieving long and short-term goals;
- Ability to understand complex issues while demonstrating respect for the views of others;
- An excellent understanding of governance with an ability to ensure a board works together effectively through their active involvement in a robust and transparent decision making process;
- Ability to motivate and develop the board to define roles and responsibilities to ensure ownership and accountability;
- A clear commitment to understanding and promoting equality, diversity and inclusion; and
- Ability to show an appreciation of bilingualism and culture, and a commitment to promoting and mainstreaming of the Welsh language.

Personal Attributes

- Strong interpersonal and influencing skills, and ability to act as an effective advocate and ambassador;
- Sound judgement, sensitivity and political awareness; and
- Capacity to be independent and resilient.

Desirable Criteria

- The ability to speak Welsh

Welsh Language

Welsh language skills are desirable at the following levels:

Understanding = 2 - Can understand basic conversations about everyday topics

Reading = 2 - Can read and understand simple material on everyday topics with understanding

Speaking = 3 - Can converse in some work-related conversations

Writing = 1 - Can write basic messages on everyday topics

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All candidates will be expected to show commitment towards supporting the Welsh language and culture, and ability to champion bilingual digital health and care services and to develop an understanding of language technologies and user design.

Key facts about the post

Location

The post holders may be required to travel to the head office in Cardiff and other locations across Wales to attend meetings and perform other duties associated with the roles. In response to COVID-19, meetings have also been held via digital platforms. Where this has proved effective this is likely to continue.

Time Commitment:	14.5 days per month
Tenure of office:	4 years
Remuneration:	£43,326 per annum plus travel and other reasonable expenses within reasonable limits.

Eligibility

A person shall be disqualified from appointment if the they:

- a. have within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on them a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months without the option of a fine;
- b. are the subject of a bankruptcy restrictions order or an interim order or has made a composition or arrangement with creditors
- c. have been dismissed, otherwise than by reason of redundancy, or non-renewal of a fixed term contract, from any paid employment with a health service body (Note: after a period of two (2) years a person disqualified under this provision may apply in writing to Welsh Ministers to have the disqualification removed, Welsh Ministers do not have to accept this request);
- d. are a current board member of another health service body in Wales, where:
 - the tenure will not have ended prior to commencement in this position if appointed, or
 - the intention is not to resign from that position if appointed.
- e. are a person whose tenure of office as the chair, member or director of a health service body has been terminated, other than by reason of redundancy, voluntary resignation, reorganisation of the health service body, or expiry of the period of office for which that person was appointed;
- f. are or have been within the preceding 12 months employed by an NHS Wales organisation.

Applicants should also note that being a member of a Special Health Authority 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>

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If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as Chair of Digital Health and Care Wales, which will confirm the terms on which the appointment is offered. Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the NHS Wales Shared Services Partnership. Attendance at the NHS Wales Independent Member Induction Programme is mandatory on appointment and you will be required to attend the next available course.

Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as the Chair of the Special Health Authority, including any business interests and positions of authority outside of the role in DHCW.

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.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

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:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

The role and responsibilities of Digital Health and Care Wales

In 2018, *A Healthier Wales* set out the Welsh Government's commitment to significantly increase investment in digital Health and Care. It identifies priority areas for investment, describes a new 'open platform' approach to digital innovation, and recognises the need to strengthen national leadership and delivery arrangements. This is a key part of transforming the health and social care system in Wales which has become even more important as part of responding to the COVID-19 pandemic.

In 2019, the Minister for Health and Social Services [announced](#) that the NHS Wales Informatics Service (NWIS) would transition from a hosted body, as part of Velindre Trust, to a new Special Health Authority (SHA).

“Establishing our national digital services organisation as a dedicated organisation reflects the importance of digital technology as a key enabler of change, as set out in A Healthier Wales. This change will strengthen governance and accountability, both in terms of relationships with other NHS Wales organisations and through stronger leadership and oversight, through an independent chair and board members, with experience and understanding of digital change.”

Digital Health and Care Wales was established and became operational from 1 April 2021.

The functions of DHCW are available from the Welsh Government website here:

<https://gov.wales/digital-health-and-care-wales-directions-2020>

and

<https://gov.wales/digital-health-and-care-wales-no2-directions-2021>

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 Andrew Goodall, Director General of Health and Social Services and will also comprise Ifan Evans, Director of Technology, Digital and Transformation, Health and Social Services Group, Welsh Government and Pippa Britton as the 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 July 2021 the panel will have decided who will be invited for interview in August 2021. Interviews will be held remotely using Microsoft Teams.

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 Welsh Government's application centre to let you know whether or not you have been invited to be interviewed. 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 they do, they 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.

If you are successful, you will receive a letter appointing you as Chair of Digital Health and Care Wales, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. 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

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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 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 publicappointments@gov.wales.

Additionally you can write to: Office of the Commissioner for Public Appointments
G/08, 1 Horse Guards Road, London SW1A 2HQ.