



Llywodraeth Cymru
Welsh Government

Information pack for applicants

CAREER CHOICES DEWIS GYRFA
(CCDG) Trading as Careers Wales.

Appointment of a Chair

Closing date:
20 September 2021 at 16:00



**The Commissioner for
Public Appointments**

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Making an application

Thank you for your interest in the appointment of a Chair to Careers Wales.

Chair of the CCDG Board:

- provides effective leadership; defining and developing strategic direction and setting challenging objectives;
- promotes high standards of public finance, upholding the principles of regularity, propriety and value for money;
- ensures that CCDG's activities are conducted efficiently and effectively; and
- monitors performance to ensure that CCDG fully meets its aims, objectives and performance targets.

The attached Annexes provide full details on the role of the Chair and the person specification, the role and responsibilities of Careers Wales 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 CCDG Chair 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.

References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

Indicative timetable

Closing date:	20 September at 16:00am
Shortlisting:	30 September
Interviews:	15-16 November

Diversity Statement

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life with lived experience - 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, 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 our Public Appointments Team by email publicappointments@gov.wales 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 our Public Appointments Team 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:

Public Appointments Team, Public Bodies Unit

Email: publicappointments@gov.wales

For further information regarding the role of the CCDG Board and the role of Chair please contact Sam Evans at: sam.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 of the CCDG Board Role and Person Specification

The role of CCDG Board

The role of the Board is to:

- Provide effective leadership to CCDG, defining and developing strategic direction and setting challenging objectives.
- Establish and take forward the strategic aims and objectives of CCDG consistent with its overall purpose and within the policy and resources framework determined by the Minister.
- Ensure strategies are developed for meeting CCDG's objectives in conjunction with the Welsh Ministers, and other relevant stakeholders, for example employees, customers and funding providers.
- Ensure the Minister and partnership team are kept fully informed of any changes likely to impact on the strategic direction of CCDG or on the attainability of its targets, and of steps needed to deal with such changes.
- Promote high standards of public finance, upholding the principles of regularity, propriety and value for money.
- Ensure CCDG's activities are conducted efficiently and effectively.
- Monitor performance to ensure CCDG meets its aims, objectives and performance targets.
- Ensure CCDG considers equity of opportunity when approving policies and making decisions.
- 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 other guidance relevant to the sector.
- Promote the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honest and leadership.

The Board is also responsible for ensuring:

- Compliance with any statutory or administrative requirements in respect of the use of public funds.
- The Company operates within the limits of its authority and any delegated authority agreed with the partnership team, and in accordance with any other conditions relating to the use of public funds.
- the Company takes into account guidance issued by the Welsh Government.
- It receives and reviews regularly financial information concerning the management of the Company.
- The Minister is informed in a timely manner about any concerns about the Company's activities, including activities that might affect the future level of resources required, and any policy or practice changes that may have wide financial implications.

- Appropriate remedial action is taken to address any such concerns or changes with wide financial implications, and providing positive assurances to the Minister via the partnership team about the same.

The role of the Chair for CCDG Board

The Chair is accountable to the Minister for Economy and may also be held to account by the Senedd. The Chair is responsible for ensuring the Board's policies and actions support the Minister's wider strategic policies, and the Company's affairs are conducted with probity.

The Chair has particular leadership responsibilities for:

- Formulating the Board's strategies.
- Demonstrating high standards of corporate governance at all times.
- Ensuring the Board reaches decisions, takes proper account of statutory and financial management requirements and all relevant guidance including guidance provided by Welsh Ministers.
- Promoting the economic, efficient and effective use of staff and other resources.
- Ensuring high standards of regularity, propriety and governance.
- Representing the views of the Board to the public.

The Chair must also:

- Ensure all Board members are briefed fully on the terms of their appointment and on their duties, rights and responsibilities.
- Ensure Board members receive appropriate training, including on the financial management and reporting requirements of public sector bodies and on the differences which might exist between private and public sector practice.
- Assess the performance of individual Board members in accordance with the arrangements agreed with the partnership team.
- Ensure a Code of Conduct for Board members is in place.

Person Specification

CCDG is seeking a new chair for the Board with a range of expertise, across a broad range of economic sectors, professions and social groups.

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

- A proven track record of achievement in the private / public / community / voluntary sector, demonstrating an ability to make sound and strategic judgements.
- Understanding of the dynamic inter-relationship between government policies and delivery of careers provision at grassroots level.
- Knowledge and understanding of learning and work issues at community, local and regional or national levels.
- A sound understanding of finance and corporate governance.
- A proven track record in building relationships with a range of stakeholders and excellent communication skills, with the ability to clearly and succinctly explain complex issues, while demonstrating respect for the views of others.
- Strong interpersonal, influencing and negotiating skills, with an ability to constructively challenge and make sound judgements in strategic decision making.
- A demonstrated understanding of and commitment to the principles of human rights, equality and promoting the use of the Welsh language.

Welsh Language

All candidates should demonstrate an awareness of the importance of the Welsh language in a bilingual Wales with an appreciation of the Welsh Government's policies and strategies for the language. Welsh language skills for this appointment are desirable at level 2 (as indicated below):

Understanding - Can understand basic conversations about everyday topics

Reading - Can read simple material on everyday topics with understanding

Speaking - Can converse in simple work-related conversations

Writing - Can write simple work-related correspondence

CCDG currently provides its services bilingually and will play a clear role in the promotion and integration of support and advice regarding the Welsh language and Welsh language skills in its operations and delivery of advisory services.

Key facts about the post

Location:

CCDG meetings, which are held quarterly, currently are being held virtually, when face to face meetings can resume meetings will take place at venues throughout Wales and the expectation is that Board members will engage with their duties on a Pan Wales basis. As part of a reasonable adjustment, consideration will be given to requests for members wishing to continue contributing remotely.

Time Commitment:

You will be expected to commit a maximum of 40 days per year.

Tenure of office:

The term of office for your appointment will commence 11 January 2022 and expire 10 January 2025. The appointment can be terminated early by either party by giving one month's notice in writing.

You may be removed from office as Chair before the end of your term of appointment if you have been made the subject of a bankruptcy order.

You may serve up to a maximum of two three-year consecutive terms of office, subject to ministerial approval.

You are expected to attend the meetings regularly. Your appointment may be terminated, without notice, if attendance becomes so erratic as to interfere with the good running of Careers Wales

Remuneration:

The post is remunerated at £337 per day for attendance at meetings or other agreed activities relating to the work of Careers Wales. The remuneration will be paid up to a maximum commitment of 40 days per year. Payment will be made via the Careers Wales payroll system.

Members are regarded as office holders for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to income tax and subject to Class 1 National Insurance contributions. PAYE deductions will be made via the Careers Wales payroll system and the net fee paid to the office holder. Fees are not subject to VAT.

Travel and subsistence expenses you incur in attending CCDG meetings or on visits on behalf of CCDG will be reimbursed by CCDG itself at the rate currently applying to members of Government

Committees. Claims for reimbursement should be made to the CCDG Secretariat. Childcare and other dependent expenses may be paid, on production of receipts, for additional costs incurred as a direct consequence of duties performed in the capacity of your work for CCDG.

Gifts and Hospitality:

You are expected to ensure that acceptance of gifts and hospitality can stand up to public scrutiny. Gifts should be declined wherever possible, and any offers should be reported to the Welsh Government. Where it would be ungracious or otherwise difficult not to accept you should inform the Welsh Government of the gift, the estimated value and the donor. You must take personal responsibility to ensure that a record is placed in the hospitality register of Careers Wales. Similarly, care should be taken that no extravagance is involved with working lunches and other social occasions.

Eligibility

Should the CCDG Board be dissolved, restructured or wound up before the end of your normal period of appointment, your appointment will terminate on dissolution or such other date as is specified in any relevant legislation.

The appointment will be terminated immediately should you be convicted of a criminal offence, and/or where the Welsh Ministers believe that your conduct means you are no longer a suitable person for the office of Chair to the CCDG.

You may be removed from office as Chair before the end of your term of appointment if you have been made the subject of a bankruptcy order.

Candidates should also note that membership of Careers Wales is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

Please note successful appointees will require a satisfied Disclosure and Barring Service check before being confirmed in post.

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 Chair of CCDG Board, including any business interests and positions of authority outside of the role in the CCDG Board.

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 CCDG - Careers Wales

Background

Career Choices Dewis Gyrfa Ltd (CCDG) is a wholly owned subsidiary of the Welsh Government which was formed on 1 April 2013. Trading as Gyrfa Cymru Careers Wales, they deliver a 'blended' service that integrates the use of digital technologies alongside more traditional, face-to-face channels of delivery. They provide an all age, impartial, bilingual, careers information, guidance and coaching service for Wales.

Careers Wales support customers to become more effective at planning and managing their careers, recognising that career management no longer consists of a one-off occupational choice, but rather a series of lifelong career transitions. Through improving career management skills and competencies, customers are able to make these transitions more smoothly, enjoy a higher level of career satisfaction and play a more active part in the economy.

April 2021 Careers Wales launched their five year Vision, 'Brighter Futures'. Brighter Futures, has the ambition of creating a brighter future for all young people and adults in Wales. To achieve this ambition Careers Wales has developed four strategic goals:

- To provide a bilingual, inclusive, impartial career guidance and coaching service for the people of Wales.
- To develop its work with employers, training providers and entrepreneurs to understand their skills requirements and opportunities for young people and adults.
- To support the delivery of Curriculum for Wales and contribute to the achievement of its four purposes for learners.
- To develop a skilled, engaged and agile Careers Wales workforce and enable the delivery of high-performing, customer-centred services.

Their work supporting children and young people in education is funded through their core Careers Wales grant. Careers Wales currently receives a budget of £18.8m core grant funding from the Welsh Government. Their work supporting those no longer in education is delivered through their Working Wales Services, this work is funded separately.

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 Emma Edworthy and will also comprise Debra Williams, Sam Evans and Tom Wylie as 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 September 2021 the panel will have decided who will be invited for interview in November 2021. It is our intention that interviews will take place virtually.

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 she/he does, she/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.

If you are successful, you will receive a letter appointing you as Chair of the CCDG Board, 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 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.