



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Welsh Ambulance Service NHS
Trust**

**Appointment of Non-Executive
Directors (2 posts)**

Closing date: 16:00, 7 December 2021



**The Commissioner for
Public Appointments**

Welsh Ambulance Service NHS Trust

Contents

	Page
Making an Application	2-4
Annex A: The role of Non-Executive Director / Member	5-6
Annex B: The role and responsibilities of Welsh Ambulance Service NHS Trust	7
Annex C: The selection process	8-9

Welsh Ambulance Service NHS Trust

Making an application

Thank you for your interest in the appointment of Non-Executive Directors to Welsh Ambulance Service NHS Trust. The attached Annexes provide details on the role of Non-Executive Director and the person specification, the role and responsibilities of Welsh Ambulance Service NHS Trust 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.

References

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

Indicative timetable

Closing date:	16:00, 7 December 2021
Shortlisting:	13 December 2021
Interviews:	24 January 2022

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

Welsh Ambulance Service NHS Trust

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.

If you would like a guaranteed interview, please contact the Public Appointments Unit at 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 the Public Appointments Unit 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 Welsh Ambulance Service NHS Trust and the role of Non-Executive Director, please contact

Tel: 07508-279533
Email: Trish.Mills@wales.nhs.uk

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 Non-Executive Director of the Welsh Ambulance Service NHS Trust

Role description

As a Non-Executive Director you will:

- Take an active part in discussions, providing your opinion, challenge, and support to the Board on key issues on which the Board is accountable.
- Provide advice and guidance on issues relevant to your own skills, expertise, and experience.
- Bring past experience, knowledge and influence to the work of the Board to promote innovation, challenge the norms and ensure good governance.
- Focus on results and outcomes and ensure the Executive Directors deliver their key objectives.
- Support the Chair, Chief Executive and Executive Directors in the governance and stewardship of the Trust.
- Ensure that the Trust manages risk effectively.
- Analyse and critically review complex information and contribute to sound decision making Attend and contribute to the regular bi-monthly Board of Directors meetings and other Board Sub-Committee meetings as appropriate, as well as regular Board development sessions.
- Be expected, in time, to fully understand the business through active involvement to enable you to support the effective performance of the organisation.
- Work closely with other public, private and voluntary organisations and make sure that the views of our population allow us to shape, develop and improve services.

Welsh Ambulance Service NHS Trust

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.

Person Specification

The Non-Executive Director will demonstrate the following qualities:

Essential

- Ability to contribute to the strategic vision for the future of the Trust.
- Ability to provide independent challenge and scrutiny whilst maintaining constructive relationships.
- Ability to provide a knowledgeable, impartial, and balanced perspective on a range of sensitive and complex issues.
- A understanding of, and commitment to, equality, diversity and inclusion.
- A commitment to adhering to the ethical standards detailed in the Seven Principles of Public Life (Nolan Principles).

Desirable

- An understanding of health issues and priorities in relation to the Welsh Ambulance Service NHS Trust and the wider health system in Wales.
- Exposure to transformational organisational change and digital solutions in the public or private sector.
- Experience in public or third sector engagement.
- An understanding of risk management, and systems of internal control and assurance.
- Experience of operating at senior or board level within a large and complex public or private sector organisation with a background in collaborative working.

Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. However, all candidates will be expected to display an empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

Key facts about the post

Location:

The Trust is a national service, with meetings held across Wales and virtually by Teams. As we return to face to face Board and Board development sessions, these are likely to be primarily in Cardiff and St Asaph, however regular regional meetings will also be held to engage with the public and our stakeholders.

Time Commitment:

4 days per month

Welsh Ambulance Service NHS Trust

Tenure of office: initial appointment of 4 years.
Remuneration: £9,360 per annum plus travel and other reasonable expenses within reasonable limits.

Eligibility

Candidates should also note that membership of Welsh Ambulance Service NHS Trust 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).

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as Non-Executive Director of the Welsh Ambulance Service NHS Trust 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 Non-Executive Director 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 Non-Executive Director of the Welsh Ambulance Service NHS Trust including any business interests and positions of authority outside of the role in the Welsh Ambulance Service NHS Trust.

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 Welsh Ambulance Service NHS Trust

The Welsh Ambulance Service has evolved, over the last two decades, to become one of the most clinically advanced Ambulance Service in the world. The Trust is embarking on an exciting evolution of its strategy. Working with our stakeholders and partners, we will fundamentally change the ways in which the Trust delivers urgent and emergency care, enabling the population of Wales to access care in the right place, at the right time, wherever and whenever that may be. This shift will see a reduction in conveyances to hospital, and an increase in care delivered at or closer to home by a range of specialist practitioners in a range of modalities.

The Trust serves three million-plus people in Wales and provide high quality services to a diverse range of communities across an area of some 8000 square miles. The Trust responds to 2000 emergency calls a day and, in addition to deploying the traditional emergency ambulance or rapid response vehicle, they are increasingly able to provide clinical advice over the phone or treatment on scene or at home. The Trust also has specialist teams capable of responding to more complex or major incidents.

The call handlers and clinical contact centre staff operate 24 hours a day, 365 days a year. The Trust is at the frontline of service delivery, making sure that patients get the right advice and help from the right people.

The Trust is at the forefront of innovation in unplanned clinical care and increasingly provide thousands of patients a year with advice, support and signposting to the right provision through its expanding “hear and treat” services, which include NHS Direct Wales and its successor - the 111 service. The Trust currently conveys almost half a million patients a year to and from a place of care through its Non-Emergency Patient Transport Service.

The Trust is continually working to improve what it does and how it does it. To help realise this ambition, the Trust is looking to appoint Non-Executive Directors to the Trust Board, from as diverse a range of backgrounds as possible. The Trust is particularly keen to improve the gender balance on its Board and to attract members from different ethnic backgrounds to help us tailor our offering to our population. Especially valued is the contribution that Non-Executive Directors can make to the Trust by drawing from their own lived experiences.

The role of the Board is to focus on four key areas:

Strategy: Developing the strategy, vision, and purpose of the Trust. Identifying priorities, establishing goals and objectives, finding resources, and allocating funds to support the decisions that need to be made around strategic planning.

Embedding Ethical Behaviour: The Board shapes the culture of the Trust in several ways, including by the way in which it engages with staff, the public and stakeholders, the way it manages its agenda, by the nature of the debate at the

Welsh Ambulance Service NHS Trust

Board and the relative emphasis given to different performance criteria, by the visibility of its members in the organisation, and by where it chooses to invest time and resources. Board members must live up to the highest ethical standards of integrity and probity.

Managing Risk: The Board is responsible for managing risk and ensuring there is a robust system of internal controls in place and that they are sighted on the mitigations in place for the principal risks to the delivery of the strategy.

Gaining Assurance on the Delivery of Strategy and Performance: Holding to account, and being held to account, for the delivery of the strategy in accordance with the strategic and performance frameworks developed by the Board

The Welsh Ambulance Service at a **glance...**



We serve
3 million
people
across Wales



We receive over
510,000
999 calls per year *

We provide an
emergency
response to over
29,000
immediately life-
threatening
incidents per year



We receive over
440,000
non-immediately life-threatening
emergency calls per year

We have over
900
vehicles
in our fleet

We transport
over
670,000
non-emergency
patients
to hospital
per year

We receive over
700,00
calls to NHS Direct Wales and
NHS 111 Wales per year



We receive over
4 million
visits to the NHS
111 Wales website



We employ over
4,000
people



We have operating
expenses of
£210 million



We occupy over
113 buildings

*All other calls coming into our contact centres were answered and referred to other appropriate services to meet the caller's needs

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 will comprise Martin Woodford, Chair of Welsh Ambulance Service NHS Trust and Charles Janczewski, Chair of Cardiff & Vale University Health Board as an Independent Panel Member and Ian Owen, Head of Workforce and OD Strategy and Planning, welsh Government.

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 the panel will sift applications on w/c 13 December and interviews will take place during w/c 24 January. 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 Non-Executive Director 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 Non-Executive Director of the Welsh Ambulance Service NHS Trust which will confirm the terms on which the appointment is offered.

Welsh Ambulance Service NHS Trust

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.