



Llywodraeth Cymru
Welsh Government

Information pack for candidates

Centre for Digital Public Services

Appointment of a Chair

Closing date: 28 February 2022

Centre for Digital Public Services

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Centre for Digital Public Services

Making an application

Thank you for your interest in the appointment of Chair to the Centre for Digital Public Services (CDPS) in Wales. The Chair will provide effective leadership and ensure the Board fulfils its role in challenging, scrutinising and monitoring the Centre's progress in delivering objectives. The attached annexes provide details on the role of the Chair and the person specification, the role and responsibilities of CDPS and the selection process.

To make an application please visit the [Welsh Government public appointment website](#)

To apply for this role, click on the CDPS Chair vacancy and select '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 complete the application, you will need to provide evidence against the relevant criteria outlined in the Information for Candidates. Your evidence against each criterion **should not exceed 250 words**.

To apply you will also need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

Applications should be submitted via the Welsh Government online system and submitted **no later than 16:00 on Monday 28 February 2022**.

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 the names and contact details of two referees who will be contacted for successful candidates only.

Indicative timetable

Closing date:

28 February 2022

Shortlisting:

wk/beg 14 March 2022

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Interviews:

wk/beg 2 May 2022

Appointment commences

end of June/beginning of July 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 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 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 the 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 or if you need any further assistance in applying for this role, please contact:

Public Appointments Team

Public Bodies Unit

Email: publicappointments@gov.wales

For further information regarding the Centre for Digital Public Services and the application process, please contact Catherine Evans, Sponsor Manager for CDPS.

Email: catherine.evans@gov.wales;

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

Appointment of a Chair to the Centre for Digital Public Services

Role description

This is an exciting opportunity to lead a Board responsible for ensuring the [Centre for Digital Public Services](#) (CDPS) delivers better public services for the people of Wales in line with the objectives in the [Welsh Government's Digital Strategy for Wales](#).

Role and responsibilities

The Chair will be accountable to the Deputy Minister for Climate Change for the performance of the Board and its effective governance.

The Chair will:-

- set strategy, provide effective leadership and governance and ensure the Board as a whole promotes CDPS;
- be an external advocate and champion for digital leadership and transformation;
- ensure the Board operates effectively in scrutinising and monitoring CDPS' progress in delivering objectives and KPIs, providing challenge where necessary;
- ensure robust processes are in place to provide assurance on governance matters and financial management and the proper use of public funds;
- provide regular updates to the Deputy Minister for Climate Change on CDPS' progress;
- line manage the Chief Executive and conduct annual performance appraisals;
- have regard to relevant regulations, including the Companies Act 2006, the UK Corporate Governance Code, relevant Welsh Government guidance on corporate governance, the Code of Conduct for Board Members of Public Bodies and Managing Welsh Public Money;
- work closely with the Chair of any board sub-committee and keep abreast of any matters arising;
- interact closely with the Chairs of other relevant organisations.

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

- evidence of strong leadership skills;
- experience of or ability to act as an effective Chair;
- experience of or a passion for digital transformation and a commitment to improving public services;
- evidence of your commitment to promoting equality, diversity and inclusion;
- good interpersonal skills and a willingness to challenge, where necessary;

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- a commitment to promote the Nolan principles of public life.

Welsh Language

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales, and whilst Welsh language skills are not essential for this role, applicants are expected to show an appreciation of bilingualism and a commitment to promoting and mainstreaming the Welsh language. We welcome your application whatever your skills level.

Key facts about the post

Location:	Virtual with the possibility of physical meetings in Wales in the future
Time Commitment:	approx. 2 days per month
Tenure of office:	3 years
Remuneration:	£256 per day plus travel. Other reasonable expenses that might be incurred in carrying out work on behalf of CDPS may also be claimed

For further information regarding the role of Chair, please contact Glyn Jones, Chief Digital Officer, Welsh Government.

Email: glyn.jones@gov.wales;

Eligibility

Applicants should note that being a member of the Centre for Digital Public Services is a disqualifying post for membership of Senedd Cymru under the National Assembly for Wales (Disqualification) Order 2015.

<http://www.legislation.gov.uk/ukxi/2015/1536/contents/made>

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 the Centre for Digital Public Services (CDPS) including any business interests and positions of authority outside of the role in CDPS.

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>

Annex B

The role and responsibilities of the Centre for Digital Public Services

Background

The Welsh Government's vision is that:

'Digital in Wales will improve quality of life, sustainability and economic growth, creating user-centred public services supported by effective leadership, data and a culture of innovation and collaboration.'

Against that backdrop, the Centre for Digital Services (CDPS) launched in June 2020 as an arm's length body to Welsh Government. It was set up to support delivery of better public services in Wales and to act as an advocate for systemic change.

Working with the Chief Digital Officers in Health, Welsh Government and Local Government, CDPS is a key player in helping Welsh Government deliver parts of the Digital Strategy for Wales.

Our focus is on:

- helping to ensure people in Wales are able to use modern, safe and efficient digital public services which use data properly and ethically;
- inspiring and upskilling public service leaders across Wales in digital transformation;
- contributing to stimulating innovation in our economy by helping others to support businesses to develop the resilience they need to succeed in a digital world;
- helping others to ensure that the people of Wales develop the skills they need to engage with digital public services.

Our vision

People in Wales can access digital public services which are joined up, safe and easy to use.

Our mission

- To be a trusted enabler of digital transformation.
- To support public service providers to design and deliver services to meet the needs of the people who use them.
- To build digital capability in public service providers through a comprehensive skills programme.
- To make good practice easily available and join up people and organisations to share knowledge and experience through our communities of practice.
- To showcase the digital transformation ambition and proposed roadmap of the public sector to attract business opportunity and investment into Wales.

The Board's Role

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In addition to the powers and duties of directors set out in the Companies Act 2006, the Articles of Association, and the Corporate Governance Code, the role of the Board is to:

- provide effective leadership; developing and taking forward the strategic aims and objectives consistent with its overall purpose;
- work with the Welsh Ministers and other relevant stakeholders to develop strategies for meeting objectives;
- ensure the organisation operates within the limits of its authority and in accordance with any other conditions relating to the use of public funds, upholding the principles of regularity, propriety and value for money;
- monitor performance and keep the Welsh Government informed of any changes likely to impact on strategic direction or the attainability of targets, and of steps needed to deal with such changes;
- ensure the organisation considers equality of opportunity and takes into account guidance issued by the Welsh Government when approving policies and making decisions;
- ensure effective arrangements are in place to provide assurance on governance, financial management and risk, including information security, audit and internal controls in accordance with applicable statutory and regulatory requirements and, where relevant, codes of practice or other guidance relevant to the sector; and
- promote the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honest and leadership.

The selection process

The interview panel will assess candidates' application forms, 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 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 Glyn Jones, Chief Digital Officer, Welsh Government and will also comprise Sam Hall, Local Government Chief Digital Officer, Sarah Jennings, Executive Director of Communications, Customer and Commercial, Natural Resources Wales and Aaqil Ahmed as the Senior 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.

Please note we may also undertake a stakeholder panel exercise as part of the selection process.

We anticipate that during March 2022 the panel will have decided who will be invited for interview in May. Interviews are likely to be held virtually via Microsoft Teams and will last around 45 minutes.

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 Deputy Minister for Climate Change 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.

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If you are successful, you will receive a letter appointing you as Chair of the Centre for Digital Public Services, 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

Terms of Appointment

This will be a ministerial appointment for a three-year term.

Remuneration

This is a fee paid role and you will be paid a standard fee of £256 a day plus reasonable expenses.

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.