



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Appointment of Welsh Language Commissioner

Closing date: 17 June 2022

Regulated by the Commissioner for Public Appointments

Welsh Language Commissioner

Making an application

Thank you for your interest in the appointment of the Welsh Language Commissioner (“the Commissioner”). This document provides details on the role and responsibilities of the post 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 of the page. 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 on page 7. 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 considered as good practice.

Please limit your personal statement to two pages.

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.

Indicative timetable

Closing date:	17 June 2022
Shortlisting:	July 2022
Interviews:	Week commencing 12 September 2022

Diversity Statement

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, lesbian, gay, bisexual and transgender people.

Guaranteed Interview Scheme - Positive about Disability

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. The scheme guarantees an

Welsh Language Commissioner

interview to disabled people if they meet the minimum criteria for the post. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Queries:

For further information regarding the role of the Welsh Language Commissioner please contact Alan Jones:

Email: alan.jones4@gov.wales

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

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

Appointment of Welsh Language Commissioner

Background

The Welsh Language (Wales) Measure 2011 (“the Measure”) confirmed the official status of the Welsh language in Wales, created a new regulatory system of Welsh language standards, and created the role of the Welsh Language Commissioner (“the Commissioner”). The appointment of the Commissioner is made by the First Minister.

The term of office of the Commissioner is 7 years and is non-renewable.

Context of the appointment

In 2017, the Welsh Government published an ambitious, long term strategy for the Welsh language, *Cymraeg 2050*. The strategy sets out its ambition to reach a million Welsh speakers by 2050, and the kinds of interventions and actions the Welsh Government and other bodies need to take to achieve this ambition. As a result, it is clear that the right balance must be struck between achieving a growth in the number of Welsh speakers, interventions to increase the use of Welsh, and regulation.

The Welsh Government’s strategy, *Cymraeg 2050*, can be found here:

<https://gov.wales/topics/welshlanguage/welsh-language-strategy-and-policies/cymraeg-2050-welsh-language-strategy/?lang=en>

In July 2021 the Welsh Government published a *Cymraeg 2050 Work Programme* for 2021 to 2026. The programme details what policies the Government will prioritise over between 2021 and 2026 to help reach a million Welsh speakers and double the daily use of Welsh by 2050. The Welsh Language Commissioner is a key partner as the Government works towards those targets. The Work Programme can be found here:

<https://gov.wales/cymraeg-2050-work-programme-2021-2026.html>

Key areas of responsibility:

- (i) Promoting and facilitating the increase of Welsh language services, and other opportunities to use Welsh
- (ii) To work towards ensuring that the Welsh language is treated no less favourably than the English language and that persons in Wales should be able to live their lives through the medium of the Welsh language if they choose to do so
- (iii) To encourage best practice and to offer assistance to bodies in relation to mainstreaming the Welsh language in policy development, with the aim of

Welsh Language Commissioner

increasing the use of Welsh, increasing opportunities for persons to use the language, and ensuring that Welsh is not treated less favourably than English

- (iv) To be responsible for regulating the Welsh Language standards system. Approximately 120 bodies are currently required to comply with standards. This work includes:
- Give compliance notices to bodies that come under standards, and consult on a draft version of a notice
 - monitoring the performance of bodies in accordance with the duties imposed on them and keep under review compliance notices, varying and revoking them as appropriate
 - issue codes of practice for the purpose of providing practical guidance to bodies with respect to the requirements of standards
 - determine on applications for the Commissioner to decide whether the requirement to comply with the relevant standards is unreasonable or disproportionate
 - publish decision notices following investigations into complaints of non-compliance with relevant standards, in accordance with the enforcement policy
 - deal with complainants, service providers, the Welsh Language Tribunal and any other parties involved in any appeals procedure
 - create and maintain a register of enforcement action detailing all investigations, outcomes and any appeals to the Welsh Language Tribunal
- (v) Following an application by an individual, consider investigating cases where there is an alleged attempt to interfere with the freedom of Welsh speakers to use the language with one another, and determine on cases which are investigated
- (vi) To keep under review the adequacy and effectiveness of the law relating to the Welsh language and to advise Welsh Ministers on any changes that may be required
- (vii) To work collaboratively with the Public Services Ombudsman Wales and other ombudsmen and commissioners as appropriate
- (viii) To contribute to the process of appointing an Advisory Panel and to consult with the Panel in exercising his or her duties
- (ix) To produce a 5-year report focusing on the position of the Welsh language over that period. A copy of the report must be laid before the Senedd
- (x) To produce an annual report including, amongst other matters, a summary of the action taken in the exercise of the Commissioner's functions and his/her proposals for a work programme for the following year. A copy of the annual report must be laid before the Senedd
- (xi) To conduct and commission research into the Welsh language

Welsh Language Commissioner

- (xii) To play an active role in the international network of language commissioners, and to share best practice and implement best practice from other countries where appropriate
- (xiii) To make recommendations or representations, or give advice, to any person including the Welsh Ministers in connection with any of his or her functions.
- (xiv) To lead and manage the Office of the Welsh Language Commissioner and appoint a Deputy Welsh Language Commissioner
- (xv) To act as Accounting Officer and be responsible for ensuring the efficient financial management of the Commissioner's Office and preparing accounts of expenditure and estimates of income and expenses as required. The Commissioner will be responsible for an annual budget of around £3million
- (xvi) To create and maintain a register of interests of each relevant office holder.

PERSON SPECIFICATION

Essential requirements

The person we are looking for will be able to demonstrate the following key skills and knowledge:

- Proven leadership qualities.
- Experience of organisational design and development
- Knowledge of Welsh language policy issues; an understanding of the issues facing Welsh speakers and learners; and a commitment to increasing the use of Welsh.
- Excellent interpersonal skills in Welsh and English and the ability to work effectively through the medium of Welsh in all kinds of situations including working with a wide range of people such as Ministers, senior representatives of both private and public bodies, and engaging with members of the public.
- Experience of dealing and talking with the press and media.
- Credibility at a level which will command the confidence and respect of the Welsh Government, Senedd Members, local government, public, private and third sector organisations and the public.
- Proven ability to work effectively in partnership with stakeholders and external bodies to resolve difficult issues satisfactorily.
- Strong financial and people management and governance experience.
- A clear understanding and commitment to equality issues and to Nolan's 'Seven Principles of Public Life'.

Welsh Language Commissioner

Welsh Language

Welsh language skills are essential.

Key facts about the post

Location: Flexible. For information, the majority of the Commissioner's staff are based in the Cardiff and Caernarfon offices.

Time Commitment: 37 hours a week

Tenure of office: The appointment will be for a seven year, non-renewable term.

Remuneration: The post will attract a salary of circa £95,000. The salary is subject to tax and national insurance and is pensionable.

Eligibility

If the successful candidate falls within any of the categories below, he/she will be required to relinquish their position before being appointed as Welsh Language Commissioner:

- a Member of Parliament;
- a Member of the Senedd;
- a member of a county council, a county borough council or a community council in Wales;
- a member of the Welsh Language Tribunal;
- a member of the Advisory Panel to the Commissioner;
- a person who is employed by, or advises, a person who is within Schedule 5 or Schedule 7 to the Measure. For further details, please refer to the Measure which can be accessed online:
<http://www.legislation.gov.uk/mwa/2011/1/contents/enacted>
- a member of the Commissioner's staff.

Applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves; to the Office of the Welsh Language Commissioner or to the Welsh Government if it became known in the event of appointment.

Conflict of Interests

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Welsh Language Commissioner, including any business interests and positions of authority outside of the role of Commissioner.

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.

Welsh Language Commissioner

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:

<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

Welsh Language Commissioner

Annex B

The selection process

The selection 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 Bethan Webb, Deputy Director Welsh Language, Welsh Government, Craig Stephenson, Rhian Huws-Williams, a Delyth Jewell MS.

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 decide who will be invited for interview in July 2022 and the interviews will be held in September 2022.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

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. Ministers may choose to meet with one or more appointable candidates before making a decision. The preferred candidate will also be invited to a pre-appointment hearing session before the Senedd Culture, Communications, Welsh Language, Sport, and International Relations Committee before the appointment is confirmed. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as the next Welsh Language Commissioner, which will confirm the terms on which the appointment is offered.

Welsh Language Commissioner

If you are unsuccessful at interview, you will be notified by Welsh Government. 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 & Complaints

For queries about your application or if you are dissatisfied with any aspect of the recruitment, please contact the Public Appointments Unit on publicappointments@gov.wales.