



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Sport Wales

Appointment of a Chair

Closing date: 13 October 2021



**The Commissioner for
Public Appointments**

SPORT WALES

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Making an application

Thank you for your interest in the appointment of Chair of Sport Wales. The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of Sport 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 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.

Indicative timetable

Closing date: 13 October 2021

Shortlisting: November/December 2021

Interviews: January 2022

Appointment: March 2022

Diversity Statement

The Welsh Government believes public bodies should have Board Members who reflect Welsh society - people from all walks of life - to help them understand peoples' 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

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women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, gay, bisexual and transgender people.

Welsh Government published its '[Reflecting Wales in Running Wales: Diversity and Inclusion Strategy for Public Appointments in Wales \(2020-2023\)](#)' in 2020. This strategy aims to make Wales an exemplar in redistributing cultural capital and nurturing all Welsh talents, by reflecting Wales in running Wales.

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 Public.Appointments@gov.wales

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 Public.Appointments@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 role, please contact Jason Thomas, Director of Culture, Sport and Tourism, Welsh Government

Tel: 03000256030

Email: Jason.Thomas@gov.wales

If you need any further assistance in applying for this role, please contact the Welsh Government’s Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@gov.wales or PublicAppointments@gov.wales

INFORMATION FOR APPLICANTS

The Role and Responsibilities of Sport Wales

Sport Wales is the national organisation responsible for developing and promoting sport and active lifestyles. Sport Wales is a Welsh Government Sponsored Public Body and is funded largely by grant-in-aid from the Welsh Government. It is also responsible for distributing funds from the National Lottery to sport in Wales.

Sport Wales was established by Royal Charter in 1972. The four objectives set down when the Sports Council for Wales (now trading as Sport Wales) are to:

- Increase participation in sport and active recreation;
- Raise standards of performance and excellence;
- Improve the provision of sporting facilities;
- Provide technical information and advice about sport, recreation and active lifestyles.

The full Royal Charter can be found here: [Sport Wales Documents. | Sport Wales](#)

Sport Wales operates two national centres: the Welsh Institute of Sport in Cardiff, and the Plas Menai National Watersports Centre near Caernarfon.

Sport Wales' operational priorities and performance targets are informed by, and respond to, the remit letter from the Deputy Minister for Arts and Sports, which sets out strategic priorities, any specific policies and action plans, and the wider policies and priorities of the Welsh Government.

Sport Wales subscribes to the Welsh Government's vision for a physically active and sporting nation, and aims to improve the level of sports participation at grassroots level but also to provide our aspiring athletes with the support required to compete successfully on the world stage.

The wider policies and priorities of the Welsh Government are set out in our Programme for Government ([Programme for government | GOV.WALES](#)) and the Well Being of Future Generations (Wales) Act 2015. Together these set the framework against which Sport Wales' specific goals are established, and require it to integrate all its work into supporting of all of the seven well being goals as well as the five governance elements of the Sustainable Development Principle.

You can find out more about Sport Wales by visiting www.sport.wales

The Role of ALL Sport Wales Board Members

The Board of Sport Wales provides leadership and governance to Sport Wales and performs the important role of scrutinising all of Sport Wales's investments and activities. It also shapes its future goals.

Board Members have individual and collective responsibility to the Welsh Government through the Deputy Minister for Arts and Sport.

ROLE OF CHAIR

You will be accountable to the Deputy Minister for Arts and Sport for Sport Wales' performance and for the delivery of strategic priorities. Developing and maintaining a close relationship with the Deputy Minister and key members of the Welsh Government is a crucial part of the Chair's role.

Leadership

- Provide effective leadership to Sport Wales and its Board, defining and developing its strategic direction and representing the views of the Board to the general public.
- Work with other members to discharge the functions of the Board which will comprise:
 - Delivery of the Board's corporate/business plan in response to the Deputy Minister for Arts and Sport's Remit Letter.
 - Ensuring that governance arrangements are sound and that there is probity and propriety in the workings of Sport Wales.
 - Putting into action the Welsh Government's policies and priorities including equal opportunities and diversity issues, by working with key stakeholders to ensure an integrated approach for the delivery of sport in Wales.
 - Maximise the benefits from major high profile national and international sporting events by providing a sustainable sports legacy.
 - Addressing the needs of sport both nationally and locally, taking responsibility for deciding how resources are deployed to meet Sport Wales' strategic objectives.
 - Supporting the Welsh Government's efforts to increase levels of physical activity throughout the population of Wales.

Relationship with the Chief Executive

- Establish and build a strong, effective and a supportive working relationship with the Chief Executive, providing support and advice while respecting executive responsibility;
- Conduct an annual appraisal to ensure the Chief Executive is held to account for achieving agreed strategic objectives. Provide relevant training and development opportunities.

Governance

- Ensure that the governance arrangements are working in the most effective way.

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- Build an effective Board, initiating change and succession planning for Board appointments through the OCPA regulated process;
- Annually consult with and appraise Board members on their roles and assess their performance;
- Plan, preside over, and facilitate Board and committee meetings;
- Ensure Sport Wales' commitment to equality and diversity.

Communication and External Relations

- Act as an ambassador for Sport Wales
- Promote effective relationships between non-executive members, the executive team and staff within Sport Wales;
- Develop, manage and maintain good relationships with interested parties both nationally and locally. Interested parties include:
 - Welsh Government
 - Sport Governing Bodies
 - Sports Associations
 - local authorities
 - local communities
 - the business sector
 - the voluntary sector
 - elected community representatives
 - the media

PERSON SPECIFICATION

Essential

- Experience of leading a high profile organisation and able to provide continuity and stability to an organisation.
- An understanding of the benefits of sport and physical activity at all levels and a good knowledge of the sporting landscape in Wales.
- Strong communication skills with the ability to build appropriate relationships with all stakeholders, including Ministers and Government, Board Members, the press and media, drawing on a range of perspectives and lived experience as appropriate.
- A good understanding of Welsh public life and Welsh Government policies and values, in order to lead an organisation which delivers effectively for Welsh Ministers
- Have excellent scrutiny and analytical skills to support and challenge the Executive effectively, to ensure that Sport Wales meets its aims, objectives and performance targets;
- The ability to deliver an established strategy, supporting the values and behaviours of the Welsh Government and Sport Wales, including a strong commitment to the Well-Being of Future Generations principles;
- Act in a way that promotes high standards of propriety and public finance, ensuring Sport Wales achieves value for money within a framework of best practice;

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- Lead the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- Have a clear understanding and commitment to Nolan’s “Seven Principles of Public Life”;
- Committed to inclusive leadership and leading by example in a way which respects and promotes diversity and equality of opportunity. Ability to lead and foster an inclusive and diverse Board.

Desirable

We would welcome applicants with experience in a related field, such as health, community development or education.

How will the person specification and the essential criteria be assessed?

Specification / Criteria	Application	Stakeholder session	Interview	Pre-appoint ment hearing
Experience of leading a high profile organisation and able to provide continuity and stability to an organisation.	✓		✓	✓
An understanding of the benefits of sport and physical activity at all levels and a good knowledge of the sporting landscape in Wales.	✓	✓	✓	✓
Strong communication skills with the ability to build strategic working relationships with all stakeholders, including Ministers and Government, Board Members, the press and media, drawing on a range of perspectives and lived experience as appropriate.	✓	✓	✓	✓
A good understanding of Welsh public life and Welsh Government policies and values, in order to lead an organisation to deliver effectively for Welsh Ministers	✓	✓	✓	✓
Have excellent scrutiny and analytical skills to support and challenge the Executive effectively, to ensure that Sport Wales meets its aims, objectives and performance targets;	✓		✓	
The ability to deliver an established strategy, supporting the values and behaviours of the Welsh Government and Sport Wales, including a strong	✓	✓	✓	✓

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commitment to the Well-Being of Future Generations principles.				
Act in a way that promotes high standards of propriety and public finance, ensuring Sport Wales achieve value for money within a framework of best practice.	✓	✓	✓	✓
Lead the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities.		✓	✓	
Have a clear understanding and commitment to Nolan's "Seven Principles of Public Life".	✓		✓	✓
Committed to inclusive leadership and leading by example in a way which respects and promotes diversity and equality of opportunity. Ability to lead and foster an inclusive and diverse Board.	✓	✓	✓	✓

Welsh Language

The role of Chair is considered to be Welsh Desirable, at the level specified below:

Understanding – can understand parts of a basic conversation.

Reading – no skills

Speaking – can hold a basic conversation in Welsh

Writing – no skills.

This means that it would be an advantage for applicants to understand and speak parts of a basic conversation in Welsh if all other essential criteria have been met.

Term of Appointment

The appointment will be made by the Deputy Minister for Arts and Sport, and Chief Whip on behalf of the Welsh Government. Appointments are usually for a term of three years, and may be re-appointed for one further three-year term. Board Members' performance is reviewed annually by the Chair.

Board Meetings

At present, the Sport Wales Board meets at least five times a year, and the Secretariat at Board meetings is provided by staff of Sport Wales. The Board also has a number of working groups and advisory panels.

Eligibility

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence.

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In particular, applicants are required to declare whether they are aware of anything in their private or professional life that would be an embarrassment to themselves or to the Welsh Government if it became known in the event of appointment.

Candidates should also note that sitting on the board of Sport Wales is a disqualifying office for membership of the Senedd under the Senedd Cymru (Disqualification) Order 2020.

Time Commitment

The Chair will be expected to be available to work two days a week.

Remuneration

The post of Chair will be remunerated at £337 per day. Travel and other reasonable expenses that are incurred in carrying out the role can be claimed from Sport Wales within recognized limits. You may also be eligible to claim reimbursement for costs in relation to child care/care of the elderly/assistant carer whilst carrying out work on behalf of the Board.

Assistance for Disabled Members

Where necessary, all reasonable adjustments will be made to enable members to effectively carry out their duties.

Conflicts of Interest

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 Sport Wales including any business interests and positions of authority outside of the role in Sport Wales.

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 as outlined in the seven principles of public life (Nolan Principles) <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Induction Training

The successful candidate will receive a full induction from Sport Wales.

SELECTION PROCESS

1. The assessment panel will assess candidates' CVs and personal statements to determine who it believes best meets the criteria for the role, who will be invited to deliver a stakeholders session and then to interview. At the initial sift stage, the panel will rely entirely on the information you provide in your application, CV and statement to decide whether you progress to the next stage of the process. Please ensure you provide evidence to support the person specification and how you meet all the essential criteria.

Shortlisted candidates will be invited to lead a stakeholder session, which will include a presentation, and a question and answer session. Candidates' performance at the stakeholder session will be scored and this information will be shared with the interview panel.

2. The assessment panel will consist of:

Jason Thomas, Director, Culture Sport and Tourism, Welsh Government

Tracey MyHill, Senior Independent Panel Member

Jane Ludlow, Independent Panel Member with sector expertise

3. Subject to the volume of applications received, your application may be "long-listed" before it is passed to the assessment panel for consideration. You should be aware that in this situation, your application may not be considered in full by the entire panel.
4. We anticipate that by November 2021 the panel will have decided who will be shortlisted and invited to conduct a stakeholder session and then for interview in January 2021.
5. The panel will shortlist the strongest applicants, those who have demonstrated they best meet the person specification and the essential criteria as set out in this pack. However, if you have applied under the guaranteed interview scheme and if you meet the minimum essential criteria for the post, then you will also be invited for interview.

If you are shortlisted and the stakeholder session and interview dates are not already provided in this information pack, we will aim to provide you with as much notice as we can. Re-arranging interview dates may not be possible due to panel availability and the time constraints of the appointment timetable. You will receive email communication from the Appoint system to let you know whether or not you have been shortlisted.

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6. 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.
7. Candidates who the panel believe are 'appointable' will be recommended to the Deputy Minister who will make the final decision on a preferred candidate. The Deputy Minister may choose to meet appointable candidates before making a decision. Any meetings will be in the presence of the panel chair or their nominated representative. Candidates who have been interviewed will be kept informed of progress.
8. Welsh Ministers and Senedd Cymru have agreed to introduce pre-appointment scrutiny of significant Welsh Government Ministerial appointments by the relevant Senedd Cymru committee in order to further improve the scrutiny and transparency of the public appointment process. As this is deemed a significant public appointment, the final stage of the appointment process will be a pre-appointment hearing, where the Deputy Minister's preferred candidate will appear before the Culture, Communications, Welsh Language, Sport, and International Relations Committee.
9. If you are not successful at sift or at interview, you will be notified by the Welsh Government. We appreciate it takes a lot of time and effort to apply for roles, and 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 wish to do so.

Queries

10. For enquiries about your application, please contact publicappointments@gov.wales

If you are not completely satisfied

11. 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 public appointments@gov.wales.