



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

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

**Appointment of Board Members (5)**

**Closing date: 3 November 2019**



**The Commissioner for  
Public Appointments**

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## **Making an application**

Thank you for your interest in the appointment of board members to Careers Wales.

Members of the CCDG Board:

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

The attached Annexes provide full details on the role of board members, 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 Board Member 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: 3 November 2019  
Shortlisting: 18 November 2019  
Interviews: 17 December 2019

**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, 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 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.

**Contacts:**

For further information regarding the selection process, please contact:

Public Appointments, Public Bodies Unit

Tel: 03000 255454

Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the CCDG Board and the role of Members please contact: Emma Hughes, Careers Policy Manager, Careers policy:

Tel: 03000 625 640

Email: [Emma.Hughes2@gov.wales](mailto:Emma.Hughes2@gov.wales)

If you need any further assistance in applying for this role, please contact the Public Appointments Unit on [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## Appointment of a Member of the CCDG Board

### Role Description and Person Specification

#### Role and responsibilities

A CCDG Board Member will:

- Play an active role in delivering the CCDG's remit and ensuring CCDG will achieve maximum impact. This will include sharing their expertise in what works, challenging the status quo and suggesting solutions;
- Ensure compliance with relevant procurement rules, both in relation to the Welsh Government funding of CCDG (as wholly owned Welsh Government subsidiary and *Teckal* company) and CCDG expenditure as a contracting authority subject to the procurement rules.
- Attend Board meetings regularly and prepare thoroughly for those meetings;
- Be prepared to serve on sub committees;
- To provide leadership to CCDG management and staff in implementing the Careers Wales Strategic Vision, Changing Lives – A Vision for Careers Wales;
- Actively provide, and balance, both challenge and support to CCDG management and staff in their work;
- Represent CCDG at public functions;
- Promote the profile of CCDG; and
- Facilitate contact with CCDG's stakeholders and actively promote equality and diversity with communities and respective stakeholders
- Understand and subscribe to the commitments of a public role, as defined in Nolan's Seven Principles of Public Life

#### Person Specification

CCDG is seeking five new board members (Welsh desirable) with a range of expertise, across a broad range of economic sectors, professions and social groups.

We would also welcome applications from individuals with skills in one the following areas;

- Legal
- Education
- Corporate governance
- Procurement and tendering
- Corporate or Business Management

- Employer representation
- Entrepreneurship

### **Essential Criteria**

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:

- An ability to constructively challenge
- A proven track record in building relationships with a range of stakeholders
- Knowledge and understanding of learning and work issues at community, local and regional or national levels
- An understanding of communities in Wales and a commitment to promoting equality and diversity.
- Excellent communication skills, with the ability to clearly and succinctly explain complex issues, while demonstrating respect for the views of others
- Sound judgement, sensitivity and political awareness
- An understanding of public life and the principles of good governance

Candidates shortlisted for interview will be required to expand on how they meet the criteria above using examples and evidence.

### **Welsh Language**

Welsh Language skills are desirable for each of the five posts. Although Welsh language skills are not essential 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.

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, will predominantly take place at venues throughout Wales and the expectation is that Board members will engage with their duties on a Pan Wales basis

Time Commitment:

You will be expected to commit a minimum of eight days per year, plus two development days.

Tenure of office:

The term of office for your appointment will commence January 2020 and expire January 2023. The appointment can be terminated early by either party by giving one month's notice in writing.

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

Remuneration:

Board Members of CCDG are not employees of the company or Welsh Government and currently serve in a voluntary, unpaid capacity. 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. Chairs of the three committees also receive a daily payment.

### **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 Board member to the CCDG.

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

Applicants should also note that being a member of CCDG Board is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) order 2015.

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

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

### **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 Member 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.

**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>

## 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, advice and guidance 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 2017 Careers Wales launched their three year Vision, 'Changing Lives'. Changing Lives delivers a vision that provides:

- A stronger focus on young people, with a particular emphasis on Key Stage 4 and support at other transition points up to the age of 19;
- Enhanced services to support other organisations to help young people develop their careers; and
- Greater use of digital technology.

There is now a careers advisor linked to every secondary school to work in partnership to enhance the delivery of effective Careers and World of Work programmes. Careers Wales has developed an employer engagement offer to secondary schools through the development of an Education Business Exchange database. A facilitated database which holds information on employers and businesses across Wales who have indicated their willingness to support schools with their curriculum.

Careers Wales has a budget of £18.8m core grant Funding from the Welsh Government.

### Board's Role

The role of the board is to:

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

To do this the board must ensure that effective arrangements are in place to provide assurance on risk management, governance and internal control. The board is expected to assure itself of the effectiveness of the internal control and risk management systems.

In particular the board is responsible for:

- establishing and taking forward the strategic aims and objectives of CCDG consistent with its overall purpose and within the CCDG Articles of Association and Framework document determined by the Minister for Economy and Transport;
- ensuring that the Minister for Economy and Transport is kept informed fully of any changes that are 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;
- ensuring compliance with any statutory or administrative requirements in respect of the use of public funds;
- ensuring that it receives and reviews regularly, financial information concerning the management of CCDG; and
- demonstrating high standards of corporate governance at all times, including by using the audit committee to help the board to address key financial and other risks.

## 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 Mr Andrew Clark, Deputy Director of Further Education and Apprenticeships Division, Welsh Government and will also comprise Dr Debra Williams, Chair, CCDG Board, Miss Sam Evans, Head of Careers Policy, Welsh Government and James Russell, Acting Director of Operations, Skills Development Scotland, as an Independent Panel Member.

We anticipate that during November 2019 the panel will have decided who will be invited for interview on 18 December 2019.

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 Welsh Government online recruitment system to let you know whether or not you have been invited to interview. It is our intention that interviews will take place in Cardiff.

If invited to interview, the panel will ask you about your skills and experience, to assess whether you meet the criteria set out for the post.

Please note interviews for all of Welsh Government's public appointments are competency based. Therefore, assessment panels at each interview, will ask candidates' questions based on each of the person specifications (outlined above).

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 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.

If you are successful, you will receive a letter appointing you as member 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 by the 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**

For queries about your application, please contact [publicappointments@gov.wales](mailto: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](mailto:publicappointments@gov.wales).