



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Social Care Wales

Appointment of Chair

Closing date: 4 January 2019



**The Commissioner for
Public Appointments**

Social Care Wales

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Making an application

Thank you for your interest in the appointment of a Chair of Social Care Wales. This is an exciting opportunity and pivotal position for the organisation - to use your skills and experience to make a difference to the social care and early years sectors in Wales, to help build confidence in these sectors workforce, to lead and support improvement in social care throughout Wales. Further information on the role and remit can be found here: www.socialcare.wales

The Chair of Social Care Wales must be a lay person – this means that you cannot apply for this opportunity if you in the last five years have:

- worked in social care or early years; or
- represented the social care and early years workforce; or
- been an employer of social care or early years workers.

The attached Annexes provide details on the role of the Chair and the person specification, the role and responsibilities of Social Care 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 Social Care Wales 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 work in line with the following 6 key leadership skills and behaviours for the Welsh public service:

1. Focusing on citizens and quality
2. Championing innovation and change
3. Building collaboration and partnership
4. Political awareness and skill
5. Sharing leadership
6. Strategic orientation

There is further detail on the definition of these skills on page 8 of this application form.

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It is important to provide examples that show your knowledge and experience against each criteria and to describe what your role was in delivering and achieving results.

Please limit your response to each skill/behaviour to 250 words each. Your application may be rejected if you exceed this limit.

CV

Your CV is the opportunity to outline a brief overview of recent posts and experiences which shows how your knowledge, experiences and skills meet the essential **person specification** criteria for this role. 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:	4 January 2019
Workshops:	4-6 February 2019
Interviews:	19 & 22 March 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
Tel: 03000 61 6095
Email: publicappointments@gov.wales

For further information regarding the role of Social Care Wales and the role of the Chair please contact Llinos Bradbury, Board Secretary, Social Care Wales:

Tel: 029 2078 0540
Email: llinos.bradbury@socialcare.wales

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If you need any further assistance in applying for this role, please contact the Public Appointments Unit on 03000 61 6095 or email publicappointments@gov.wales.

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

Appointment of a Chair of Social Care Wales

Role and responsibilities

The Board of Social Care Wales collectively are responsible for making sure that Social Care Wales' strategic direction is focused on the well-being goals for Wales, the principles of the Social Services and Wellbeing (Wales) Act 2014 and the Regulation and Inspection (Wales) Act 2016. The Board is expected to adhere to the Nolan seven principles of public life and show the leadership values of the [Welsh Public Service](#).

The Chair is accountable to the Minister for Children, Older People and Social Care for the performance of the Board and its effective governance, upholding the Welsh public service values and promoting the confidence of the public and partners throughout Wales.

The Chair of Social Care Wales will:

- Provide strategic leadership and vision for Social Care Wales to drive forward its purpose in building the confidence in the social care and early years workforce, leading and supporting improvement, and providing confidence in the regulation of the workforce and the effectiveness of Social Care Wales.
- Make sure the Board works together to meet the strategic aims of Social Care Wales through its strategies, policies and governance.
- Ensure that Social Care Wales policies and actions support the Minister's wider strategic policies.
- Be accountable and responsive to the Minister for Children, Older People and Social Care for the activity of Social Care Wales.
- Be responsible for leadership of the board and ensuring its effectiveness in all aspects of its role. Promoting effective relationships and open communication, between board members, the executive team and staff within Social Care Wales.
- Work effectively with the Chief Executive and the Executive Team who are responsible for the resources and delivery of the organisation.
- Hold the Chief Executive to account across the breadth of his/her responsibilities; making sure the development of an effective Executive Team is focused on delivery and outcomes for the sector.
- Support Board members to actively participate in collective decision-making, and chair, or participate, where required in one or more committees of Social Care Wales.
- As an ambassador for Social Care Wales promote its profile and wider relationships with the public, stakeholder organisations.
- Work effectively with relevant organisations at regional, national and UK level in order to further the objectives of Social Care Wales and of stakeholder organisations.
- Provide the assurance and governance for the proper stewardship of public money and other resources for which the Board is accountable.
- Make sure all Board Members are clear on their roles and responsibilities.
- Make sure all Board Members are trained, developed and that their performance is formally reviewed on an annual basis.

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- Make sure the Board show a positive culture and promote the well-being, values and standards of conduct for the organisation and staff.

Person Specification

Knowledge and experience:

We are looking for a person with experience of:

- being a leader and strategic thinker
- operating at a senior level in a strategic capacity
- relationship management, building and maintaining strong, open relationships with stakeholders
- analysing data and evidence to inform decisions
- being innovative in approach
- focusing on the issues that need to be dealt with
- decision making skills that allow informed decisions to be made on a variety of matters
- Reviewing and scrutinising organisational performance
- Developing and maintaining constructive relationships
- providing knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues

We are looking for a person with knowledge and understanding of:

- the public sector
- working in partnership
- equality issues, both promoting diversity and challenging discriminatory practices.

Essential Criteria

Personal attributes and skills:

- Strategic perspective, vision and ability to work positively within a team;
- Drive and determination, with the ability to instil vision and develop defined strategies to pursue long and short-term goals;
- Good understanding of a Welsh Government Sponsored Body governance issues and public-sector finance issues and the political landscape in which it operates.
- Ability to lead and inspire staff, to look ahead and identify key issues for the Social Care sector;
- Strong interpersonal skills with personal impact and credibility to be an effective advocate and ambassador for Social Care Wales with strong influencing and negotiating skills;
- Excellent communication skills, with the ability to be clear and succinct, and to be able to engage with people at all levels;
- Ability to facilitate, understanding of complex issues while demonstrating respect for the views of others;
- Ability to ensure a board works together effectively through their active involvement in a robust and transparent decision-making process;

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- Ability to motivate and develop the board to define roles and responsibilities to ensure ownership and accountability;
- build mutually supportive working relationships with other board members and the executive.

To be considered, you must be able to show that you have the qualities, skills and experience to meet all the essential criteria for appointment. **This should be included within your CV**

So what should be covered within your personal statement?

During the recruitment process you will be assessed against the leadership skills expected of senior leaders in Wales.

In no more than 250 words per skill outline how you show each of the following 6 key leadership skills and behaviours for the Welsh public service:

1. **Focusing on citizens and quality:** identifying economic, environmental, social and cultural issues and using these to pinpoint which innovative ways of working will deliver quality services. Gathering the necessary data and evidence for making sound organisational decisions, being collaborative and relishing new initiatives. Tailoring one's approach to meet citizen needs and communicating with citizens in a way they can understand and relate to.
2. **Championing innovation and change:** leading innovation and change throughout the organisation and partner organisations to improve the delivery of services. It stems from a deep understanding of what the long term opportunities of change, improvement and prevention are and their relationship to delivering quality services. It is about having realistic ideas for addressing these opportunities – underpinning this is a level of intellectual openness and agility. Finally it is about having an ability to inspire other people to embrace change and to be adventurous and creative in their thinking and delivery.
3. **Building collaboration and partnership:** creating diverse alliances and partnerships that add value rather than settling for what is familiar, comfortable and already in place. Crucial to this is encouraging the contribution of people and making them feel valued.
4. **Political awareness and skill:** political astuteness in leadership. Showing an awareness of how others may see you and interpret your behaviour and how you use this information to anticipate and understand their behaviour and viewpoint. It requires sensitivity in handling negotiations and in managing conflict, and the ability to gain commitment without holding or exercising direct authority.
5. **Sharing leadership:** showing trust in people through empowerment and allowing ample scope for initiative. By showing an understanding that leadership is often more effective when shared, it encourages people to show ambition and to take responsibility. Understanding, addressing and building people and team motivations, knowing when and how to support.
6. **Strategic orientation:** engaging with others to build a vision of the future whilst considering the longer term implications of shifts in circumstances. It requires

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strong analytical ability to think through and evaluate the potential impact of various social, environmental, political, economic and technological changes, translating these into practical steps and goals.

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Welsh Language

Welsh language skills are desirable but not a pre-requisite for appointment. However all candidates will be expected to demonstrate leadership to strengthening a bilingual social care and early years workforce in social care and early years. All candidates will also be required to demonstrate the importance of Welsh Language to Social Care Wales as an employer in Wales.

Key facts about the post

Location:	Meetings are held mainly in Cardiff but there will be times when meetings take place across Wales.
Time Commitment:	8 days a month (on average 2 days a week)
Tenure of office:	Initial appointment up to four years to be decided by the Minister for Children, Older People and Social Care.
Remuneration:	£337 per day plus travel and other reasonable expenses within reasonable limits in accordance with Welsh Government guidance.
Start date:	1 August 2019, although would be useful for the appointed Chair to have a handover with the current Chair and observe the Board meeting on 18 July 2019.
Meeting schedule:	The dates for Board and Committee meetings 2019-20 are included at Annex D. The Chair will also attend various stakeholder and Welsh Government Sponsored Body meetings as appropriate for the role.

Eligibility

Applicants should also note that being a member of Social Care Wales 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/ukxi/2015/1536/contents/made>

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 Chair of Social Care Wales, including any business interests and positions of authority outside of the role in Social Care 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.

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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 public service values

As a Chair of a Welsh Sponsored Government Body you will be expected to show the values of the Welsh public service. As part of the recruitment process you will be evaluated against the skills expected of a senior leader in Wales.

Annex B

The role and responsibilities of Social Care Wales

Background

Social Care Wales was renamed under section 67 of the Regulation and Inspection of Social Care (Wales) Act 2016, having initially been established as the Care Council for Wales under section 54 of the Care Standards Act 2000. As a public body, its primary role is to fulfil its statutory responsibilities set within the context of the Welsh Government's strategic aims.

Social Care Wales has the following statutory functions with a view to promoting and maintaining:

- high standards in the provision of care and support services;
- high standards of conduct and practice among social care workers;
- high standards in the training of social care workers, and;
- public confidence in social care workers.

Social Care Wales also:

- Maintain and publish the Register of social care workers;
- Prepare and publish codes of professional practice;
- Regulate social work and social care training;
- Make rules to secure appropriate education, training and learning provision;
- Develop qualifications and national occupational standards; and
- Lead and support service improvement.

As well as:

- Collect and analyse data to inform policy and planning at national and regional level; and
- Undertake the functions of the Sector Skills Council - Skills for Care and Development (SfCD) including workforce information and planning.

To see what Social Care Wales achieved in its first year read their [impact report 2017-18 making a positive difference to social care in Wales](#).

Further background information on the work of Social Care Wales can be found here: www.socialcare.wales

Social Care Wales Board

The Social Care Wales Board is made up of a Chair and no more than 14 Members, all of whom are appointed by Welsh Ministers. The Board is lay led which means that there will always be more people who use services, carers and members of the public, on the Board than professionals from the care sector.

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All the members need to be committed to making sure that Social Care Wales works well so that people working in social work and social care have the right skills and training.

The Social Care Wales Board provides leadership and direction to the organisation. The Board does this by setting plans, agreeing how and where money is spent, and by reviewing the progress and delivery of Social Care Wales' work. The Board works closely with the executive management team in carrying out their role.

The Board must make sure that the aims and objectives set by the Welsh Ministers are met. The Board must make sure that the organisation is run well and is accountable.

Board members:

- make sure Social Care Wales is working in line with procedures and policies
- make sure Social Care Wales is spending money well and in the right way
- listen, ask questions, join in discussions and contribute to ideas on what Social Care Wales will be doing in the future and how this can be done
- make decisions as part of the Board and be responsible for these decisions
- work with passion and enthusiasm with other Board Members and Social Care Wales staff
- represent Social Care Wales with its customers, other organisations and communities

The selection process

The selection panel will be chaired by Albert Heaney, Director of Social Services and Integration, Welsh Government and will also comprise Angela Jardine, current Chair of the Education Workforce Council (and the Senior Independent Panel Member), Alison Ward, Chief Executive, Torfaen County Borough Council and Owain Lloyd, Deputy Director, Childcare, Play and Early Years Division, 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.

Application sift

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.

Workshop

At the workshop you will be asked to undertake 2 tasks:

- Dealing with the media
- Charing skills

This will assess the following essential criteria:

- As an ambassador for Social Care Wales promote its profile and wider relationships with the public, stakeholder organisations
- Support Board members to actively participate in collective decision-making, and chair, or participate, where required in one or more committees of Social Care Wales.

The group work will include current members of staff and the Social Care Wales Board.

If you are successful in being shortlisted for the workshop you will receive further details on the requirements.

Following the workshop the selection panel will decide who will be invited to attend the final interview stage with the selection panel.

Unfortunately, the applicant workshop cannot be run at a later date. If you are unable to attend, then your application will be set aside. If for any reason the workshop dates need to be rescheduled we will endeavour to give you as much notice as possible.

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You will receive email communication from the Welsh Government's Appoint recruitment system to let you know whether or not you have been invited to the workshop and also whether you have been invited to be interviewed.

Interview

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you meet the essential criteria set out for the post

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.

Candidates who the panel believe are 'appointable', will be recommended to the Minister 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 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 Chair of Social Care Wales, which will confirm the terms on which the appointment is offered.

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.

All candidates may also be invited to take part in a short survey, following the recruitment exercise to seek their views on the selection process to understand what went well and what might be done differently in the future.

Making reasonable adjustments

As part of the outcome letter, candidates selected for the workshop and/or interview will be invited to provide details of any individual needs and adjustments needed to support their participation in the workshop and/or interview. This will include the option for undertaking a familiarisation visit at Social Care Wales offices.

Regulation by the Commissioner for Public Appointments

The Commissioner regulates and monitors appointments to public bodies to ensure procedures are fair, open and transparent and based on merit. More information about the role of the Commissioner and his Code of Practice is available from <http://publicappointmentscommissioner.independent.gov.uk>

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

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If after receiving a comprehensive response from the Welsh Government you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments
1 Horse Guards Road
London
SW1A 2HQ
Tel: 0207 271 0849
Email: publicappointments@csc.gsi.gov.uk

Accessible formats of this pack are available upon request by contacting the Welsh Government shared service centre

Social Care Wales Board and Committee dates 2019-20

Board development / seminar and meetings:

Observe – 18 July Board meeting

18 & 19 September 2019

23 & 24 October 2019

11 & 12 December 2019

29 & 30 January 2020

29 & 30 April 2020

Audit and Risk Committee

26 September 2019

21 November 2019

13 February 2020

Improvement Committee

25 September 2019

20 November 2019

12 February 2020

Regulation and Standards Committee

26 September 2019

21 November 2019

13 February 2020

Remuneration and Wellbeing Committee

24 October 2019

30 January 2020

30 April 2020