



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants.**

**Aneurin Bevan University Health  
Board.**

**Appointment of an Independent  
Member ICT.**

**Closing date : 06/11/2020 at 4 pm.**



# The Commissioner for Public Appointments

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## **Making an application**

Thank you for your interest in the appointment of an Independent Member ICT to the Board of Aneurin Bevan University Health Board. The new Independent Member will be required to play a full and active role in the governance of the Health Board and bring knowledge, experience and a clear understanding of information, technology and digital communication systems and opportunities. The attached Annexes provide details on the role of the Independent Member and the person specification, the role and responsibilities of Aneurin Bevan University Health Board 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 Aneurin Bevan University Health Board 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.

### **References**

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### **Indicative timetable**

Closing date:	06/11/2020 at 4pm
Shortlisting:	<b>w/c</b> 16/11/2020
Interviews:	<b>w/c</b> 14/12/2020

## **Aneurin Bevan University Health Board**

### **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.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact Public Appointments Team by email [PublicAppointments@gov.wales](mailto:PublicAppointments@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 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, please contact:

Public Appointments Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Aneurin Bevan University Health Board and the role of Independent Member ICT please contact:

Ann Lloyd, Chair of Aneurin Bevan University Health Board on 01633 435957 or via e-mail at [ann.lloyd@wales.nhs.uk](mailto:ann.lloyd@wales.nhs.uk)

Or

## **Aneurin Bevan University Health Board**

Richard Bevan, Board Secretary, Aneurin Bevan University Health Board on 01633435959 or via e-mail at [Richard.bevan@wales.nhs.uk](mailto:Richard.bevan@wales.nhs.uk)

If you need any further assistance in applying for this role, please contact [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 an Independent Member ICT of the Aneurin Bevan University Health Board.**

### **Role description and person specification**

#### **Role and responsibilities**

Independent Members will among other things:-

- Play a full and active role in the governance of the Health Board, both clinical and corporate. You will take an active part in discussions, providing your opinion and challenge and support to the Board on key issues.
- Contribute to the work of the Board based upon your independence, your past experience and knowledge, and your ability to stand back from the day-to-day operational management;
- Contribute and accept corporate decisions to ensure a joined up, robust and transparent decision making process by the Board;
- Be expected, in time, to fully understand the business through active involvement to enable the effective performance of the organisation;
- Work closely with other public, private and voluntary organisations and will make sure that the views of patients, carers and families are fully involved in helping to shape, develop and improve services;
- Analyse and critically review complex information and contribute to sound decision making.
- Ability to contribute to the 'governance of ICT' and digital approaches' of the Health Board, ensuring it is open and honest in its work by contributing fully in the decision making process;

#### **Person Specification**

*The Independent Member will be expected to be able to demonstrate:*

#### **Knowledge & Experience**

- An understanding of health issues and priorities in the Aneurin Bevan University Health Board area and the ability to understand the role and work of the Board;
- Ability to hold executive colleagues and the wider organisation to account for performance, whilst maintaining a constructive relationship;
- Ability to provide a knowledgeable, impartial and balanced perspective on a range of sensitive and complex issues;
- A broad understanding of the information governance requirements required to comply with legislation e.g. Data Protection Act (DPA);

#### **Personal Attributes & Skills**

The Health Board has defined a set of shared core values and behaviours – what the organisation stands for. You will need to be able to demonstrate the following:

- Good communication skills and the ability to engage with employees and employee representatives at all levels within the Health Board;

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- Ability to work as part of a team and in partnership with other key organisations;
- Ability to involve and work with stakeholders to help shape, develop and improve services; and
- Ability to analyse and critically review complex information

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 Role Specific Criteria**

#### Independent Member – ICT

You will have to demonstrate:

- Understanding and knowledge in the design and/or management of Information, digital and communication technology systems;
- Understanding of the importance of information governance in the secure and confidential sharing of personal identifiable information;
- Experience of the application and usage of information technologies to improve the efficiency and effectiveness of service delivery; and
- Ability to apply specialist ICT and digital knowledge and skills in a strategic board environment.

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.

### **Welsh Language**

Welsh language skills are desirable for this appointment. However, all candidates will be expected to display empathy towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales.

### **Key facts about the post**

Location:	Meetings held in Health Board Headquarters, St Cadoc's Hospital, Caerleon, but could be held in venues across the Health Board area or via digital meeting platforms.
Time Commitment:	4 days per month
Tenure of office:	initial appointment will be for a period of up to 4 years, however, this will be subject to the Ministers agreement.
Remuneration:	£15,936 per year, <i>plus travel and other reasonable expenses within reasonable limits.</i>

### **Eligibility**

Applicants should also note that being a member of Aneurin Bevan University Health 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>

## **Aneurin Bevan University Health Board**

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as an Independent Member of Aneurin Bevan University Health Board, which will confirm the terms on which the appointment is offered.

Your appointment will be subject to a reference check undertaken by the Welsh Government's Public Bodies Unit and to a DBS check undertaken by the NHS Wales Shared Services Partnership.

Attendance at the NHS Wales Independent Member Induction Programme is mandatory on appointment and you will be required to attend the next available course.

### **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 an Independent Member of Aneurin Bevan University Health Board, including any business interests and positions of authority outside of the role in Aneurin Bevan University Health 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:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>



## **The role and responsibilities of Aneurin Bevan University Health Board.**

### **Background**

Aneurin Bevan University Health Board was established in October 2009 and achieved 'University' status in December 2013. We serve an estimated population of over 639,000, approximately 21% of the total Welsh population.

With a budget of **£1.2billion** we deliver healthcare services to people in Blaenau Gwent, Caerphilly, Monmouthshire, Newport, Torfaen and also provide some services to the people of South Powys.

We are governed by a Board which comprises Executive Directors and Independent Members who make decisions about all services and care provided in our area. The Board is chaired by Ann Lloyd and the operational direction and leadership is provided by Judith Paget, our Chief Executive and Accountable Officer.

The vision and key priorities of the Health Board are:

- Improving public health by working with our partners to promote healthy lifestyles and ensure there is access to preventative services, particularly for those in areas of greatest need.
- Providing services that focus on the needs of the patient and services users, many of these increasingly provided in partnership
- Ensuring safety, excellence and quality in all our services at all times.
- Trusting and supporting our staff to make the right decisions for patients and to improve care.
- Effectively using resources to ensure we provide high quality, value for money patient care.

The Health Board has continued to develop to ensure we operate in a patient-focused, safe, open and prudent way. The Board sets the strategic objectives, monitors progress, agrees actions to achieve these objectives, and ensures appropriate controls are in place and working properly throughout the organisation. The Health Board is delivering our exciting Clinical Futures Programme, which is transforming health and care services in the Health Board area and we are soon to open the new The Grange University Hospital in Llanfrechfa, Cwmbran.

A broad range of Committees and Advisory Groups also support the work of the Board. Chaired by Independent Members of the Board; they provide scrutiny, undertake development discussions, assess key risks and monitor the performance against the Health Board's plans.

### **The role of the Board**

The three key roles through which effective the board of the Aneurin Bevan University Health Board demonstrates leadership within its organisation are:-

- Formulating strategy.
- Ensuring accountability by holding the organisation to account for the delivery of the strategy and through seeking assurance that systems of control are robust and reliable

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- Shaping a positive culture for the Board and the organisation.

### **The role of the Board member focuses on four key areas:-**

- **Strategy** – to contribute to strategic development and decision-making
- **Performance** – to ensure that effective management arrangement and an effective team are in place at the top level of the organisation. To help clarify which decisions are reserved for the Board and then ensure that the rest are clearly delegated and to hold management to account for its performance in meeting agreed goals and objectives through purposeful challenge and scrutiny, and to monitor the reporting of performance
- **Risk** – to ensure that financial information is accurate and that financial controls and systems of risk management and assurance are robust and defensible
- **Behaviour** – to live up to the highest ethical standards of integrity and probity and comply fully with the Code of Conduct. Board members should demonstrate through their behaviour that they are focusing on their responsibilities to citizens, the organisations and its stakeholders

## 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 Ann Lloyd, Chair of Aneurin Bevan University Health Board and will also comprise of WG representative Tesneem Ahmad and John Cunliffe, Betsi Cadwaladr UHB as an 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.

We anticipate that during w/c 16/11/2020 the panel will have decided who will be invited for interview in w/c 14/12/2020.

It is our intention that interviews will take place in at Health Board Headquarters, St Cadoc's Hospital, Caerleon or via a digital meeting platform.

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 Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/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 Independent Member ICT of the Aneurin Bevan University Health Board, which will confirm the terms on which the appointment is offered.

## **Aneurin Bevan University Health Board**

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

### **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).