



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Food and Drink Wales Industry Board

Appointment of Members

Closing date:

29 March 2020 at 16.00

Food and Drink Wales Industry Board

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Food and Drink Wales Industry Board

Making an application

Thank you for your interest in the appointment of a member to the Food and Drink Wales Industry Board (FDWIB). The new support the wider strategic policies and actions set by the Welsh Government, as well as fulfilling the statutory duties of Food Division. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of Food and Drink Wales Industry 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 FDWIB 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: | 29 March 2020 |
| Shortlisting: | week commencing 25 May 2020 |
| Interviews: | week commencing 8 June 2020 |

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.

Food and Drink Wales Industry Board

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
Email: publicappointments@gov.wales

For further information regarding the role of the Food and Drink Wales Industry Board and the role of member(s) please contact David Morris:

Tel: 0300 025 7944
Email: Chair.FDWIB@gov.wales

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

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

Food and Drink Wales Industry Board

Annex A

Appointment of a member of Food and Drink Wales Industry Board

Role description and person specification

Role and responsibilities

As a member, you will be expected to:

- attend board meetings when requested
- remain up to date with developments and current needs of the food sector
- have a very good knowledge of food industry, its sub-sectors and food chain interdependencies and opportunities within the UK, European Union and the rest of the world
- have a clear understanding and commitment to Nolan 7 principles of public life.

Person Specification

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 Criteria

- excellent knowledge of food industry in Wales, UK, EU or global
- financial, commercial or governance experience at a senior level
- significant experience of some sub sectors such as dairy, meat, bakery, organic, horticulture, fisheries or aquaculture sector
- food manufacturing and/or markets development
- good understanding of the food chain and its interdependencies
- considerable knowledge of business management or research or marketing or innovation or skills development
- committed to the principles of equality, diversity and accountability

Desirable qualities for board members include:

- self and organisational awareness
- makes informed judgement
- listens actively with an open mind
- participates in debate, providing relevant comments
- speaks own mind candidly but respectfully
- demonstrates initiative and insightfulness
- thinks both logically and creatively
- makes decisions independently
- advises from own experience base
- forms collaborative relationships with other board members and, where appropriate, provides guidance and advice to the executive team
- behaves collegially in supporting the decisions of the board as a whole

Food and Drink Wales Industry Board

There are a number of vacancies for the board. The board will benefit from applicants who have significant experience of the food and drink sector and in some of the following areas of business management, marketing and branding, retail and foodservice including food tourism, trade development in domestic and export markets, food industry skills and productivity, industry clusters, knowledge transfer, research and development and innovation.

Meetings will take place at locations convenient to the members and in agreement with the board. Members will on occasion be asked to attend other meetings, events on behalf of the board and Welsh Government.

Welsh Language

Welsh language skills are desirable for a minimum of 3 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.

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales, and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh.

Key facts about the post

Starting date

Your first meeting of the board is scheduled for summer 2020.

Location

The board's meetings will be held at various locations in Wales which are convenient to the board.

Time Commitment

Members will be expected to be available to work a minimum of one day per three months as the Board will meet at least four times a year.

You will be expected to be available to meet on a quarterly basis or as necessary to suit the needs of the board, with the likelihood of some related additional work between Board meetings of up to eight days a year – this could include sub-group project work, an end of year conference or attendance at a Welsh Government supported industry event for example.

Tenure of office

Your appointment will commence from July 2020.

Remuneration

The post of member is not remunerated.

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Expenses

Travel and subsistence expenses you incur in attending the board meeting or on behalf of the board will be reimbursed by the Welsh Government at the rate currently applying to members of government committees. Claims for reimbursement should be sent to Welsh Government Food Division.

On production of receipts you may also be eligible to claim reimbursement for costs in relation to childcare or care of the elderly or assistant carer whilst carrying out work on behalf of the board.

Secretariat

The Secretariat will be provided by the Welsh Government Food Division.

Assistance for Disabled Members

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

Eligibility

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

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.

Conflict of Interests

You will be asked to declare any private interests which may, or may not be perceived to, conflict with the role and responsibilities as member of the Food and Drink Industry Wales Board, including any business interests and positions of authority outside of the role in the Food and Drink Industry Wales 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.

Due diligence

Due diligence checks will be undertaken 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. 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 the Food and Drink Wales Industry Board

Background

The Food and Drink Wales Industry Board (FDWIB) is the body created to be the voice of the food and drink industry in Wales, providing direction, encouraging networking and sharing vital information. FDWIB also provides both formal and informal ways of providing advice to government.

Boards Role

The aims and objectives of FDWIB are to:

- Work to ministerial policy direction.
- Advise ministers on establishing interventions and support mechanisms for maximising economic opportunities for Wales within the food and drink sector.
- Deliver the following objectives:
 - Recommendations on mechanisms, processes, support and interventions to achieve food/drink sector growth and job creation
 - Advise and support trade development in both the domestic and overseas markets
 - Research and inform new and enhanced approaches to advance innovation in the sector
 - Provide direction on improving the skill base in the sector, attracting new entrants and retaining skilled professionals
- To advise the Welsh Government on short, medium and long term measures for these sectors in Wales.
- Keep in touch with other sector bodies, stakeholders, networks and wider interests to ensure concerns are dealt with and opportunities realised.
- Advise on the effectiveness of economic development activity in these sectors, with a particular focus on supply chains, employment opportunities, and potential infrastructural or regulatory barriers including but not limited to, business development and international trade growth and development.
- To stay abreast of policy approaches in other parts of the UK and beyond in order to learn from those and evaluate Wales' relative performance in order to guide the action plan.
- To monitor progress against the Strategy and raise concerns with officials and the minister where appropriate.
- To keep the Strategy and its operational delivery plans under review to ensure best use of new market intelligence and swift response to changing circumstances and economic developments.
- Provide ministers with regular updates on the work of the FDWIB, its relevance to the action plan and the growth and development of the food and drink industry.

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 for members will be:

- Welsh Government representative (chair): Tim Render, Director, Land, Nature and Food
- Food and Drink Wales Industry Board chair: Andy Richardson
- Independent panel Member: Heather Myers, Chief Executive South and Mid Wales Chamber of Commerce (TBC)

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 May 2020 the panel will have decided who will be invited for interview in June 2020.

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. 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.

Food and Drink Wales Industry Board

If you are successful, you will receive a letter appointing you as member of the Food and Drink Wales Industry Board, 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

Queries

For queries about your application, please contact 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.