



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Health Education and Improvement Wales

Appointment of an Independent Member

Closing date: 3 February 2023



**The Commissioner for
Public Appointments**

Health Education and Improvement Wales

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Making an application

Thank you for your interest in the appointment of an Independent Member to the Board of Health Education and Improvement Wales (HEIW). The Independent Member will be required to participate as a full member of the Board setting the strategy for the organisation. In addition you will be expected to constructively challenge, to participate actively in the decision-making process of the Board, and to scrutinise the performance of the Executive in meeting agreed goals and objectives.

The attached Annexes provide details on the role of the Independent Member and the person specification, the role and responsibilities of HEIW 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 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:	3 February
Shortlisting:	mid February
Interviews:	late February

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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, disabled people, and Black, Asian and Minority Ethnic people, and lesbian, gay, bisexual and transgender people.

Disability Confident

The Welsh Government accepts the social model 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 essential minimum criteria for the post. By ‘essential 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 the Public Appointments team by email at 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 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

For further information regarding the role of the HEIW and the role of Independent Member please contact Chris Jones, Chair of HEIW:

Email: Chris.D.V.Jones2@wales.nhs.uk

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

Appointment of Independent Member to Health Education Improvement Wales (HEIW)

Role description and person specification

This is a great opportunity to use your skills and experience to support a strategic approach to developing the Welsh health workforce now and for the future, building a truly multidisciplinary approach to our health service.

The Board is responsible for ensuring HEIW's strategic directions is focussed on a Healthier Wales and to evidence the principles collectively and individually. The board is also expected to adhere to the Nolan seven principles of public life.

Role and responsibilities

In conjunction with the Chair and Senior Executive Team, the Independent Members of the Board are responsible for:

- establishing and taking forward the strategic aims and objectives of HEIW consistent with its overall purpose and within the policy and resources framework determined by the Minister for Health and Social Care;
- ensuring that the Minister for Health and Social Care is kept informed of any changes that are likely to impact on the strategic direction of HEIW 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; that it operates within the limits of its statutory authority and any delegated authority agreed with Welsh Government, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, it takes into account guidance issued by the Welsh Government;
- ensuring that it receives, reviews and scrutinises regularly, the effectiveness and efficiency of the financial information and quality of delivery of HEIW; that it is informed in a timely manner about any concerns as to the activities of HEIW; and that, where applicable, it provides positive assurance to the Minister for Health and Social Care that appropriate remedial action has been taken to address any such concerns;
- demonstrating high standards of corporate governance at all times, including by using appropriate Committees to help the Board to receive assurance and address key financial and other risks;
- ensuring a positive culture and promote the values and standards of conduct for the organisation and staff;
- appointing the Chief Executive officer to the organisation; and appointing the Executive Members to the Board.

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Person Specification

Essential Criteria

To be considered, you must be able to demonstrate that you have the qualities, skills and experience of at least one of the following areas to meet the essential criteria for the appointment:

- some experience of working at Board level with a willingness to develop these skills further – a package of support will be provided.

In addition you should have:

- An understanding of the issues and priorities that are important to Health Education and Improvement Wales and the ability to understand the role and work of Boards;
- Ability to hold others to account for their performance whilst maintaining a constructive relationship;
- Ability to think strategically and to exercise sound judgement on a range of sensitive and complex issues;
- Ability to analyse and interpret detailed information, for example detailed policy proposals or statistical information.
- Ability to demonstrate a sound understanding and commitment to the One Wales Public Service Values Good communication skills and the ability to engage and work in partnership with employees, employee representatives and stakeholders.
- An understanding and commitment to equality, diversity and championing inclusive practice.

Welsh Language

Welsh language skills at level 1 for reading and writing and 3 for speaking and understanding are deemed to be desirable for this role.

For the Independent Member, Welsh Language Skills are desirable. However, all candidates will be expected to display commitment towards the language and demonstrate leadership to strengthen bilingual service provision within the NHS in Wales

Key facts about the post

Location:

HEIW's main office is located at Ty Dysgu, Nantgarw, CF15 7QQ. Board meetings will be located mainly in Ty Dysgu. Some meetings will be held virtually and also in various locations across Wales to reflect the organisation's national functions. HEIW recognised that there may be instances where remote working is necessary, and will proactively work with Members to

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consider requests and put in place arrangements on a case-by-case basis.

Time Commitment:	The post is based on a minimum commitment of four days per month but this will be subject to organisational demands and is often higher than the minimum commitment.
Tenure of office:	Initial appointment of four years.
Remuneration:	£9,360 per annum plus travel and other reasonable expenses within reasonable limits.

Eligibility

A person shall be disqualified from appointment if they:

- a. has within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months;
- b. has been adjudged bankrupt or has made a composition or arrangement with his creditors unless the bankruptcy has been annulled or discharged, the terms of the composition or arrangements has been fulfilled or the debt have been paid in full and five years have elapsed;
- c. has been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- d. is a person whose tenure of office as the chairman, member or director of a health service body has been terminated;
- e. is an employee of a Local Health Board, NHS Trust or Special Health Authority or has been employed by Local Health Board, NHS Trust or Special Health Authority in the last year.

Candidates should also note that membership of HEIW is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

If you are successful, you will receive a letter from the Minister for Health and Social Services appointing you as an Independent Member of HEIW, 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 Independent Member of HEIW, including any business interests and positions of authority outside of the role in HEIW.

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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. 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 Health Education and Improvement Wales (HEIW)

Background

Health Education and Improvement Wales (HEIW) is a Special Health Authority established in October 2018 is the strategic workforce body for NHS Wales. Its functions include:

Workforce intelligence – HEIW is the central, recognised source for information and intelligence about the Welsh health workforce;

Workforce planning – HEIW provides strategic leadership for workforce planning, working with health boards/trusts and the Welsh Government to produce a forward strategy to transform the workforce to deliver new health and social models of service delivery;

Education commissioning, planning and delivery – HEIW utilises its funding to ensure value for money and the provision of a workforce which reflects future healthcare needs;

Quality management – HEIW quality manages education and training provision ensuring it meets required standards, and improvements are made where required;

Supporting regulation – HEIW plays a key role representing Wales in liaison with regulators, working within the policy framework established by the Welsh Government. HEIW also undertakes, independently of the Welsh Government, specific regulatory support roles;

Leadership development – HEIW establishes the strategic direction and delivery of leadership development for staff within NHS Wales at all levels;
Careers and widening access – HEIW provides the strategic direction for health careers and the widening access agenda, delivering an ongoing agenda to promote health careers;

Workforce improvement – HEIW provides a strategic leadership role for workforce transformation and improvement, and delivers within its functions an ongoing programme to meet that role;

Professional support for workforce and organisational development (OD) in NHS Wales – HEIW supports the professional workforce and OD profession within Wales.

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Board's Role

HEIW was established as a Special Health Authority in October 2018. The HEIW Board has twelve members, with seven Independent Members, including the Chair, and five Executive Director Members, including the Chief Executive.

The Board of HEIW is accountable for Governance, Risk Management, and Internal Control.

The Board sits at the top of our governance and assurance system. It sets strategic objectives, monitors performance, agrees actions to achieve these objectives and ensures appropriate controls are in place and working properly. The Board also takes assurance from its committees and audits and against professional standards and regulatory frameworks. This includes ensuring that systems of risk management and assurance are robust and defensible.

Independent Members are required to live up to the highest ethical standards of integrity and probity and comply fully with the Code of Conduct. Independent Members should demonstrate through their behaviour that they are focussing on their responsibilities to citizens, the organisation and its stakeholders.

HEIW is committed to ensuring that the full diversity of Wales and its communities are reflected in its plans and delivery. To ensure this, it is the intention that the Board membership will reflect this.

Organisational Values

As a Board all members are expected to conduct our business in line with our organisational values which are:

- Respect for All
- Together as Team
- Ideas that Improve

HEIW is committed to having a diverse workforce reflective of the people and communities of Wales. We value individual uniqueness and diversity and believe that this helps us to deliver services that reflect the needs of everyone in our community. Through the way we carry out our business, our individual actions, practices, policies and procedures, we aim to be an accessible and inclusive employer underpinned by Compassionate Leadership at all levels. We wish to increase representation of people from diverse identities, backgrounds and cultures and actively encourage applications from underrepresented groups.

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 Chris Jones, Chair of HEIW, Ruth Hall, Independent Member of HEIW. It will also include a member from the 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.

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 the Minister who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she does, she 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 of HEIW, which will confirm the terms on which the appointment is offered.

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

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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.

Additionally you can write to: Office of the Commissioner for Public Appointments
G/08, 1 Horse Guards Road, London SW1A 2HQ.