



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Higher Education Funding Council for Wales (HEFCW)**

**Appointment of Members (2)**

**Closing date: 10 January 2020**



**The Commissioner for  
Public Appointments**

# **Higher Education Funding Council for Wales**

## **Contents**

### **Making an Application**

#### **Annex A: The role of Chair / Member**

#### **Annex B: The role and responsibilities of HEFCW**

#### **Annex C: The selection process**

## Making an application

Thank you for your interest in becoming a member of the Higher Education Funding Council (HEFCW). Members play a full and active role in supporting the HEFCW Executive in fulfilling its statutory responsibilities as the regulator and funder of higher education in Wales. The attached Annexes provide details on the role of members and the person specification, the role and responsibilities of HEFCW 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 for the appointment of member 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 fully 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.

### 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.

**Please ensure that you limit your personal statement and CV to two pages each. Your application may be rejected if you exceed this limit.**

### Indicative timetable

|               |                      |
|---------------|----------------------|
| Closing date: | 10 January 2020      |
| Shortlisting: | 28 January 2020      |
| Interviews:   | w/c 17 February 2020 |

## Higher Education Funding Council for Wales

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

For further information regarding the role of HEFCW and the role of Members please contact Colette Eley in the WG sponsor team:

Tel: 03000 250523  
Email: [colette.eley@gov.wales](mailto:colette.eley@gov.wales)

or Dale Hall, HEFCW Council Secretary:

Tel: 029 2085 9665  
Email: [dale.hall@hefcw.ac.uk](mailto:dale.hall@hefcw.ac.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 a Member of the HEFCW

### Role description and person specification

#### Role and responsibilities

The Further and Higher Education Act 1992 provides for the Council to have a membership of between 8 and 12 members, including the Chair and CEO.

We are looking to appoint two members to fill current and upcoming vacancies.

As a Council Member you will be expected to:

- work closely with the Chair and the Chief Executive in giving advice and encouragement to HEFCW in the fulfilment of its statutory responsibilities and in the initiation, development and implementation of policy;
- identify and evaluate risks and options and develop strategies to manage and mitigate these;
- have the confidence to challenge assumptions in an assertive yet constructive way;
- attend meetings of the Council and contribute, and be party to key decisions concerning the Council's strategy;
- provide authoritative and timely advice to the Welsh Government between meetings;
- chair, or be a member of, committees of the Council, as and when required;
- uphold, and be widely perceived to uphold, the highest standards of integrity and impartiality;
- build respect for the work of the Council; and
- be able to deal confidently with the Welsh Government, its officials and Ministers, and the Welsh Higher Education sector.

#### Person Specification

To be considered, you **must** be able to demonstrate you have the qualities, skills and experience to meet all the essential criteria for appointment:

#### Essential Criteria

- the ability to operate effectively at board level;
- have knowledge and understanding of higher education and the wider post-compulsory education and training (PCET) sector;
- be aware of the challenges facing higher education in the UK and international context;

## Higher Education Funding Council for Wales

- have empathy with students, their experience and life chances;
- have the ability to challenge current thinking and be an effective and persuasive communicator;
- have the ability to listen, analyse and question strategic proposals and performance data, and work as part of a team with a common aim;
- have a clear understanding and commitment to equality and diversity; and
- have an understanding of the importance of high standards in public life.

In addition to the above person specification, to meet current skills gaps, we particularly wish to encourage applications from individuals who can demonstrate current or recent experience in one or more of the following areas:

- the wider post-compulsory sector, work-based learning and training and experience of working across sectors;
- a strong research background and/or experience of working with Research Councils;
- an employer in knowledge-based or skills-based business and/or experience in graduate recruitment and/or employment.

A successful candidate formerly or currently working for one of the Welsh higher education institutions will not represent the interests of that institution whilst on the Council, but will be expected to take an impartial and holistic view of the challenges facing the whole of the Welsh HE sector. All other things being equal, preference will be given to candidates who are not currently employed by one of the Welsh higher education institutions.

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

To meet Welsh language requirements we are looking to appoint one member with the ability to communicate in Welsh. The required skills level for each of the following categories - Understanding, Reading, Speaking and Writing - is set out below:

| Understanding | Reading | Speaking | Writing |
|---------------|---------|----------|---------|
| 4+            | 4+      | 4+       | 4+      |

Welsh language skills are desirable but not essential for other members.

## Higher Education Funding Council for Wales

### Key facts about the post

|                   |   |
|-------------------|---|
| Location:         | Meetings are generally held at HEFCW's offices in Bedwas, near Caerphilly, South Wales, although will occasionally be held at other locations throughout Wales. |
| Time Commitment:  | Around 1.5 days per month. At least six Council meetings are held annually.   |
| Tenure of office: | Initial appointment of three years renewable for a further term depending on need and satisfactory performance.   |
| Remuneration:     | £5,076 pa plus reasonable travel and other reasonable expenses.   |

The Welsh Government is currently progressing its plans, including new legislation, to establish a new Commission for Tertiary Education and Research in Wales. The Commission will be responsible for regulating and funding the whole post-16 education and training sector in Wales. The Council is closely engaged with the process fulfilling a pivotal role in helping to inform and test proposals as they are progressed. Currently, it is envisaged the new Commission will be operational with effect from April 2023.

### Eligibility

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

Candidates should note that being a member of HEFCW in receipt of remuneration is a disqualifying post for membership of the House of Commons under the House of Commons Disqualification Act 1975, Schedule 1, Part III and the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015 <http://www.legislation.gov.uk/ukSI/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 member of HEFCW, including any business interests and positions of authority outside of the role in HEFCW.

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 in Wales, 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 HEFCW**

### **Background**

The Higher Education Funding Council for Wales (HEFCW ) is a Welsh Government sponsored body established in May 1992 under the Further and Higher Education Act 1992 (“the 1992 Act”).

It is the body responsible for the regulation of higher education in Wales, under powers conferred on it by the Higher Education (Wales) Act 2015. It also administers funds made available by the Welsh Government to support education, research and associated activities at nine universities in Wales, including the Open University in Wales and provides funds for prescribed higher education courses at further education colleges.

In 2019-20 HEFCW will manage a budget in excess of £152m.

HEFCW is also subject to the Well-being of Future Generations Act 2015.

HEFCW’s Annual Report and Accounts for 2018-19, its Corporate Strategy for 2017-2020 and a copy of the Minister for Education’s Remit letter for 2019-20 are available on HEFCW’s website [www.hefcw.ac.uk](http://www.hefcw.ac.uk).

### **Council’s Role**

HEFCW’s principal tasks currently are twofold:

- to regulate higher education in Wales through the approval and monitoring of institutions’ fee and access plans; assessing the quality of HE in regulated institutions; and scrutinising the performance of HE through a framework for the organisation and management of the financial affairs of regulated institutions; and
- to distribute funds made available by the Welsh Government for the provision of education, supporting research and other eligible activities by higher education providers in Wales.

HEFCW also provides expert advice to the Welsh Government and the sector. Its Chief Executive is the designated Accounting Officer, having a specific responsibility relating to the use of public funds made available by the Welsh Government.

HEFCW’s Corporate Strategy 2017-20 sets out the priorities the Council will consider in pursuing its vision for a sustainable, accessible and internationally excellent higher education sector in Wales.



## **Higher Education Funding Council for Wales**

HEFCW's mission is to:

- Fund higher education in Wales
- Regulate higher education providers in Wales
- Influence higher education with evidence-based advice and strong partnership working
- Work in partnership with students
- Operate effectively as an organisation.

## The selection process

The advisory assessment 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 Huw Morris, Director, Skills Higher Education and Life-long learning, Welsh Government and will also comprise David Allen, Chair, HEFCW, Louise Casella, Director, The Open University in Wales and Ian Price, Wales Director, CBI Wales.

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 late January / early February 2020 the panel will have decided who will be invited for interview in February 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 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 Application Centre 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.

## Higher Education Funding Council for Wales

If you are successful, you will receive a letter appointing you as member of HEFCW, 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](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 [publicappointments@gov.wales](mailto:publicappointments@gov.wales).