



Information pack for applicants

Wales Animal Health & Welfare Framework Group

Appointment of a New Member

Closing date : 03/04/20



**The Commissioner for
Public Appointments**

Wales Animal Health & Welfare Framework Group

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Making an application

Thank you for your interest in the appointment of a new member to the Wales Animal Health & Welfare Framework Group (WAHWFG). The Wales AHWF Group was established in June 2014 to support the implementation of the Wales AHWF.

The Wales AHWF Group strengthens the link between the Welsh Government, livestock keepers, other animal owners and industry representatives, covering the whole spectrum of animal health and welfare challenges. The members play a key role in raising and considering new issues which could impact on achieving the key outcomes of the Framework, challenge new and emerging policy, review progress of outcomes, facilitate and streamline communication of key messages to industry organisations and representative groups, and provide links to the wider agricultural and rural community.

The attached Annexes provide further details on the background to the appointment, role description and 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 the essential and desirable criteria in the person specification, by providing evidence and specific examples.

Please limit your response to a maximum of 4 sides of A4.

Curriculum Vitae (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: 03/04/20 at 16:00

Interviews: Interviews will be held w/c 27/04/20 although some flexibility around dates is available.

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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, 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 role of the WAHWFG and the role of a member please contact:

Emily Lay – Office of the Chief Veterinary Officer

Tel: 03000 253853

Email: Emily.Lay@gov.wales

Alexandra Jones – Office of the Chief Veterinary Officer

Tel: 03000 258621

Email: Alexandra.Jones030@gov.wales

If you need any further assistance in applying for this role, please contact PublicAppointments@gov.wales / 03000 255454.

Background

Wales Animal Health and Welfare Framework (Wales AHWF)

The Wales AHWF was launched in July 2014 and sets out our ten-year overarching plan for making improvements in standards of animal health and welfare, whilst also helping to protect public health and making a contribution to the economy and the environment.

The Framework covers the health and welfare of farmed animals, companion animals, working animals, kept animals involved in sport and aquaculture. Wildlife is also covered where our actions affect their health and welfare or where there is a risk of wildlife transmitting disease to other animals or humans.

The Framework sets out five strategic outcomes:

- Wales has healthy productive animals
- Animals in Wales have a good quality of life
- People trust and have confidence in the way food is produced and the way public health is protected
- Wales has a thriving rural economy
- Wales has a high quality environment

A copy of the plan can be found at the following link;

<https://gov.wales/sites/default/files/publications/2018-01/animal-health-and-welfare-framework.pdf>

2019-20 Implementation Plan

The 2019-20 Implementation Plan demonstrates our continued commitment to progress key animal health and welfare priorities despite the uncertainty and increased pressures of ongoing Brexit negotiations.

Our key priorities are outlined under the key themes of Responsible Ownership, Disease Prevention and Disease Eradication, which overarching themes of Animal Health Planning, Biosecurity and Animal Identification.

This year's priorities include taking forward the next phase of the Bovine Viral Diarrhoea (BVD), Sheep scab and Bovine TB Eradication Programmes, as well as continuing to meet statutory obligations to safeguard the food chain and public health and promote responsible ownership.

The scope of the Implementation Plan is wide ranging, but collaborative working will continue to raise animal health and welfare standards and promote healthy Welsh livestock, protect human health, the environment and safeguard the local economy.

A copy of the Implementation plan can be found at;

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<https://gov.wales/sites/default/files/publications/2019-07/animal-health-and-welfare-framework-implementation-plan-2019-2020.pdf>

Wales Animal Health and Welfare Framework Group

The Wales AHWF Group was established in June 2014 to support the implementation of the Wales AHWF.

The Wales AHWF Group strengthens the link between the Welsh Government, livestock keepers, other animal owners and industry representatives, covering the whole spectrum of animal health and welfare challenges. The members play a key role in raising and considering new issues which could impact on achieving the key outcomes of the Framework, challenge new and emerging policy, review progress of outcomes, facilitate and streamline communication of key messages to industry organisations and representative groups, and provide links to the wider agricultural and rural community.

The Group serves as an advisory and consultative role rather than a decision-making one and does not have the autonomy to make decisions on how funding will be allocated, sign off Service Level Agreements with delivery bodies, approve contingency plans or approve submissions. Members will serve in an individual capacity and not represent any organisations. Members will not be entitled to nominate alternates to attend in their absence.

Support

The Secretariat for the Group will be provided by the Welsh Government's Office of the Chief Veterinary Office.

Appointment of a New Member of the Wales Animal Health & Welfare Framework Group

Role description

As a member of the Wales Animal Health & Welfare Framework Group you are expected to work as part of an established team to support the implementation and delivery of the Wales Animal Health and Welfare Framework. Key elements of the role are to;

- raise and consider new issues which could potentially impact on achieving the strategic outcomes within the Wales Animal Health and Welfare Framework
- consider delivery of outcomes and priorities, especially important in current and future climate of pressurised resources
- challenge new and emerging policy
- liaise with and gain information from industry to better inform decisions
- ensure continuous reviews of progress, identify, deliver and where required facilitate improvements and projects
- facilitate and streamline communication of key messages & flow of information as part of a broader communications strategy
- establish and maintain links to industry organisations and representative groups, the wider agricultural and rural economy as well as to areas such as human health, education, tackling poverty etc.
- perform a representative role – members can act as spokespeople on animal health & welfare issues

Person Specification

Applicants are expected to demonstrate the specific skills, experience and expertise they have in relation to animal health and welfare. Applicants should consider the key elements of the role, as detailed above, and provide evidence against the essential and desirable criteria.

The Welsh Government is seeking to appoint a total of three individuals, from a range of sectors and interests who can demonstrate the following key skills:

Essential Criteria

- Knowledge of animal welfare standards and how they apply in Wales and a commitment to continuously improve these.
- Knowledge and understanding of animal health challenges in Wales.
- Understanding of the livestock industry in Wales and/ or the companion animal or equine sector.
- Access to an established network of contacts which can be used to promote and disseminate the work of the group and share OCVO's key messages
- The ability to act as an ambassador for the Framework Group, collaborating with new stakeholders and strengthening links with existing ones
- Ability to share key messages and views of industry and representative groups to shape policy development

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Desirable Criteria

- Ability to think innovatively, provide constructive challenge where appropriate and support a culture of change
- An understanding of the wider Animal Health & Welfare Agenda in other nations and the impacts and links to the Welsh agenda.
- The ability to work well as part of a diverse group, recognising the different views and interests of a range of the represented sectors.
- Appreciation of the values of sustainable development as set out in the Well-being of Future Generations (Wales) Act 2015.
- The ability to consider strategic issues and identify their short term & long term implications
- A background and understanding of animal health and welfare research and development.

Welsh 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.

The following list of language requirements represents an objective assessment by the recruiting body of the Welsh language skills required to undertake the duties of this particular post.

The ability to communicate through the medium of Welsh is welcomed.

Key facts about the post

Terms of Appointment

- Appointments will be made by Lesley Griffiths AM, Minister for Environment, Energy and Rural Affairs.

Duration of Appointment

- The appointment will be for three years.

Start Date

- 1st June 2020 with attendance at first Framework Group meeting TBC
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Time Commitment

- The Chair and members of the Framework Group will be expected to be available to attend at least four meetings a year. A day should be set aside for each meeting and a further day to prepare prior to each meeting. It is likely there will also be demand led days and it is estimated this could equate to an extra 12 days per year. Therefore, the role will require a minimum time commitment of approximately 20 days per year.

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Location of Meetings

- Framework Group meetings will usually be held in Cardiff, however there may be occasions when attendance at meetings is required elsewhere in the United Kingdom.

Remuneration

- The post is remunerated at £92 per day and the remuneration will be paid per meeting
- The post of the member will be at £92 per day. Members are regarded as holders of an office for tax and National Insurance purposes. Fees payable will, as a result, be chargeable to tax under Section 62 of the Income Tax Earnings and Pensions Act 2003 and subject to Class 1 National Insurance contributions. These liabilities will be deducted via the Welsh Government payroll system and the net fee paid to the office holder.

Expenses

- Travel and subsistence expenses you incur in attending Wales Animal Health & Welfare Framework Group meetings or on visits on behalf of the Wales Animal Health & Welfare Framework Group will be reimbursed by Welsh Government within the recognised limits.

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.
- Applicants should also note that being a member of Wales Animal Health & Welfare Framework Group 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 a member of the Wales Animal Health & Welfare Framework Group, including any business interests and positions of authority outside of the role.
- 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:

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<http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf>

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 Christianne Glossop, Chief Veterinary Officer, with Stephen James, Chair of the Wales Animal Health and Welfare Framework Group, and an appointed 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 the entire 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.

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 interview. It is our intention that interviews will take place in Welsh Government, Cathays Park, Cardiff, CF10 3NQ.

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 Lesley Griffiths AM, Minister for Environment, Energy and Rural Affairs, who will make the final decision. The Cabinet Secretary may choose to meet with one or more appointable candidates before making a decision.

If you are successful, you will receive a letter appointing you as a member of the Wales Animal Health & Welfare Framework Group, which will confirm the terms on which the appointment is offered.

If you are unsuccessful at interview, you will be notified by the 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

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If you are not completely satisfied

The 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.