



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

# **Higher Education Funding Council for Wales**

## **Appointment of Members**

**Closing date : 22 August 2017**



# Higher Education Funding Council for Wales (HEFCW)

## Contents

	Page
<b>Making an Application</b>	<b>4</b>
<b>Annex A: Person specification</b>	<b>5</b>
<b>Annex B: The role and responsibilities of HEFCW</b>	<b>8</b>
<b>Annex C: The selection process</b>	<b>10</b>

## **Making an application**

Thank you for your interest in the appointment of a member to the HEFCW Council. New members will help to shape the future of Higher Education (HE) in Wales, determine allocation of funding, and help to secure the highest standards of performance by the HE sector in Wales. The attached Annexes provide details about the role of the 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 appointments 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 criterion. 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:	22 August 2017
Shortlisting:	15 September 2017
Interviews:	17 October 2017

## Higher Education Funding Council for Wales (HEFCW)

### **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 or help in applying for this role, please contact:

The Corporate Shared Service Centre  
Tel: 029 2082 5454  
Email: [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)

For further information regarding the role of the Higher Education Funding Council for Wales and the role of Member(s) please contact the Higher Education Division:

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

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## Higher Education Funding Council for Wales (HEFCW)

### Appointment of a Member(s) of the Higher Education Funding Council for Wales (HEFCW)

#### Role description and person specification

#### Role and responsibilities

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 initiation, development and implementation of policy and in the fulfilment of its statutory responsibilities;
- 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

The Welsh Government wishes to recruit four members initially with extensive current or recent experience in one or more of the following:

- Higher Education Institutions;
- the wider post-compulsory sector, Further Education, Schools (including sixth form provision), Work Based Learning and Adult Community Education;
- an employer in knowledge or skills based businesses;
- graduate recruitment and/or employment;
- managing and/or implementing organisational change.

A reserve list of up to four appointable candidates will also be compiled to fill vacancies that may arise during the next 12 months.

Council Members will also:

- be aware of the changes impacting the higher education sector and the challenges it faces in the UK and international context;
- 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 issues; and

## Higher Education Funding Council for Wales (HEFCW)

- have an understanding of the importance of high standards in public life.

### Welsh Language

The ability to communicate through the medium of Welsh is desirable but not essential.

In appointing Council Members, the Welsh Ministers are required by section 62(4) of the 1992 Act to:

(a) 'have regard to the desirability of including persons who appear to have experience of, and to have shown capacity in, the provision of higher education or to have held, and to have shown capacity in, any position carrying responsibility for the provision of higher education and, in appointing such persons, have regard to the desirability of their currently being engaged in the provision of higher education or in carrying responsibility for such provision, and

(b) have regard to the desirability of including persons who appear to have experience of, and to have shown capacity in, industrial, commercial or financial matters or the practice of any profession'.

Successful candidates currently or formerly working for 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 higher education sector.

In coming to final decisions on membership, the Cabinet Secretary for Education will take account of these requirements and be guided by the need to secure a balanced Council which reflects the varied challenges facing higher education in Wales, reflects the needs of the whole of Wales, and the diversity of the Welsh nation.

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.

### Key facts about the post

Location:	Meetings usually held in Bedwas, near Cardiff
Time Commitment:	1.5 days per month, 6 meetings per year
Tenure of office:	initial appointment of 3 years.
Remuneration:	£5,076 per annum, Members are entitled to travel and other reasonable expenses within reasonable limits

### Eligibility

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

Candidates should also note that being a member of HEFCW in receipt of remuneration is a disqualifying post for membership of the House of Commons under

## Higher Education Funding Council for Wales (HEFCW)

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 2010, Part 1 Schedule 1.

### **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 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; you can access this document at:

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

## The role and responsibilities of HEFCW

### Background

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

The Council’s vision is to develop and sustain internationally excellent higher education in Wales, for the benefit of individuals, society and the economy in Wales, and more widely. In 2017-18 HEFCW will manage a budget of £100.4m. The Higher Education (Wales) Act 2015 established a revised regulatory framework for higher education in Wales, which enhanced the Council’s regulatory role. This will mean significant changes in the way the Council approaches its duties as it prepares for full implementation of the Act from 1 September 2017.

The Council administers funds made available by the Welsh Government to support education, research and associated activities at universities in Wales and teaching by the Open University in Wales. It also provides funds for prescribed higher education courses at further education colleges.

The Council is also currently responsible for the funding of teacher training for school teachers and the accreditation of providers of initial teacher training in Wales. These responsibilities are covered under the Education (School Teachers’ Qualifications) (Wales) Regulations 2012 and the Education Act 2005.

The Council’s Annual Report and Accounts 2015-16 and Corporate Plan 2013-14 to 2016-17, together with the Welsh Government’s Remit letter 2017-18 are available on HEFCW’s website [www.hefcw.ac.uk](http://www.hefcw.ac.uk).

### Council’s Role

The Council’s principal tasks currently are twofold:

- to regulate the sector in Wales through the approval and monitoring of institutions’ fee and access plans, assuring the quality of HE in regulated institutions, to establish 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 and the undertaking of research by higher education institutions in Wales.

The Council 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.

## Higher Education Funding Council for Wales (HEFCW)

The HEFCW Corporate Strategy (2013-14 to 2016-17) sets out the key strategic themes that the Council will consider in pursuing its vision for a sustainable, accessible and internationally excellent higher education sector in Wales. The Council has recently drafted a high-level HE Strategy for Wales to align with the Well-being of Future Generations (Wales) Act 2015, which will be discussed with the Welsh Government during 2017.

### **The Council's mission is to:**

- secure an excellent quality higher education student experience and internationally excellent quality research;
- promote the contribution of higher education in Wales, the UK and internationally;
- enable higher education providers in Wales to deliver Welsh Government and UK priorities for higher education; and
- inform and shape Government policy to be relevant and appropriate for delivery by higher education providers;

in order to:

- enhance social justice; and
- support a buoyant economy.

### **Higher Education Reform**

Higher education in Wales is facing significant change in the coming years due to:

- the decision of the UK to leave the European Union;
- the Welsh Government's response to Professor Hazelkorn's Review of the Oversight and Regulation of Post-compulsory Education and Training in Wales;
- the Welsh Government's response to Sir Ian Diamond's review of HE Funding and Student Finance Arrangements in Wales;
- consequences for HE in Wales arising out of the Higher Education Reform Bill (HERB) in England.

Council members will be expected to keep up to date with the changing landscape across the UK and its impact on Welsh Higher Education.

**Annex C**

## Higher Education Funding Council for Wales (HEFCW)

### 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 Huw Morris, Director of Skills, Higher Education and Lifelong Learning Directorate, Welsh Government, and will also comprise David Allen, Chair of HEFCW, and Dr Maria Hinfelaar Vice Chancellor, Glyndŵr University 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 by mid September 2017 the panel will have decided who will be invited for interview during the week commencing 16 October 2017.

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 Welsh Ministers who will make the final decision. The Cabinet Secretary for Education may choose to meet the 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 a member of the HEFCW Council, which will confirm the terms on which the appointment is offered.

## Higher Education Funding Council for Wales (HEFCW)

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 the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk).

### **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 the Corporate Shared Service Helpdesk on 029 2082 5454 or [sharedservicehelpdesk@wales.gsi.gov.uk](mailto:sharedservicehelpdesk@wales.gsi.gov.uk)