



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Sport Wales

Appointment of a Board Member

Closing date: 16 June 2023



**The Commissioner for
Public Appointments**

Sport Wales

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Sport Wales

MAKING AN APPLICATION

Thank you for your interest in the appointment of a Board Member of Sport Wales. The attached Annexes provide details on the role of Board Members and the person specification, the role and responsibilities of Sport Wales and the selection process.

To make an application please visit the Welsh Government public appointment website.

To apply for this role, click on the Board Member 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:	16 June
Shortlisting:	03 July
Interviews:	w/c 24 July

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, and lesbian, gay, bisexual and transgender people.

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Disability Confident

The Welsh Government accepts the social definition 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 minimum criteria for the post. By ‘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.

We are committed to the employment and career development of disabled people. If you would like a recruitment adjustment please contact 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 publicappointments@gov.wales 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
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of Sport Wales and the role of Vice Chair please contact Liam Hull, Head of Corporate Performance at Sport Wales:

Tel: 029 2033 8249
Email: liam.hull@sport.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

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APPOINTMENT OF A MEMBER TO THE BOARD OF SPORT WALES

Role description and person specification

The Board of Sport Wales provides leadership and governance to Sport Wales and performs the important role of scrutinising all of Sport Wales's investments and activities. It also shapes its future goals.

The Board currently consists of 12 Members, including the Chair, Baroness Tanni Grey-Thompson.

Board Members have individual and collective responsibility to the Welsh Government through the Deputy Minister for Arts, Sport and Tourism.

The Role of a Board Member

- Have an understanding of and actively promote the benefits of sport and physical activity and the positive benefits they have for society;
- Have a clear vision as to how Sport Wales can continue to contribute as a main deliverer of Government policy on sport and thus have an understanding of the Welsh Government and how the public sector in Wales functions.
- Have excellent scrutiny and analytical skills to support and challenge the Executive effectively, to ensure that Sport Wales meets its aims, objectives and performance targets;
- Ensure Sport Wales achieve value for money within a framework of best practice, regularity and propriety;
- Participate in the corporate planning process, including agreeing annual budget plans for operational programmes and corporate activities;
- Have a clear understanding and commitment to Nolan's "Seven Principles of Public Life".
- Act in a way that promotes high standards of propriety and public finance;
- Have a good understanding of corporate responsibility and risk management to ensure that Sport Wales' activities are conducted effectively and efficiently;
- Have an enquiring mind, good listening skills and ability to understand complex situations/reports.
- Have a willingness and commitment to attend and actively participate at Board meetings and key activities between meetings.
- Be politically independent.
- Appoint, with the Welsh Government's approval, a Chief Executive, should the need arise.

PERSON SPECIFICATION

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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

- An understanding of public life and the principles of good governance;
- Excellent communication skills and a track record of working with others to achieve objectives;
- Ability to think logically and objectively in analysing complex information in order to identify key issues and make effective decisions;
- A demonstrable commitment to increasing levels of physical activity across Wales;
- An understanding of the diverse communities of Wales and a commitment to promoting diversity;
- Senior experience of at least one of the following:
 - Audit and risk management.
 - Corporate management with a focus on value for money and delivery.
 - The application of digital technology and innovation in the areas of sport and active recreation.
 - Public relations and communications.
 - Tackling inequalities through engaging the disengaged.

Welsh Language

Welsh Language Skills are considered an essential requirement for **one** of the Board Member posts, at the level specified below:

Understanding – can understand most work-related conversations.

Reading – can read most work-related material.

Speaking – can converse in most work-related conversations.

Writing – can prepare routine work-related material with checking.

Applicants will be asked to evidence their Welsh Language skills as part of the recruitment process.

Welsh Language Skills are considered as 'desirable' for the remaining Board Member posts, at the level specified below:

Understanding – can understand parts of a basic conversation.

Reading – no skills

Speaking – can hold a basic conversation in Welsh

Writing – no skills.

This means that it would be an advantage for applicants to understand and speak parts of a basic conversation in Welsh if all other essential criteria has been met.

Key facts about the post

Location:

Meetings held across Wales and virtually

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Time Commitment:	2 days per month
Tenure of office:	Initial appointment of three years, renewable once
Remuneration:	£282 per day

Eligibility

Candidates should also note that membership of Sport Wales is a disqualifying office for membership of the Senedd under the Senedd Cymru (Disqualification) Order 2020. [The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

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 a Member of the Board of Sport Wales, including any business interests and positions of authority outside of the role in Sport Wales.

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>

Civil servants must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of others. Conflicts of interest may arise from financial interests and more broadly from official dealings with, or decisions in respect of, individuals who share a civil servant's private interests (for example freemasonry, membership of societies, clubs and other organisations, and family). Where a conflict of interest arises, civil servants must declare their interest to senior management so that senior management can determine how best to proceed.

Terms of Appointment

The appointment will be made by the Deputy Minister for Arts, Sport and Tourism on behalf of the Welsh Government. Appointments are usually made for a term of three years, and may be re-appointed for one further three-year term. Board Members' performance is reviewed annually by the Chair.

Board Meetings

The Board meets virtually and in different locations across Wales. At present the Sport Wales Board meets at least five times a year, with at least two meetings in Cardiff. The Secretariat at Board meetings is provided by staff of Sport Wales. The Board also has a number of working groups and advisory panels.

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Induction Training

Successful candidates will be required to attend a formal induction session at Sport Wales.

THE ROLE AND RESPONSIBILITIES OF SPORT WALES

Sport Wales is the national organisation responsible for developing and promoting sport and physical activity in Wales. It aims to improve the level of sports participation at grassroots level but also provide our aspiring athletes with the support required to compete successfully on the world stage.

Sport Wales was established by Royal Charter in 1972. The four objectives set down when the Sports Council for Wales (now trading as Sport Wales) was established are to:

- Increase participation in sport and active recreation;
- Raise standards of performance and excellence;
- Improve the provision of sporting facilities;
- Provide technical information and advice about sport, recreation and active lifestyles.

The full Royal Charter can be found here: <https://www.sport.wales/download/file/172/>

Sport Wales is the main adviser to the Welsh Government on sport and supports the delivery of its strategic priorities through the Vision for Sport in Wales and the Sport Wales Strategy. Sport Wales' operational priorities and performance targets are informed by, and respond to, the Term of Government remit letter from the Deputy Minister for Arts, Sport and Tourism which sets out her strategic priorities, specific policies and action plans, and the wider policies and priorities in the Programme for Government. It also has a range of statutory duties and responsibilities, including under the Wellbeing of Future Generations Act (2015), the Equality Act (2010), and the Welsh Language (Wales) Measure 2011.

Sport Wales is a Welsh Government Sponsored Public Body and is funded largely by grant-in-aid from the Welsh Government. It is also responsible for distributing funds from the National Lottery to sport in Wales. It operates two national centres, in Cardiff and at Plas Menai in north Wales.

You can find out more about Sport Wales by visiting <https://www.sport.wales/what-is-sport-wales/>.

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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 Steffan Roberts, Deputy Director for Tourism Development and Sport in the Welsh Government. It will also comprise Tanni Grey-Thompson, Chair of Sport Wales and Ian Jones, Head of Leisure at Carmarthenshire County Council.

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 July 2023 the panel will have decided who will be invited for interview in August 2023. It is our intention that interviews will take place virtually.

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 Ministers who will make the final decision. The Deputy 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 a Member of the Board of Sport Wales, 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.