Appointment of a Chair and Board Members (Commissioners)
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Introduction

The Minister for Natural Resources is seeking a new Chair and up to two board members (Commissioners) to the Design Commission for Wales (DCFW).

Here you can find more information to help you apply and understand more about the post and the appointments process.

We’re seeking your help with our vision for a Wales that is simply a better place. If you care about the design of the world around you and believe Wales’ cities, towns and villages should be great places to live, work and play, we want to hear from you.

The Design Commission for Wales (DCFW) is seeking individuals to join its board, to add new perspectives and complement current members.

The Commission invites your application for new appointments including a new Chair and up to 2 Commissioners to help steer our strategic direction and be ambassadors of good design in Wales.

Whilst we do not require everyone who joins us to have previous Board experience or work directly in the design professions, all of our Board members share a real interest and passion for good design in the built environment. In addition to an appreciation of urban and landscape design, architecture, infrastructure and environment, we are seeking new Commissioners with knowledge of commercial property development, communications and marketing.

You will find a lot of information in this pack and we want to be sure you have everything you need to make an application so remember that you will be supported by members of the existing board and by a great staff team. You will also have the opportunity to meet and spend time with us during the appointments process. We’re sure that you’ll make a great contribution to our work so what are you waiting for?

The Design Commission for Wales is seeking new perspectives.
We’d love to help you find out more about us and how you could help us by considering a role with our board.

We warmly invite you to join us for one of our open events at 6pm on Wednesday 16th September or 6pm on Thursday 1st October 2015 and find out more about us, meet the team, enjoy light refreshments in a relaxed atmosphere and ask us anything you wish.

You never know...you might find you want to spend more time with us!

Drop in to the Design Commission for Wales 4th Floor, Cambrian Buildings, Mount Stuart Square, Cardiff CF10 5FL at 6pm on Wednesday 16th September or 6pm on Thursday 1st October 2015.
**Background – What is the Design Commission for Wales?**

DFCW was set up in 2002 by the Welsh Government. The Commission is a small public body working throughout Wales to help make it a better place.

The Commission promotes good design for our places, buildings and public space and communicates the benefits of good design for everybody.

The Commission provides a Design Review Service for development schemes throughout Wales, available to all local authorities clients, developers and members of the public. The Commission provides early stage consultation on development proposals along with bespoke training and development services for local authorities that focus on planning and project delivery mechanisms and wider design awareness.

The Commission works with colleagues in the fields of urban design, architecture and landscape design, civil engineering, building services and the wider environmental professions who are involved in shaping the countryside, cities, towns and villages of Wales. The Commission engages with members of the public, stakeholders in professional bodies, local authorities, clients and commissioning bodies, in planning, regeneration, energy and infrastructure, making our assistance available throughout Wales.

The Commission carries a wide range of expertise, even though we’re a very small team. Alongside that expertise we need enthusiastic champions and advocates to help guide us.

**What does the Design Commission for Wales aim to do?**

The Commission promotes good design and responds to its strategic aims:

— To champion high standards of design and architecture to the public and private sector in Wales by promoting wider understanding of design issues and the importance of good standards in enhancing the built environment across all sectors.

— To promote design practice that is compatible with the Welsh Government’s Sustainable Development Scheme, promoting best practice in energy efficiency, waste disposal and public transport.

— To promote design practice compatible with the highest standards in relation to equal opportunity and promoting social inclusion.

— To give due regard to promoting excellence in day to day developments, like housing estates and industrial units, as well as promoting excellence in prestige projects.

For further information about the Design Commission for Wales please visit our website [dcfw.org](http://www.dcfw.org) or contact Carole Anne-Davies on 029 2045 1964 or via email at cad@dcfw.org.
The Board

The Board plays a key role in terms of advocating our work, looking after our governance and enhancing public relations. Board members are ambassadors for the organisation and it follows that they should genuinely appreciate and champion the work of the Commission.

The Board currently has seven members, including the Chair. All appointments are made through an open competition process. During preparation for your application you will have the opportunity to meet and spend time with us and ask any questions you may have.

Staff Team – Who will support you

DCFW's staff team is led by the Chief Executive. The range of the work undertaken by DCFW is wide; therefore the day-to-day management is undertaken by the Chief Executive and team. We are here to support you and keep you well informed. We enjoy what we do and want you to share in our very rewarding work whilst helping us with our strategic direction, and bringing your energy and ideas to the role.
Role Description – Chair
What you will do

For the role of Chair we are seeking an individual with knowledge and experience appropriate to a senior governance role who is eager to play a part in promoting good design for the delivery of a better quality environment in Wales and to act as an ambassador for the Commission.

The current Chair, will remain in post until April 2016 and will be available to meet you and share thoughts on the role. There will also be opportunities to observe the role and the new chair designate will be able to shadow the current chair, attend Board meetings and other events to familiarise themselves with the role before their appointment begins in April 2016.

As Chair your main duties will be to:

— provide overall leadership to the organisation;
— ensure diversity and a broad range of skills on the Board;
— act as an alternative spokesperson for the organisation;
— demonstrate credibility amongst multi-disciplinary design professions;
— ensure Board effectiveness and decision making;
— ensure succession planning;
— appraise annually Board members and the Chief Executive;
— maintain a good but discerning relationship with the Chief Executive; and
— agree agendas and necessary paperwork with the Chief Executive.

Role Description – Board Members
What you will do

In addition to the Chair we are seeking up to two new board members (Commissioners) to join us. You will be eager to play a part in good governance and advocate the importance of good design for a high quality built environment in Wales. You will be expected to act as an ambassador for the DCFW and its work.

You will strive to promote DCFW, its activities and its needs to as many individuals and bodies as possible so as to enhance the organisation’s profile and purpose.

In addition to an appreciation of urban and landscape design, architecture, infrastructure and environment, we are seeking new board members with knowledge of commercial property development, communications and marketing.

Similar to the role of Chair, the appointments process aims to allow new board members to familiarise themselves with the operation of the organisation by attending and observing board meetings and other events.
Person Specification – Who we are looking for

We are seeking to appoint individuals who can demonstrate the following:

— enthusiasm for our work;
— awareness of and enthusiasm for good design in the built environment (but not necessarily as a practitioner) with the ability to operate in an inter-disciplinary arena;
— management and governance experience and interest;
— good communication skills;
— a clear understanding and commitment to equality and inclusion and to challenging discriminatory practices; and
— an understanding of the importance of high standards in public life.
— knowledge of commercial property development, communications and marketing are also desirable

In terms of the role of the Chair the individual should also be additionally be able to demonstrate:

— good leadership skills;
— credibility in the design arena;
— the ability to comment on design issues;
— the ability to engage with others across professional disciplines; and
— an understanding of the Built Environment industry, how it operates and who the key players are, politically and commercially with an appreciation of the importance of capturing good design quality early in the development process.

For both posts the ability to communicate through the medium of Welsh is desirable but not essential.

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, members of ethnic minorities, disabled people, lesbian, gay, bisexual and trans people.

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.
Eligibility – Who can apply

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

All board members are responsible for agreeing the DCFW’s strategic direction and acting in the interests of the success of the organisation.

DCFW is a Private Limited Company incorporated in England and Wales and is a wholly controlled subsidiary of the Welsh Government. Commissioners are Directors of the company and therefore need to comply with all relevant legal requirements. Support and information in this regard is provided by the wider board and staff of the DCFW.

Terms of Appointment

Appointments will be made by the Minister for Natural Resources.

The appointments will be for an initial period of 3 years, renewable subject to satisfactory review, to a maximum of 10 years.

The reappointment process will also take account of the diversity of the Board.

Time Commitment

Chair / Board Members will need to consider a time commitment of about 2 days per month to prepare for and attend board meetings 4 times a year including the Annual General Meeting (AGM).

Location of Meetings

Board meetings are usually held in Cardiff, but there may be occasion when meetings are required elsewhere in Wales. You may also wish to attend Commission events throughout the year at various locations around Wales.
Pay / Remuneration

Board Members of the DCFW are not employees. They currently serve in a voluntary, unpaid capacity.

Travel and other reasonable expenses that might be incurred in carrying out work on behalf of the Design Commission for Wales can be reimbursed.

Help for the Chair / Board Members

Reasonable adjustments will be made to enable the chair/commissioners to effectively access services and/or carry out their duties.

Selection Process

Although appointments to the DCFW do not come within the remit of the Commissioner for Public Appointments these appointments are made using a process which takes into account the Commissioner’s Code of Practice for Ministerial Appointments to Public Bodies.

It is the policy of the Welsh Government to promote and integrate equality of opportunity into all aspects of its business including appointments to public bodies. Applications are welcomed and encouraged from all groups and we ensure that no eligible candidate for public office receives less favourable treatment on the grounds of age, disability, gender, marital status, sexual orientation, gender reassignment, race, religion or belief, or pregnancy and maternity. The principles of fair and open competition will apply and appointments will be made on merit.

Starting date

1 April 2016
Application

You are encouraged to find out more about the Commission from their website dcfw.org or by telephoning the Chief Executive.

To apply you will need to submit two supporting documents. The first a full CV and the second a personal statement (no more than two pages of A4), telling us about your experience, how you meet the role description and person specification and how you could contribute to the Design Commission for Wales. The two documents should be uploaded to the “Attach Supplementary Document(s)” section of the online application form.

We hope you will find the online process simple to follow but we recognise that not everyone will be able to use it because of their own individual accessibility requirements.

If you are unable to submit online you can also send printed hard copies by post to:

Shared Service Helpdesk
Welsh Government, 3rd Floor, Cathays Park  CF10 3NQ

Closing Date and Key Decision Dates

The closing date for applications is 9th October 2015. Applications received after this date will not be considered. You will be informed whether or not you are being invited to interview at least two weeks before the interviews which are expected to be held in the fortnight commencing 30th November. The Minister’s decision on these appointments is expected by the end of December.

Further Information and Queries

For further information about the Design Commission for Wales please visit their website dcfw.org or contact Carole Anne-Davies on 029 2045 1964 or via email at cad@dcfw.org.

For further information on the application process and to apply, please visit www.gov.wales/publicappointments or for queries contact the HR Helpdesk on 029 2082 5454 / SharedServiceHelpdesk@wales.gsi.gov.uk.