



Llywodraeth Cymru
Welsh Government

Information pack for applicants

National Infrastructure Commission for Wales

Appointment of Commissioners

Closing date: 4 March 2018

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Background

Thank you for your interest in the appointment of Commissioner to the National Infrastructure Commission for Wales (NICfW). The Welsh Government has established the NICfW to support independent, better informed advice on a longer-term strategy of infrastructure investment, which enshrines the principles of the Well-being of Future Generations (Wales) Act 2015.

The NICfW is a non-statutory, advisory body. Its remit is to focus on the economic and environmental infrastructure needs of Wales over 5 – 30 years. The Commission will also consider the interactions of these needs with ‘social infrastructure’; such as schools, hospitals and housing. However, the NICfW is not expected to consider and advise on social infrastructure needs in detail.

The advice provided by the NICfW will be strategic and forward looking in nature. Advice on existing or upcoming infrastructure schemes will not be part of the Commission’s remit.

The Commissioners of the NICfW will have a unique opportunity to look at Wales’ long-term economic and environment infrastructure needs, shaping future infrastructure networks by having a strong influence on recommendations to the Welsh Government on strategic linkages, dependencies and priorities, including the relationships with social infrastructure such as housing. Commissioners will help finesse the NICfW’s role and build consensus with industry and other stakeholders. The attached Annexes provide details on the role of Commissioner and the person specification, the role and responsibilities of the NICfW and the selection process.

The appointed Chair of the NICfW will be a panel member for the Commissioner appointments. The Chair is expected to be appointed during June. Applications for the Commissioners will be considered thereafter. The Welsh Government will issue updates to all applicants at key milestones.

Making an application

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 Commissioners for National Infrastructure for Wales Commission 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.

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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:	4 March 2018
Shortlisting:	June 2018
Interviews:	Likely to be in July 2018 – the interviews will take place after the appointment of the Chair

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 NICfW and the role of Commissioners please contact:

Rhodri Griffiths, Deputy Director Economic Infrastructure

Tel: 03000628841

Email: Rhodri.griffiths1@gov.wales

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 03000255454 or PublicAppointments@gov.wales

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For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments

Appointment of Commissioner of the National Infrastructure Commission for Wales

Role description and person specification

Role and responsibilities

The Commissioners of the NICfW will have a unique opportunity to look at Wales' long-term economic and environment infrastructure needs, shaping future infrastructure networks by having a strong influence on recommendations to the Welsh Government on strategic linkages, dependencies and priorities, including the relationships with social infrastructure such as housing. Commissioners will help finesse the NICfW's role and build consensus with industry and other stakeholders.

We are looking to recruit up to 11 Commissioners from a range of backgrounds.

Commissioners will be leaders in their field, with senior level experience in a specific infrastructure sector or a related field.

The Commissioners will be responsible for:

- providing expert, impartial advice to the Welsh Government on infrastructure
- bringing specific skills or experience from particular sectors to NICfW
- engaging with stakeholders including government, industry, interest groups and the public to promote NICfW and gather a wide range of views on future infrastructure
- occasional media engagements

Person Specification

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

Capabilities

- ability to provide robust, independent advice to the Welsh Government
- ability to process complex information and consider the long-term development of Wales
- communicate complex recommendations clearly
- understanding of the Welsh Government's infrastructure objectives, its wider policy, delivery and finance framework, including the duties and commitments

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under the Wellbeing of Future Generations (Wales) Act 2015, and the devolution settlement

- at least two of the Commissioners are expected to be a fluent Welsh speakers and to represent NICfW in public and with the media through the medium of Welsh.

Experience

- a leader in their field, with senior level experience in a specific economic or environment infrastructure sector (such as energy, transport, waste, flood, digital communications) **or** a related field (such as economics, planning, regulation, project/infrastructure finance, design, engineering, systems architecture and analysis, technology and innovation).
- track record of communicating and influencing at senior levels.
- experience of representing organisations in public and engaging with a wide range of stakeholders

Welsh Language

The Commission will comprise of 12 people: the Chair and 11 Commissioners – for 3 positions within the Commission Welsh language skills are essential but are not required for the other 9 positions.

Key facts about the post

Location:	Meetings to be held pan-Wales
Time Commitment:	2 days per month
Tenure of office:	Initial Appointment 3 years
Remuneration:	£300 per day plus 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.

Applicants should be aware that the House of Commons Disqualification Act 1975 or Orders made under the Government of Wales Act 2006 apply.

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 Chair of the NICfW including any business interests and positions of authority outside of the role in the NICfW.

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>

National Infrastructure Commission for Wales Terms of Reference

Purpose

The Welsh Government has established a National Infrastructure Commission for Wales (NICfW) to support independent, better informed advice on a longer-term strategy of infrastructure investment, which enshrines the principles of the Well-being of Future Generations (Wales) Act 2015.

Governance and remit

The NICfW has been established as non-statutory, advisory body to provide advice and recommendations to the Welsh Ministers on the economic and environmental infrastructure needs of Wales over 5-30 years.

The Commission is remitted to focus on economic and environmental needs, but should also consider the interactions of these needs with 'social infrastructure', such as schools, hospitals and housing. However, the NICfW is not expected to consider and advise on social infrastructure needs in detail.

The Welsh Government will set out through an annual remit letter the areas on which it would like the NICfW to focus, as well as the available budget. This letter will be sent to the Chair of the commission before the start of each financial year.

The advice provided by the NICfW will be strategic and forward looking in nature. Advice will not be provided on existing or upcoming infrastructure schemes.

Within its advice, the NICfW must reflect the goals and principles of the Well-Being of Future Generations (Wales) Act 2015¹. This includes:

- The Welsh Government's Well-Being Objectives
- The Five Ways of Working
- The Sustainable Development Principle

The NICfW must also consider the obligations of Welsh Minister's in respect of the Environment (Wales) Act 2016, and other legislative obligations, when providing advice.

The detailed working arrangements of the NICfW will be agreed between the Welsh Government and the appointed Commissioners through a Constitution document. This constitution will be supported by annual remit letters, which will set out priority areas and the annual budget of the NICfW.

The NICfW is expected to produce and publish a 'State of the Nation report' every 3-5 years. This report will take an impartial view at the current state of economic and environmental infrastructure across Wales.

¹ http://www.legislation.gov.uk/anaw/2015/2/pdfs/anaw_20150002_en.pdf

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The Commission will also be expected to produce an annual report on its activity for the previous year, and to produce any ad-hoc reports deemed necessary by the Welsh Government and / or the NICfW

The Welsh Government is committed to supporting the independence of the NICfW by:

- Formally responding to the State of the Nation report, and tabling the report, and the response, in the National Assembly for Wales.
- Tabling the reports of the NICfW in the National Assembly.
- Formally responding to recommendations of the NICfW and tabling this response in the National Assembly, including rationale for why recommendations have been endorsed or otherwise not accepted.

Membership and Secretariat

Membership will comprise of 10-12 Commissioners, including the Chair.

Appointments will be made by the Welsh Ministers for a maximum term of 3 years.

Members will be appointed based on merit and expertise, and will be expected to demonstrate ability to consider the diverse nature of communities in Wales.

Members will be supported by a secretariat comprising of Welsh Government staff.

Accountability

The NICfW will be accountable to the Welsh Ministers for the quality and propriety of its advice and recommendations, and its use of public funding. The NICfW may also have its work scrutinised and held to account by the National Assembly for Wales, and could be asked to participate in Assembly committee hearings.

The Welsh Government will be held to account by the National Assembly for Wales for the direction it provides of the NICfW. It will also be scrutinised in respect of the recommendations it does or does not accept, and the rationale behind these decisions.

Review

The NICfW will be subject to a comprehensive review of its status, remit and objectives before the end of the fifth term of the National Assembly for Wales (2016-2021).

Subsequent arrangements for reviewing the NICfW will be established after this initial review.

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.

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 June 2018 the panel will have decided who will be invited for interview in July 2018.

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 Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. 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 Commissioner of the National Infrastructure Commission for Wales, 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

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Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 03000255454 or sharedservicehelpdesk@wales.gsi.gov.uk or 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 the Corporate Shared Service Helpdesk on 03000255454 or PublicAppointments@gov.wales