



Information pack for applicants

Health Education and Improvement Wales

Appointment of Six Independent Members

Closing date: 13 October 2017

Health Education and Improvement Wales

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Making an application

Thank you for your interest in the appointment of six Independent Members to the Board of Health Education and Improvement Wales (HEIW). The Independent Members will be required to participate as a full member of the Board setting the strategy for the organisation. In addition you will be expected to constructively challenge, to participate actively in the decision-making process of the Board, and to scrutinise the performance of the Executive in meeting agreed goals and objectives.

The attached Annexes provide details on the role of the Independent Members and the person specification, the role and responsibilities of HEIW and the selection process. We are recruiting one Independent Member who has the ability to communicate in the Welsh language as essential, and five with the ability to communicate in the Welsh language as desirable. Please ensure that you have read the Eligibility section on page 8 before making your 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 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 submit the application form and attach **two** supporting documents. The first is your personal statement which should be no more than two sides of A4. Your application may be rejected if you exceed this limit. The second document is a full, up to date CV. The two documents should be uploaded 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.

As the One Wales Public service values will be at the heart of how HEIW will operate, your personal statement should show how you would:

- work with others to achieve shared objectives;
- encourage others to think differently and try new ways of doing things;
- learn from successes and mistakes and use that experience and knowledge to ensure better outcomes;

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- maintain realistic and positive attitude to challenges, adversity and change and support others to do the same; and
- communicate openly, build credibility, and be straightforward with people to generate trust and confidence.

Finally, please also include a brief paragraph that outlines:

- why you applied for the role;
- what benefits you will bring to the HEIW Board;
- whether you meet the criteria for Welsh essential;
- whether you would be open to a two or four year appointment.
- if you were successful, whether you would wish to be considered for the role of Vice Chair (further information about this is on page 11).

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.

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.



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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.

Indicative timetable

Closing date:	13 October 2017
Shortlisting:	w/c 30 October 2017
Interviews:	w/c 20 November 2017
Start date:	no later than 1 February 2018

Key facts about the post

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HEIW is a national organisation, with an all-Wales remit. The six successful candidates will be required to travel to all parts of Wales, although a significant number of meetings and Board related events will be held at the headquarters. Some overnight stays will be required.

Remuneration:	£9,360 per annum
Time Commitment:	The post of Independent Member is based on a notional commitment of a minimum of four days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

Contacts:

For further information regarding the selection process, please contact:

The Corporate Shared Service Centre
Tel: 029 2082 5454
Email: sharedservicehelpdesk@wales.gsi.gov.uk

For further information regarding the role of the HEIW and the role of Independent Members please contact David Pritchard, HEIW Programme Director, Welsh Government

Tel: 0300 025 0172
Email: heiw@wales.gsi.gov.uk

If you need any further assistance in applying for this role, please contact the Welsh Government's Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

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

The Role of the Six Independent Members

Role description and person specification

This is a great opportunity to use your skills and experience to help create a strategic approach to developing the Welsh health workforce now and for the future, building a truly multidisciplinary approach to our health service.

The Board will be responsible for ensuring that HEIW's strategic direction is focused on the [well-being goals for Wales](#), and so should be able to evidence the principles collectively and individually. The Board is also expected to adhere to the [Nolan seven principles of public life](#).

Role and responsibilities

In conjunction with the Chair and Senior Executive Team, the Independent Members of the Board will be responsible for:

- establishing and taking forward the strategic aims and objectives of HEIW consistent with its overall purpose and within the policy and resources framework determined by the Cabinet Secretary for Health, Well-being and Sport;
- ensuring that the Cabinet Secretary for Health, Well-being and Sport is kept informed of any changes that are likely to impact on the strategic direction of HEIW or on the attainability of its targets, and of steps needed to deal with such changes;
- ensuring compliance with any statutory or administrative requirements in respect of the use of public funds; that it operates within the limits of its statutory authority and any delegated authority agreed with Welsh Government, and in accordance with any other conditions relating to the use of public funds; and that, in reaching decisions, it takes into account guidance issued by the Welsh Government;
- ensuring that it receives, reviews and scrutinises regularly, the effectiveness and efficiency of the financial information and quality of delivery of HEIW; that it is informed in a timely manner about any concerns as to the activities of HEIW; and that, where applicable, it provides positive assurance to the Cabinet Secretary for Health, Well-being and Sport via the Health and Social Services Group that appropriate remedial action has been taken to address any such concerns;
- demonstrating high standards of corporate governance at all times, including by using appropriate Committees to help the Board to receive assurance and address key financial and other risks;
- ensuring a positive culture and promote the values and standards of conduct for the organisation and staff;
- appointing the subsequent Chief Executive officer to the organisation; and
- appointing the Executive Members to the Board.

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Person Specification

Essential Criteria

To be considered, you must be able to demonstrate that you have experience of at least one of the following areas:

- Sector experience
- Strategic leadership
- Governance
- Business/strategic planning
- Finance/accounting
- Learning/education
- HR/workforce planning
- Improvement work
- Communications/marketing

In addition you should have:

- An understanding of the issues and priorities that will be important to Health Education and Improvement Wales and the ability to understand the role and work of Boards;
- Ability to hold others to account for their performance whilst maintaining a constructive relationship;
- Ability to think strategically and to exercise sound judgement on a range of sensitive and complex issues;
- Ability to analyse and interpret detailed information, for example detailed policy proposals or statistical information.
- Ability to demonstrate a sound understanding and commitment to the One Wales Public Service Values
- Good communication skills and the ability to engage and work in partnership with employees, employee representatives and stakeholders.

If you are interested in the Welsh essential role, you should be able to understand and contribute to Welsh language conversations.

Desirable Criteria:

Welsh Language and diversity

HEIW Board members do not have to be able to do the following, but it would be useful if they could:

- speak Welsh;
- display an awareness of the Welsh language profile of Wales and the importance of strengthening bilingual service provision within the NHS in Wales;
- a thorough grasp of diversity and inclusion issues.

Time commitment

The post of Independent Members to HEIW is based on a notional commitment of a minimum four (4) days per month but this will be subject to organisational demands and is often higher than the minimum requirement.

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Remuneration

The post of Independent Member will be paid at £ 9,360 per annum, paid monthly or quarterly in arrears as agreed with HEIW.

Where an Independent Member is allowed time off from their current employment with pay to perform their duties, they will receive no additional remuneration for undertaking the Independent Member role. They will be treated in the same way as other employees who are given paid time off to undertake public duties.

Expenses

You will be entitled to be reimbursed, if appropriate, against receipts for travel and subsistence expenses incurred while on business for HEIW. Expenses must be claimed within three months of them being incurred unless there are exceptional circumstances.

Childcare and other dependent expenses may also be paid, on production of receipts, for additional costs incurred while undertaking work for HEIW.

Tenure of office

The Cabinet Secretary for Health, Well-being and Sport determines the length of the appointment, which will initially be either set at two (2) years or four (4) years.

However, this is subject to the Independent Member remaining eligible for the role for the duration of the term. Board members may stand for a maximum of eight (8) years.

Accountability

Members are appointed by the Cabinet Secretary for Health, Well-being and Sport and are accountable to the Cabinet Secretary for Health, Well-being and Sport via the Chair for carrying out their duties and for their performance.

Assistance for Disabled Members

Where appropriate all reasonable adjustments will be made to enable members to effectively carry out their duties.

Eligibility

A person shall be disqualified from appointment if he/she:

- a. has within the preceding 5 years been convicted in the UK, Channel Islands or the Isle of Man of any offence and has had passed on him/her a sentence of imprisonment (whether suspended or not) for a period of not less than 3 months;
- b. has been adjudged bankrupt or has made a composition or arrangement with his creditors unless the bankruptcy has been annulled or discharged, the terms of the composition or arrangements has been fulfilled or the debt have been paid in full and five years have elapsed;
- c. has been dismissed, otherwise than by reason of redundancy, from any paid employment with a health service body;
- d. is a person whose tenure of office as the chairman, member or director of a health service body has been terminated;
- e. is an employee of a Local Health Board or NHS Trust or has been employed by Local Health Board or NHS Trust in the last year.

Any other information that may materially affect your application for appointment should be declared in the application form under the Conflict of Interests section.

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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.

Candidates should also note that membership of HEIW Board is a disqualifying office for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015.

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 Independent Member of HEIW, including any business interests and positions of authority outside of the role in HEIW.

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 HEIW

In April 2018, a new statutory body within NHS Wales will come into being. Health Education and Improvement Wales (HEIW) will sit alongside Health Boards and Trusts and will be the eleventh member of the NHS Wales family.

A detailed [written statement](#) was published by the Cabinet Secretary for Health, Well-being and Sport in July 2017 outlining the status and functions of the new body:

- The commissioning and oversight of professional education in the health sector in those areas agreed by the Welsh Government.
- Financial support provided by the Welsh Government to students undertaking professional education in the health sector.
- Responsibility for funding to organisations supporting such training and education, including health boards and non-NHS health delivery services.
- Planning for workforce needs in the health sector.
- Maintaining and developing workforce intelligence and information.
- Organisational role design and setting expectations for CPD of professionals across NHS Wales.
- Leadership and development for the health workforce.
- Health careers promotion and widening access in health professions.
- Improvement in workforce and OD.

The creation of HEIW is intended to offer significant added value to the delivery of patient care through education and improvement support for health bodies. For example, it is the expectation that the new body will offer a national approach to the development of leadership within the NHS in Wales, encouraging greater mobility for staff across NHS Wales as demands change.

HEIW will work with NHS Wales to lead an improved, strategic approach to planning and commissioning of the future workforce. HEIW will consider all parts of the health sector in its work, ensuring that planning is integrated across public and private delivery as well as key partners such as social care. It will also recognise the value of all professionals in the sector, working to provide raised standards of training and skills to every student or trainee.

It is also expected that HEIW will develop over time significant expertise in workforce intelligence and the shape of our workforce, offering other health bodies leadership and advice on role and team design to maximise performance. HEIW will work closely with partner bodies, such as HEFCW and Social Care Wales, in relevant areas of its work to develop an integrated view of workforce needs now and in the future across both health and social care. This will include continuing support and development of shared career opportunities for workers across both sectors.

Crucially, the new body will also be set the task of leading our work to promote the health service in Wales as a premier career choice, across all roles and across all the diversity of Wales.

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Governance

The Welsh Government will establish HEIW as a Special Health Authority using powers set out in the National Health Services (Wales) Act 2006. Legislation will be brought forward over the coming months to allow us to establish the body. This means it will be a fully separate entity with its own independent Board. Its Chief Executive will sit alongside other Chief Executives on the NHS Wales Executive Board. The work and budget of the organisation will be set through directions and an annual remit letter from the Welsh Government.

The constitution of the Board of HEIW will stand at twelve, with seven Independent members, including the Chair and five Executive Team members, including the Chief Executive. To limit the prospect of having to recruit all Independent Members at the same time in the future, it is the intention to offer positions for either two or four years. This will allow a staggered tenure and manage the possibility of loss of knowledge and skills.

Whilst the Vice Chair will not be a statutory role, the regulations will allow the members of HEIW to appoint a Vice Chair. If they chose to do so, the Board members may appoint a Vice Chair from within the Independent Members. The role of Vice Chair will attract a higher remuneration for significantly increased days per month.

Dr Chris Jones has been appointed as the interim Chair from 1 October, to guide the transition to HEIW, subject to the will of the National Assembly in relation to the legislation necessary for HEIW's establishment. This post is for a limited period of 12 months, with the recruitment for the future Chair due to commence in summer 2018.

HEIW will be committed to ensuring that the full diversity of Wales and its communities are reflected in its plans and delivery. To ensure this, it is the intention that the Board membership will reflect this.

The Welsh Government will shortly begin the recruitment process for the new Chief Executive. This will allow governance arrangements to be established in advance of the new organisation beginning its work at the first meeting of the Board which is expected to be held in early February 2018.

The selection process

The interview panel will assess your application form in terms of your CV and personal statement to determine who it believes best meet the criteria for the role, and whether you will be invited to interview. The panel can rely only on the information you provide in your CV and personal 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 and the bullet points listed to complete as part of your personal statement

The selection panel will be chaired by Dr Chris Jones, Interim Chair of HEIW, Sioned Rees, Welsh Government, Annie Jones, Welsh Government and 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 the entire selection panel.

We anticipate that during the week commencing 30 October 2017, the panel will have decided who will be invited for interview during the week commencing 20 November 2017.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria as asked to demonstrate in the personal statement. 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 are unable to make the arranged interview date, we will endeavour to re-arrange. However, this 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 you have been invited to interview.

At 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 Cabinet Secretary for Health, Well-being and Sport who will make the final decision, which may include a reserve list which will be held for up to 12 months. The Cabinet Secretary for Health, Well-being and Sport may choose to meet with appointable candidates before making a decision. If he does, he 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.

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If you are successful, you will receive a letter from the Cabinet Secretary for Health, Well-being and Sport appointing you as an Independent Member of the HEIW, 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

Queries

For queries about your application, please contact the Corporate Shared Service Helpdesk on 029 2082 5454 or 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