



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Adnodd

Appointment of a Member

Closing date: 16:00 on 02/09/2022

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Making an application

Thank you for your interest in the appointment of a member to the board of Adnodd. This is an exciting opportunity to play a key role in supporting and providing direction to the newly formed company and help to ensure provision of bilingual educational resources and materials for Curriculum for Wales and qualifications in Wales. The attached Annexes provide details on the role of members and the person specification, the role and responsibilities of Adnodd and the selection process.

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 'Adnodd' 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.

References

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

Indicative timetable

Closing date:	2 September 2022
Shortlisting:	w/c 5 September 2022
Interviews:	w/c 10 October 2022

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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.

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 guaranteed interview, please contact the Public Appointments Unit at PublicAppointments@gov.wales to let them know.

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 the Public Appointments Unit as above 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 Team
Public Bodies Unit
Email: publicappointments@gov.wales

For further information regarding the role of Adnodd and the role of Member(s) please contact Ann Evans:

Tel: 03000253833
Email: ann.evans3@gov.wales

Or if contacting during 28 July – 9 August please contact IsadranYGymraeg.WelshLanguageDivision@gov.wales

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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

Appointment of a Member of Adnodd

Role description and person specification

Role and responsibilities

This is an exciting opportunity to join a new company's Board responsible for ensuring the provision of Welsh and English teaching and learning resources to support the curriculum and qualifications in Wales.

Board members will:

- support the Chair in setting the strategic direction for Adnodd;
- monitor and scrutinise Adnodd's progress in delivering objectives, helping to drive performance and providing challenge where necessary;
- ensure effective arrangements are in place to provide assurance on governance, financial management and risk, including information security, audit and internal controls in accordance with applicable statutory and regulatory requirements and, where relevant, codes of practice or other guidance relevant to the sector; and
- represent Adnodd externally and foster close working relationships with key stakeholders
- promote the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honest and leadership.

Board members will be accountable to the Chair who will conduct their annual performance appraisals.

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

- Knowledge, skills and/ or experience in one or more of the following areas:
 - Education
 - Publishing or elearning
 - Human resources Financial management
 - Legal

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- Audit and/or risk management
- Media and communications.
- The ability to make decisions and contribute effectively on strategic and practical issues.
- Excellent communication skills with the ability to represent Adnodd in public and engage with key stakeholders.
- Understanding of the culture and heritage of Wales and a commitment to ensuring that, along with its language, the Welsh context is reflected in the working of Adnodd.
- A commitment to and understanding of promoting equality, diversity and inclusion.

Welsh Language

Welsh language skills are essential for **at least three** Board members. You should note your Welsh language skills in your application. Interviews for the Welsh essential posts will be conducted through the medium of Welsh.

Key facts about the post

Location:	Virtual with the possibility of physical meetings in a central location to all board members in the future
Time commitment:	up to 3 days per month
Tenure of office:	initial appointment of 3 years
Remuneration:	£92 per day plus travel. Other reasonable expenses that might be incurred in carrying out work on behalf of the company may also be claimed.

Eligibility

Candidates should also note that membership of Adnodd is a disqualifying office for membership of The Senedd Cymru 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 Board Member of the Adnodd including any business interests and positions of authority outside of the role in the Body.

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

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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>

The role and responsibilities of Adnodd Board

Background

The lack of relevant, timely and adequate resources to support the introduction of the reformed qualifications in 2015 led to concerns being raised about the availability of resources in both languages for the new curriculum. The 'Welsh and bilingual resources summit' held in Spring 2017 explored the issues relating to delivering resources which were relevant to Wales and its new curriculum in both languages simultaneously. A stakeholders group was established to develop a vision and agree on an infrastructure for the future production of bilingual educational resources.

The provision of purposeful, high quality and timely educational teaching and learning materials is a critical element in ensuring the credibility of the curriculum, and in securing the necessary commitment from practitioners to realise it. Curriculum for Wales is innovative, ambitious and challenging and therefore demands a radically different and equally ambitious approach to the development of resources and supporting materials as it is embedded over the years ahead. Minister for Education and Welsh Language agreed to the group's recommendation of establishing an arm's length entity with a Board accountable to Welsh Ministers.

Adnodd was incorporated as a Welsh Government subsidiary company limited by guarantee on 12 July 2022.

Significant volumes of resources are currently commissioned but there is a need for this to be more strategically coordinated and there is also room for budgets and expertise available nationally to be used more effectively. Without a national strategic process, efforts can be duplicated, parity in provision in Welsh and English is not ensured and not all resources are quality assured.

This company will provide opportunities for stakeholders from across sectors to work together, to share expertise and experience and develop the capacity of schools and practitioners in creating resources that support their local curriculum. It will be an easily recognisable 'go-to' service that will facilitate co-construction between teachers and other stakeholders, ensuring that talent is recognised, nurtured and developed. Linked to the work of the National Network for curriculum implementation, it will ensure that resources and supporting materials are developed in line with the principles and the ethos of the new curriculum and that they support the role of schools and practitioners as curriculum designers. It will also invest in skills and capacity within the publishing sector, ensuring a fully joined up approach.

Our vision

To enable learners, practitioners and parents/carers in Wales to access high quality educational resources and supporting materials, in both Welsh and English, to support the learning and teaching of Curriculum for Wales and its qualifications.

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We will:

- *Ensure that relevant, timely resources and supporting materials are available in both Welsh and English, at the same time, to support the Curriculum for Wales and its qualifications.*
- *Provide a strategic oversight to the provision and commissioning of resources ensuring that resources and supporting materials are responsive to the needs identified by the education sector*
- *Facilitate closer working across sectors to ensure co-construction of resources to maximise expertise, knowledge and skills*
- *Provide a quality assurance framework for the commissioning, development and production of resources, ensuring that resources developed are in line with the ethos and core principles of Curriculum for Wales and are fit for purpose*
- *Develop and invest in skills and capacity in creating, sharing and publishing educational resources in Wales.*
- *Ensure value-for-money, making effective use of budgets and resources.*
- *Advance the effective promotion, awareness and use of resources.*

The Board's role

In addition to the powers and duties of directors set out in the Companies Act 2006, the Articles of Association, and the Corporate Governance Code, the role of the Board is to:

- provide effective leadership; developing and taking forward the strategic aims and objectives consistent with its overall purpose;
- work with the Welsh Ministers and other relevant stakeholders to develop strategies for meeting objectives;
- ensure the company operates within the limits of its authority and in accordance with any other conditions relating to the use of public funds, upholding the principles of regularity, propriety and value for money;
- monitor performance and keep the Welsh Government informed of any changes likely to impact on strategic direction or the attainability of targets, and of steps needed to deal with such changes;
- ensure the organisation considers equality of opportunity and takes into account guidance issued by the Welsh Government when approving policies and making decisions;
- ensure effective arrangements are in place to provide assurance on governance, financial management and risk, including information security, audit and internal controls in accordance with applicable statutory and

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regulatory requirements and, where relevant, codes of practice or other guidance relevant to the sector; and

- promote the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honest and leadership.

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 Owain Lloyd and will also comprise Bethan Webb, Rosemary Jones Craig Stephenson as independent panel members.

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 September 2022 the panel will have decided who will be invited for interview in October 2022. It is our intention that interviews will take place in Cardiff, however consideration will be given to a virtual interview should circumstances require it.

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 Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/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.

If you are successful, you will receive a letter appointing you as member of the Board of Adnodd, which will confirm the terms on which the appointment is offered.

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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 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.