



Llywodraeth Cymru  
Welsh Government



**Comisiynydd Pobl Hŷn Cymru**  
Older People's Commissioner for Wales

Information pack for candidates

**Appointment of an Older People's  
Commissioner for Wales**

Closing date: 16:00, 9 February 2024



**The Commissioner for  
Public Appointments**

# Older People's Commissioner for Wales

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## Older People's Commissioner for Wales

### 1. Making an application

Thank you for your interest in the post of **Older People's Commissioner for Wales**. The attached Annexes provide details on the role and responsibilities of the Older People's Commissioner for Wales, the person specification and the selection process.

To make an application please visit the Welsh Government public appointment website here: [Public Appointments - Welsh Government \(Cais\) \(tal.net\)](https://tal.net) click on the Older People's Commissioner for Wales vacancy and click on 'Apply' at the bottom left-hand corner. The first time you apply for a post through the Welsh Government's online application system, you will need to complete a registration form. 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 for this post, you **must** fully complete the form, or you will not be able to submit your application. You may find the "Instructions" which appear as an option on the top of every page of the application form helpful. Please remember to save your application before logging out.

We hope you will find the on-line process simple to follow but we recognise not everyone will be able to use it because of their own individual accessibility requirements. If you are unable to apply online, please contact Public Appointments Unit on [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales) who will be able to provide a copy of the application form in an alternative format.

#### **Personal Statements**

Personal statements are your opportunity to demonstrate how you meet each of the criteria set out in the person specification. Your personal statement will be considered as part of the public appointments process.

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 each. 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.

**Your personal statement and CV can be uploaded to the 'Additional information/Evidence' section of the online application form.**

## **Older People's Commissioner for Wales**

### **References**

Please provide two referees (employer and personal) who will be contacted for successful candidates only. In order to preserve the highest standards of integrity and propriety, we are unable to accept Members of the Senedd or Welsh Government employees as referees for applications for membership of public bodies.

## Older People's Commissioner for Wales

### 2. Appointment process

This appointment will be conducted within a public appointments process; older people and those that represent the views of older people will be involved at different stages throughout the process in accordance with The Commissioner for Older People in Wales (Appointment) Regulations 2007 and The Commissioner for Older People in Wales (Appointment) (Amendment, Transitional and Revocation) Regulations 2023

**Stage 1:** Applications invited for the role of Older People's Commissioner for Wales. Details of the application requirements as noted above.

Indicative timetable: Closing date 9 February 2024

**Stage 2:** Following the closing date, applications for this post will be reviewed by a Welsh Government panel of officials who will assess candidates' suitability for the role against the essential criteria and draft a long list of candidates.

An Advisory Assessment Panel consisting of the Minister for Social Justice, a Senior Independent Member, a Senior Welsh Government official and a Member of the Senedd appointed by the Equality and Social Justice Committee will then shortlist the candidates.

Indicative timetable: February 2024

**Stage 4:** The shortlisted candidates will be invited to meet with a panel of older people and experts in the field of ageing. The panel will assess candidates' knowledge and understanding of the issues facing older people in Wales. This panel will provide an overview of each candidate which will be shared with the Advisory Assessment Panel.

Indicative timetable: April 2024

**Stage 5:** The shortlisted candidates will be invited to attend a formal interview with the Advisory Assessment Panel to identify a list of appointable candidates. You will be asked to give a presentation and this panel will question you about your skills and experience, asking specific questions to assess whether you meet the criteria set out for the post.

Indicative timetable: April

The First Minister will consider the views and assessments of both panels and decide which of the appointable candidates should be appointed.

Indicative timetable: May 2024

**Stage 7:** The appointed candidate will attend a pre-appointment hearing with the Equality and Social Justice Committee. Based on the findings of this hearing, the First Minister will make the final decision on appointing the next Older People's Commissioner for Wales.

Indicative timetable: May 2024

New Older People's Commissioner takes up post by August 2024 or soon after.

## Older People's Commissioner for Wales

### **Timetable for appointment process**

We will aim to provide shortlisted candidates with as much notice of both panel assessment dates. If you are unable to make the arranged dates, we will endeavour to re-arrange them, but this might not be possible due to time constraints within the appointment timetable or panel availability.

### **Diversity Statement**

The Welsh Government believes that public bodies should reflect Welsh society and people from all walks of life. This will 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, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people. More information on the Diversity and Inclusion Strategy for public appointments can be found here [Diversity and Inclusion Strategy for public appointments](#)

### **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.

You will be asked to specify if you would like your application to be considered under the Guaranteed Interview Scheme in your submission.

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 Team, [publicappointments@gov.wales](mailto: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 Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

## **Older People's Commissioner for Wales**

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)

## Older People's Commissioner for Wales

### 3. Background to the Older People's Commissioner for Wales

#### Role & Legal Powers

The Commissioner's role and statutory powers are defined by the Commissioner for Older People (Wales) Act 2006 and accompanying Regulations.

The Act outlines the action that the Commissioner can take to ensure that the interests of older people are safeguarded and promoted when public bodies discharge their functions and the assistance the Commissioner may provide directly to older people in certain situations.

#### Commissioner's Functions

- Promote awareness of the rights and interests of older people in Wales.
- Challenge discrimination against older people in Wales.
- Encourage best practice in the treatment of older people in Wales.
- Review the law affecting the interests of older people in Wales.

#### Relationship with Older People

The Commissioner must ensure that:

- Older people in Wales are made aware of the existence and functions of the Commissioner's office.
- Older people in Wales are made aware of the location of the Commissioner's office or offices and the ways in which they may communicate with the Commissioner and his or her staff.
- Older people are encouraged to communicate with the Commissioner and his or her staff.
- The views of older people are sought as to how the Commissioner should exercise his or her functions and as to the content of the Commissioner's annual work programme.
- The Commissioner and his or her staff make themselves available to such older people in the older person's locality.

Further information regarding the role of the Older People's Commissioner is available on the website: [www.olderpeople.wales](http://www.olderpeople.wales)

For a confidential discussion regarding the role, please contact the Older People's Commissioner for Wales:

**E-mail:** [helena.herklots@olderpeople.wales](mailto:helena.herklots@olderpeople.wales)

## Older People's Commissioner for Wales

### 4. 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

The person we are looking for will have the following key competencies:

- A demonstrable commitment to promoting and safeguarding the interests of older people.
- Knowledge and understanding of the issues and problems facing older people in Wales and of the broad policy context within which relevant services operate.
- Excellent governance knowledge with significant experience at a senior level. The ability to lead an organisation that responds to the needs of older people in Wales whilst managing budgets, ensuring good governance and compliance with statutory duties.
- Highly developed interpersonal networking and presentational skills. The ability to command the confidence of and work in partnership with older people and the wider public, Welsh Government, the Senedd Cymru, as well as a range of organisations including health, local government, the third sector and the media.
- The ability to interact effectively with, and respond to pressure from, the media in order to drive change, highlight best practice and promote awareness of older people's rights.
- Knowledge and understanding of the United Nations Principles for Older Persons, equality and diversity principles and the ability to make representation to the UK Government.

#### Desirable Requirements

Whilst not essential, candidates who can demonstrate the following are particularly welcomed:

- Knowledge and an operational understanding of range of services used by older people including transport, health, housing and social services, employment and adult education.
- Knowledge of the regulation and inspection regimes used to inspect a range of public services used by older people.

## Older People's Commissioner for Wales

### Key facts about the post

The Commissioner will be required to work regularly outside normal office hours at evenings and weekends, in order to attend meetings and to be accessible to older people. They will also be required to travel regularly within Wales, and occasionally within the UK, Europe or further afield.

Location:	Pan Wales with an office in Cardiff
Time Commitment:	Full-time
Tenure of office:	Fixed, non-extendable period of 7 years.
Remuneration:	£90,000 - £95,000 per year. The salary is subject to tax and national insurance and is pensionable. There is no annual or other automatic increase in remuneration for this post. Any increase in remuneration will be determined by Welsh Ministers: should any increase be considered; it will take into account (but not be bound by) and be in accordance with the annual findings of the Senior Salaries Review Body.

### Welsh Language

Welsh language skills are needed from day one to fulfil the role satisfactorily, and someone with those skills is sought, but short-term arrangements can be made until the language ability of the appointee improves to the level needed for the appointment. Welsh Government has a Welsh Language Skills Level Guide of 1 to 5 for each skill. The post holder will be expected to achieve level 3 for Understanding, 1 for Reading, 3 for Speaking and 1 for Writing. More information is available from the Public Appointments Unit.

The appointment is therefore also open to applicants who are prepared to commit to acquire / improve their Welsh language skills to the designated level within a reasonable specified timescale.

### Eligibility

Applicants should be persons who conduct themselves at all times in a manner which will maintain public confidence in accordance with the Nolan Principles <https://www.gov.uk/government/publications/the-7-principles-of-public-life>.

The role of Older People's Commissioner involves contact with vulnerable adults. As a result, applicants are required to provide or be subject to a Disclosure and Barring Service (DBS). More information is available here on [DBS checks](#). As the role is classed as Corporation Sole they will also be subject to an enhanced financial check. The appointee will not be confirmed in post until those checks/registration requirements are satisfied.

Applicants should also note the office of Commissioner for Older People in Wales is a disqualifying post for membership of the Senedd Cymru under the National Assembly for Wales (Disqualification) order 2015. <http://www.legislation.gov.uk/uksi/2015/1536/contents/made>.

## Older People's Commissioner for Wales

### **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 Commissioner for Older People in Wales, including any business interests and positions of authority outside of the role.

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>

### **Terms of Appointment**

The letter of appointment will fully outline the terms and conditions of the post and is based on the Civil Service Terms and Conditions.

### **Time Commitment**

The post is full time although flexibility in working hours may be considered. However, you will be required to work such hours as may be necessary to effectively discharge your duties as the Commissioner.

### **Assistance for Disabled People**

Where appropriate, reasonable adjustments will be made to enable the Older People's Commissioner for Wales to effectively carry out the role.

### **Selection Process**

The appointment of the Older People's Commissioner for Wales is regulated by the Commissioner for Public Appointments and the appointment process complies with the Code of Governance for Public Appointments. 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 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**

The successful candidate is due to start in post on 22 August 2024 or soon after.

### **Further Information and Queries**

For further information on the application process and to apply, please visit <http://wales.gov.uk/publicappointments> or for queries contact the Public Appointments Unit on [PublicAppointments@gov.wales](mailto:PublicAppointments@gov.wales)

## **Older People's Commissioner for Wales**

### **Closing Date and Key Decision Dates**

The closing date for applications is **16:00, 9 February 2024**.

Application forms 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 week beginning 15 April and 22 April 2024.

The First Minister's decision on this appointment is expected by May 2024.