Welcome from the Director of Assembly Business

Siwan Davies

This year the National Assembly for Wales will mark its 20th anniversary. A great deal has changed since 1999. Originally a corporate body with secondary legislative powers, the Assembly now has primary law-making and tax-varying powers, and reserved powers across a range of devolved policy areas that impact on the lives of the people of Wales.

Our committee system is a key mechanism enabling the Assembly to fulfil its statutory and constitutional functions for policy, financial and legislative scrutiny. Cross-party committees undertake inquiries, examine policy, public expenditure and legislation, and hold the Welsh Government and associated public bodies to account. A critical plank of our committee work is dialogue and engagement with the people of Wales.

I started my parliamentary career as a committee clerk at the Assembly at the inception of self-government in Wales. Since then, I have worked in Westminster-style parliaments at home and abroad, in advisory, corporate and ceremonial roles. It was a privilege to return to the Assembly earlier this year as Director of Assembly Business, to lead a dynamic team to support a rapidly evolving, ambitious legislature in the next phase of its development.

We are looking for a collaborative leader for the Policy and Legislation Committee Service during a period of change. The ideal candidate will have a track record as an adviser in a political environment and an innovative approach to public engagement and scrutiny.

If you want to join us for the next phase of the Assembly’s evolution, please get in touch.
Post Reference: AC-007-19

Job Title: Head of Policy and Legislation Committee Service

Salary: £64,770 – £75,745 (Executive Band 1)

Service: Assembly Business Directorate

Location: National Assembly for Wales, Tŷ Hywel, Cardiff Bay

Pattern of Working: This is a full-time post although flexible working arrangements will be considered, subject to meeting the needs of the Assembly and its Members.

Security Clearance: This position has been assessed as requiring a ‘SC’ level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.

About the role:

Purpose of post:

We are recruiting the Head of the Policy and Legislation Committee Service, based in the Assembly Business Directorate in the National Assembly for Wales Commission.

The Assembly’s committees have a broad range of policy, financial and legislative scrutiny functions. They hold the Welsh Government and associated bodies to account, undertaking inquiries, and gathering evidence into topics of importance to the people of Wales. The Assembly Commission’s vision is that Assembly committees demonstrably improve the quality of policy outcomes, legislation, public services and government spending for society as a whole in Wales. A critical plank of our committee work is effective engagement with stakeholders and the public. Our approach will need to respond to the changing nature of democratic engagement in a digital world.

Constitutional change has been, and will continue to shape and influence the work of the Committees. The nature of devolution in Wales, and the Assembly’s position within the constitution of the UK, is continuing to evolve. Politically, the changing constitutional landscape, as a result of the UK’s decision to leave the European Union, has required the Assembly to be agile in its response, and make a step change in its approach to inter-parliamentary engagement. Committees have and will be at the forefront of this work.

The Policy and Legislation Committee Service provides procedural, policy and administrative support to the policy and legislation committees. We operate an integrated team model, an holistic approach to providing expertise and support for committees and committee members. The Service works closely with other clerks, researchers, lawyers, communications and translation staff as well as with colleagues across the Assembly Commission, particularly to reach out to and engage effectively with the people of Wales.
About the role:

This is a senior leadership role. As a head of service and member of the leadership team, you will work as part of “one team” to deliver our programme of investment, service delivery and change. In doing so, you will contribute to achieving the Assembly Commission’s strategic goals to provide outstanding parliamentary support; engage with all the people of Wales and champion the Assembly; and use resources wisely.

We have a strong ethos of continuous improvement and have to be flexible to respond to Assembly Members’ needs to continue to deliver excellence at a time of a growing workload. This role requires strong leadership and change management skills as we look to revitalise the support for committees in preparation for the Sixth Assembly.

If you would like to discuss this role, please contact Siwan Davies, Director of Assembly Business on 0300 200 6534.

Core Responsibilities:

The role has three main elements:

- **Head of Service** – leading and developing a high-performing team of around 35 staff to provide effective secretariat support for the Assembly’s policy and legislation committees. You will support the development of a positive and inclusive service and ensure that the right resources are in the right place at the right time. You will directly manage eight committee clerks. Clerks lead teams providing procedural, policy and administrative support to individual committees, drawing on specialist support from across the Assembly via integrated teams.

- **Leadership Team member** – working collaboratively with heads of service from the Assembly Business Directorate (comprising the Chamber and Committee Service; Policy and Legislation Committee Service; Legal Service; Research Service; and Strategic Transformation Service) and across the organisation to lead, motivate and support staff through a period of organisational change. Adopting a “one-team” approach to the delivery of priorities and services, reflecting our shared values.

- **Senior adviser** – providing impartial, robust procedural, policy and constitutional advice to the Llywydd (Presiding Officer), Committee Chairs, Assembly Members and staff on a range of matters relating to committees and related Assembly business.
Job Specific Criteria and Level Competencies:

Job specific criteria:

The job specific criteria below are either essential or desirable for this role.

Essential criteria:

1. A collaborative leadership approach and experience of managing multi-skilled teams of staff working in a high-pressure political environment.
2. Significant experience of providing expert, impartial policy and/or procedural advice to a range of stakeholders in a parliamentary organisation or equivalent.
3. Experience of developing innovative methods for stakeholder and/or citizen engagement.

Desirable criteria:

1. Knowledge and experience of legislative processes.
2. High-level understanding of the National Assembly for Wales, Welsh Government and public service in Wales and the context within which they operate.

Applications will be assessed against these criteria, which for shortlisted candidates will be tested further during the selection process. Please address each of the job specific criteria (essential and desirable) in your application.

Welsh language skills:

The language skills for this role have been assessed as Courtesy Level Welsh. Candidates should have the ability to:

- Pronounce Welsh names, answer the telephone, greet people or make introductions bilingually;
- Understand and use proactively familiar, everyday, expressions;
- Understand very short texts where people are giving basic information about themselves or others in correspondence, on forms or to interpret content using the technology available.

For shortlisted candidates, Welsh language skills will be assessed as part of the selection process. If the successful candidate does not possess these skills, they will be expected to commit to learn them during an agreed period.

Examples of what to expect for a courtesy level Welsh assessment are provided on our resources web page.
Level competencies and behaviours specific for the post (EB1):

The National Assembly for Wales has a competency framework for staff. Below are the Executive Band 1 competencies that you will need to demonstrate in this role.

**Leadership** - *Giving purpose and direction to ensure people are motivated and inspired to deliver change and our Vision and Values.*

- strong corporate and leadership qualities with the ability to communicate strategic purpose and direction and drive change;
- the ability to make a strong and constructive contribution to the Leadership Team.

**Working With and Valuing Others** - *Getting the best from people through good management and by valuing diversity.*

- the ability to develop high performing, inclusive and innovative teams with a strong customer ethos;
- the communication skills, tact and personal impact to win the trust and confidence of Assembly Members, other senior figures and colleagues.

**Learning and Improving** - *Continuously improving the way we work by learning from experience and encouraging creativity and innovation to provide fresh solutions.*

- flair, creative thinking and the ability to manage change and considered risk;
- resilience and the ability to overcome obstacles calmly and to find pragmatic solutions to problems.

**Delivering Results to our Customers** - *Focusing on outcomes and a high quality service to customers and partners.*

- exceptional personal drive and impact;
- the judgement to balance the differing requirements of committee chairs, Members, committees and the Assembly Commission and implement appropriate services to meet those actions.

These level competencies will be tested throughout the selection process. **Please refer to the competencies and behaviours above in general terms in your application.**
Development Opportunities Offered by the Post:

The National Assembly for Wales has achieved gold standard Investors in People status. You will have opportunities to learn from and share experiences with your counterparts in UK and overseas legislatures.

As the advertised position has management responsibilities, the successful candidate will be required to complete the Assembly Commission’s Manager Programme. This programme will provide the successful candidate with the essential skills and knowledge they need to become a high performing line manager in the Assembly.

Benefits:

Working at the National Assembly for Wales

The National Assembly is an exciting place to work. We have progressive policies and a commitment to training and development.

When you work here, you’re entitled to:

- 31 days annual leave per year
- 13 days Public and Privilege holidays per year
- Access to occupational health
- Access to Employee Assistance Programme
- Supportive work place equality networks
- Incremental pay rise
- Principal Civil Service pension scheme
- Family friendly policies, including career break, part-time working, job share, term time working and special leave
- Generous maternity, foster, adoption, and shared parental leave
Our Values:

Our values are part of everything we do. Together, we’ve created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.

![Values Diagram]

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.

Our official languages (Welsh and English):

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Assembly Members, the public and staff can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our staff to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect all Assembly appointees to have, or to acquire during an agreed period, courtesy-level skills in Welsh. All posts are assessed in the context of the service area’s ability to deliver bilingual services to our customers and some posts, therefore, require a higher level of Welsh to facilitate that, such requirements are expressed above.
Diversity and Inclusion:

We want to foster an inclusive organisational culture, attracting and retaining the widest range of talent and ensures that all our employees realise their full potential, irrespective of their background. We want our workforce to be more representative of all sections of society at all levels in the organisation.

We welcome applications from a diverse range of people, from all backgrounds and with many different skills, experience and perspectives. We particularly encourage applications from disabled people and people from Black, Asian and Minority Ethnic backgrounds, who are currently under-represented in our workforce. Find out more about our approach to diversity and inclusion on our website.

All appointments will be made on merit.

Apply now!

How to apply: applications should include the following:

- A completed Application form.
- A curriculum vitae detailing education/professional qualifications and full employment history, including resources managed and relevant achievements/outcomes in recent roles.
- A short covering letter explaining why this role interests you, and how you meet our requirements. Please address the job specific criteria (essential and desirable) and refer to the level competencies in general terms.

Closing Date for applications: 10.00 29 April 2019

Format of the selection process: shortlisted candidates will be invited to give a presentation to a focus group of Assembly staff, followed by an interview with the selection panel.

Applications must be sent to Jobs@assembly.wales by the closing date.