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Llywodraeth Cymru  
Welsh Government

## **Information Pack for Applicants**

# **Appointment of the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) National Adviser to Welsh Ministers**

**Closing date: 30/03/25**

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## **Making an Application**

Thank you for your interest in the appointment of the Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) National Adviser.

The new VAWDASV National Adviser is a statutory adviser role who will advise and assist the Welsh Ministers in tackling gender-based violence, domestic abuse and sexual violence. As an expert in this field, they will provide an informed perspective on the work being taken forward in these areas.

## **Key facts about the role**

Location:	<i>Pan Wales</i>
Time commitment:	<i>Full-time (37 hours per week). We welcome applicants on a job share basis.</i>
Tenure of office:	<i>4 years</i>
Remuneration:	<i>£73,978 per annum FTE, with enrolment into the Principal Civil Service Pension Scheme, plus reasonable expenses.</i>

The attached Annexes provide detail on the role of the VAWDASV National Adviser and the person specification, the role and responsibilities and the selection process.

To make an application, please visit the [Welsh Government Public Appointment vacancies page](#).

To apply for this role, click on the vacancy title and click on 'apply' at the bottom left-hand corner. The first time you apply for a post, you will need to register on the Welsh Government online application system. You will only need to register once, after which you can track the progress of your current application, and any future applications via your online registered account.

When you have completed registration, you will be able to access the application form. To apply, you will need to upload a personal statement and CV with your 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 your choice. You should, however, aim to provide detailed examples demonstrating how your knowledge and experience match each of the criteria, and your role in achieving a specific result.

It will benefit the selection panel if you can be clear in which particular evidence relates to the criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to no more than 2 (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 remembering to remove any personal details that may identify you. Please identify any past or present Ministerial appointments.

## **Indicative timetable**

Closing date	Sunday 30 March 2025 at 16:00
Shortlisting	Week commencing 7 <sup>th</sup> April
Stakeholder / Interviews	Week commencing 28 <sup>th</sup> April

## **Diversity Statement**

The Welsh Government recognise the value of having public bodies reflecting a wide range of cultures, identities and backgrounds. We encourage applications from all parts of society and want to appoint from the widest and most diverse pool of talent.

We welcome applications from everyone regardless of age, marriage (including equal and same sex marriage) and civil partnership, sexual orientation, sex, gender identity, impairment or health condition, race, religion or belief or pregnancy.

We are committed to recruiting women, Black, Asian and Minority Ethnic people, disabled people and members of the LGBTQ+ people, who are currently under-represented in Board positions at public bodies.

## **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 (BSL).

We are committed to removing barriers so 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 specify on your application form or contact public appointments via email at [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

If you have an impairment or health condition or use BSL and need to discuss reasonable adjustments for any part of this recruitment process, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) as soon as possible to discuss your requirements and any questions you may have.

## **Contacts**

For further information regarding the selection process, please contact

Public Appointments Team

Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the VAWDASV National Adviser, please contact:

Laura Fox, Head of VAWDASV Victim & Survivor Policy

Tel: 0300 025 0388

Email: [VAWDASV@gov.wales](mailto:VAWDASV@gov.wales)

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

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

## **Annex A**

### **Appointment of a VAWDASV National Adviser.**

#### **Role description and person specification**

##### **Role and responsibilities**

The Welsh Government is seeking to appoint a National Adviser for Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV). The primary function of this statutory role is to advise and assist the Welsh Ministers in tackling gender-based violence, domestic abuse and sexual violence, in line with the purpose of the VAWDASV Act 2015 – working to prevent VAWDASV, to protect victims and survivors, and to support people affected by gender-based violence, domestic abuse and sexual violence in Wales.

The successful candidate will be expected to be an expert in this field, working alongside Government to provide an informed perspective and to advise and assist the Welsh Ministers in tackling these issues. An element of the Adviser's role will involve working with public service providers across Wales to promote best practice across the public sector. The Adviser will also have a key role in reviewing the actions being taken by local authorities, Local Health Boards, fire and rescue authorities and NHS Trusts under the duties imposed by the Act and advising the Welsh Ministers of the findings.

The functions of the Adviser, as set out in the Act are to:

- advise the Welsh Ministers regarding pursuing the purpose of the Act or tackling related matters<sup>1</sup>.
- give other assistance to the Welsh Ministers in their pursuit of the purpose of the Act or tackling related matters.
- to undertake research relating to pursuing the purpose of the Act, tackling related matters or examining whether abuse of any kind is related directly or indirectly to inequality of any kind between people of a different gender, gender identity or sexual orientation.
- to advise and give other assistance, with the agreement of the Welsh Ministers, to any person on matters relating to pursuing the purpose of the Act or tackling related matters.
- produce reports on any matter relating to the purpose of the Act or tackling related matters.

<sup>1</sup>A “related matter” is abuse which the National Adviser considers to be related directly or indirectly to inequality of any kind between people of a different gender, gender identity or sexual orientation.

## Key responsibilities

In practice the Adviser's role will include, on behalf of the Welsh Ministers:

- To agree a plan for the duration of their term, setting out how they propose to exercise their functions.
- Provide an annual report to the Welsh Ministers setting out how they are meeting the priorities of the termly plan, including a statement of other activities they have undertaken during the year.
- To support the delivery of the VAWDASV strategy 2022-2026, by engaging with and delivering workstream priorities of the VAWDASV Blueprint.
  - Sustainable whole system approach
  - Gender-based Harassment in all Public Spaces
  - Workplace harassment
  - Tackling perpetration
  - Older people's needs
  - Children and young people
- To provide advice to Ministers and officials on specific matters and an expert perspective to the development and implementation of policy across the Welsh Government - helping the development of more coherent, fair and consistent policy and decision-making.
- Advising the Welsh Ministers on their duties to prepare, publish, review and implement a National Strategy for VAWDASV.
- Supporting Welsh Ministers in building strong cross-governmental relationships across the 4 nations, including with the Domestic Abuse Commissioner, Equality and Human Rights Commissioner, and the Victims Commissioner for England and Wales
- To work with victims and survivors, to gain an understanding of their experiences and views and to consider how these could influence the development of policy and delivery of services.
- To Chair the Survivor Voice Scrutiny and Involvement Panel – an integral aspect of the VAWDASV Blueprint approach, ensuring survivor voice forms the golden thread throughout the whole Blueprint Governance Structure.
- To attend forums and meetings that provide oversight of the delivery of the VAWDASV strategy, blueprint approach and workstreams along with any other relevant fora.
- To stay informed of relevant best practice and evidence and undertaking research to enable the delivery and expansion of well evidenced approaches for services preventing VAWDASV.

- To work with and advise Local Authorities, Local Health Boards, Fire and Rescue Authorities and NHS Trusts on the delivery of their responsibilities within the Act – ensuring that prevention, protection and support for victims and survivors remains a core priority for services.
- To work with the wider sector and stakeholders with an interest in tackling VAWDASV and the purposes of the VAWDASV Act.
- To support the Welsh Ministers in raising awareness of the issues associated with tackling gender-based violence, domestic abuse and sexual violence including through national campaigns.
- To participate in Ministerial and official level meetings where required.

### **Person Specification**

The successful candidate will have the profile to command respect and credibility with the Welsh Ministers, the Senedd Cymru (Welsh Parliament) and external stakeholders.

They should be able to demonstrate:

1. Broad experience at a senior level in public, private or third sectors, as well as a strong understanding of public policy and interest in the areas of gender-based violence, domestic abuse and sexual violence.
2. Objectivity and independence from Government and specific interest groups (where there could be potential conflicts of interest).
3. A strong track record in scrutiny (private, public or voluntary sector experience).
4. Experience in the development and implementation of strategic and operational priorities and the development of workable recommendations to improve the impact and effectiveness of public service and third sector delivery.
5. Adherence to the Seven Principles of Public Life and the highest levels of professional integrity and propriety.
6. Proven ability to engage with victims and survivors of VAWDASV - the Welsh Ministers want to ensure that the voices of survivors of violence against women, domestic abuse and sexual violence underpin and inform the work of the VAWDASV Strategy and its delivery through the Blueprint approach.

**To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all essential criteria for appointment.**

### **Essential Criteria**

- Ability to provide independent challenge and scrutiny whilst maintaining constructive relationships.
- Professional expertise in the field of gender-based violence, domestic abuse and sexual violence, including an understanding of equality issues and the vulnerabilities and challenges faced by victims and the support they should receive.
- Strategic perspective, leadership, influencing and negotiating skills to bring together a diverse range of internal and external stakeholders with a wide and varied range of views and priorities.
- An awareness / understanding of the devolved and non-devolved aspects of the VAWDASV legislation and strategic landscape of both the UK and Welsh Governments. Given the high profile of the role, experience of working with the media, or a commitment to undertake media training is required.

### **Welsh Language**

For the role of the VAWDASV National Adviser, Welsh is desirable but not essential.

Please note the required skills level for each of the below categories (Understanding, Reading, Speaking and Writing), using the [Welsh Language Skills level guide](#) below.

<b>Understanding</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>
2	1	3	1

### **Eligibility**

*Any specific criteria which disqualify an individual from taking up the role of National Adviser should be listed here. This might include specific disqualification or eligibility criteria or where the House of Commons Disqualification Act 1975 or Orders made under the Government of Wales Act 2006 apply.*

### **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 of the VAWDASV National Adviser role, 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.

### **Due Diligence**

Welsh Government Public Bodies Team will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to, social media and internet searches. As a result, you may be asked questions at interview in relations to any findings from due diligence searches.

### **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.

[Code of Conduct for Board Members of Public Bodies \(gov.uk\)](#)

## 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 Sarah Rhodes, Deputy Director, Housing Policy – Welsh Government and will also comprise Andrew Charles, Deputy Director, Cohesive Communities – Welsh Government, and Pippa Britton as a Senior Independent Panel Member. Laura Fox, Head of VAWDASV Policy at Welsh Government will also act as an observer.

Your application may be “long listed”, subject to the volume of applications received, before it is passed to the selection panel for consideration. You should be aware that in this situation, your application may not be considered in full by all of the panel.

We anticipate that during April 2025 the panel will have decided who will be invited for interview in April 2025. It is our intention that interviews will take place via Microsoft teams

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 **essential minimum criteria** for the post, you will also be invited to attend an interview.

If you are invited for interview, you will also be expected to attend a **Stakeholder session**. The session will last for approximately 45 minutes, allowing time for introductions and questions.

You will lead a discussion on a relevant and critical topic which will be agreed nearer the time. The panel will differ from the interview panel, and comprise representatives from the VAWDASV Blueprint.

If you are invited to interview, and the date of the interview is not already provided in this information pack, we will aim to provide you with as much notice as possible of the interview date. If you are unable to make the arranged date, we will endeavour to re-arrange it, but it may 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 if you have been invited to interview.

If you attend an 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 their decision.** If they do, they will meet all candidates 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 the VAWDASV National Adviser, which will confirm the terms on which the appointment is offered.

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 application and interview, should you so wish.

### **Queries**

For queries about your application, please contact [publicappointments@gov.wales](mailto: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 fairly, and with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales) .

Additionally, you can write to the

**Office of the Commissioner for Public Appointments**, Ground Floor, 1 Horse Guards Road, London, SW1A 2HQ, or via email at [publicappointments@csc.gov.uk](mailto:publicappointments@csc.gov.uk)