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| Job Title / Teitl y Swydd:  | Disability Rights Taskforce Secretariat lead |
| Pay Band / Band Cyflog: | **Senior Executive Officer** This opportunity will be a secondment to Welsh Government and the successful candidate will remain on their employer’s terms and conditions of service and current salary |
| Location / Lleoliad:  | Pan Wales |
| Duration of post if temporary / Hyd y swydd os yn dros dro: | Fixed term for 18 months |
| Pattern of Working / Patrwm gwaith: | Full time Applications will be considered from those who wish to work part-time or on a job share basis. |
| **Closing Date / Dyddiad cau:** | 25 October 2021 |

**Secondment Advert**

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| Purpose of Post / Pwrpas y swydd: |
| This pandemic has highlighted deep-rooted inequalities in our society, which Ministers have committed to address. The Welsh Government’s Disability Equality Forum was commissioned to examine the impact that the Covid-19 pandemic has had on disabled people. Ministers committed to establish a Ministerial taskforce to address the inequalities highlighted by the ‘Locked Out: Liberating disabled people’s lives and rights in Wales beyond Covid-19’ Report. The taskforce will assist in the development of a Disability Rights Action Plan to improve outcomes for disabled people.The Taskforce Secretariat will be a high profile role in Welsh Government. The post-holder will need to work closely with the Chairs of the Taskforce and Taskforce members. The post holder’s main responsibility will be to support the Taskforce by managing the work of the Taskforce and any sub-groups. The post holder will need to remain aware of the emerging issues and policy developments within the field of disability equality policy and among Disabled People’s Organisations (DPOs), proposing matters to be shared with the Taskforce so that emerging issues can be addressed. The newly created post is being recruited during the initial phases of the Taskforce as it is a critical role for the interface between the Taskforce, Welsh Government, disability organisations, the Disability Equality Forum and other interested groups. The post holder will assist the Head of the Disability Rights Taskforce in developing the way information is shared with the Taskforce and its sub-committees. They will need to assist in the development of systems that will ensure the effective running of the Taskforce. The post holder will provide secretariat support to the Chairs and Taskforce members, working closely with the Head of Disability Rights Taskforce to ensure the work plan is planned in an effective way so that the Taskforce can deliver its objectives.  |
| Key Tasks / Prif dasgau: |
| * The Post holder will act as the first point of contact to all Taskforce members, dealing with any queries, supporting and enabling them to carry out their role. They will support the Head of the Disability Taskforce team to ensure that Taskforce meetings and thematic workshops are planned and run effectively.
* They will manage the forward work plan for the Taskforce including agreeing agenda items, commissioning and quality assuring papers, organising the logistics of meetings alongside colleagues who they manage, drafting papers, and ensuring accurate minutes and action points are completed.
* The post holder will act as a point of contact for colleagues in the Press Office and Communication teams. They will work with the Head of the Disability Rights Taskforce to ensure messages and communications are correct and appropriate.
* They will assist in the development of the Disability Rights Action Plan which addresses inequality experienced by Disabled people, working closely with policy colleagues across the Welsh Government to develop sustainable action and outcomes.
* The post holder will be expected to update senior officials and Welsh Ministers on a regular basis and circulate key information from meetings to the senior management team and partners to ensure all are updated. As part of this they will monitor local, regional and national events which relate to or impact upon disabled policy.
* Their role will also entail working with KAS to provide evidence and statistical support for the work of the Taskforce as necessary.
* They will be the main point of contact for the Government business relating to the work of the taskforce, including ministerial briefings, Senedd questions and other plenary business.
* The post holder will have line management responsibilities for 2 x HEO (MB2)
* The Secretariat role will sit within the Welsh Government Equalities team, and the post holder will need to work flexibly and provide support across the team, when necessary
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| Welsh Language Requirements / Gofynion Iaith Gymraeg: |
| Welsh language skills are Desirable |

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| Job Specific Criteria / Meini Prawf Penodol i’r Swydd: |
| 1. Ability to think strategically and identify connections between areas of work, spotting themes and opportunities and translating these into appropriate actions demonstrating well developed organisational skills in doing so;
2. Evidence of skills in stakeholder engagement with demonstrable high standard of verbal and written communication skills; and
3. Evidence of ability to work effectively with Ministers and Senior managers, advising and supporting appropriately.

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| How to apply |
| Please complete an expression of interest which should be no longer than 750 words, demonstrating why you feel you would be suitable for the position and highlighting your previous experience; it should also address how you meet the three job specific criteria above.In addition please provide a curriculum vitae (CV), which should be no longer than 2 sides of A4.Please send your expression of interest and CV to emma.bennett@gov.wales no later than 12pm (midday) on 25 October 2021You will be contacted by email regarding the outcome of the sift of applications. Should you be successful at this stage, you will be invited to attend a virtual interview.  |

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| Important information |
| This is a fixed term secondment for 18 monthsShould you be successful in your application, you will join Welsh Government on a secondment basis. You will need to be contracted with your current employer for at least 18 months in order to be eligible to apply for this opportunity.For queries, please contact Emma Bennett emma.bennett@gov.wales or Rosemary Iles rosemary.iles2@gov.wales |