



Comisiynydd Pobl Hŷn Cymru
Older People's Commissioner for Wales



Rights and Equalities Lead

Information for applicants

Closing Date: Monday 4 September 5.00pm

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A message from the Commissioner

Thank you for your interest in the role of Rights and Equalities Lead.

This recruitment pack provides information about my role as Commissioner, the role of Rights and Equalities Lead, and how to apply.

Rights matter to us all, and play a crucial role in helping to ensure that we are treated fairly and are not discriminated against. But it can be difficult to recognise when our rights are not being upheld, and even more difficult to challenge this, particularly during moments of crisis.

As Rights and Equalities Lead, you will play a pivotal role in leading on the protection, development and promotion of older people's rights and equality.

I am looking for an individual who would relish the opportunity to protect and promote the rights of older people, advance equality and combat age discrimination.

In this role you will have the opportunity to make a lasting difference to the lives of older people in Wales.

If you share my commitment to a Wales where older people are valued, rights are upheld and no-one is left behind, then I look forward to hearing from you.



Heléna Herklots CBE
Older People's Commissioner for Wales



Who we are and what we do

“A Wales where older people are valued, rights are upheld and no-one is left behind.”



The Older People's Commissioner for Wales protects and promotes the rights of older people throughout Wales, scrutinising and influencing a wide range of policy and practice to improve their lives.

She provides help and support directly to older people through her advice and assistance team and works to empower older people and ensure that their voices are heard and acted upon.

The Commissioner's role is underpinned by a set of unique legal powers to support her in reviewing the work of public bodies and holding them to account when necessary.

Heléna Herklots was appointed as Older People's Commissioner for Wales in August 2018.

More information can be found on our website:

www.olderpeople.wales

Who we are and what we do

In April 2019, the Commissioner published her strategy for 2019-22 – **Making Wales the best place in the world to grow older** – and set out her three priorities: **Ending Ageism and Age Discrimination; Stopping the Abuse of Older People; and Enabling Everyone to Age Well**. These priorities were underpinned by commitments to empower older people to understand and exercise their legal rights to make their voices heard.

The Covid-19 pandemic has shone a light on many pre-existing inequalities and injustices faced by older people and has demonstrated how older people's rights may not be as secure as had been assumed. In response to this, the Commissioner identified **Protecting and Promoting Older People's Rights** as one of her key priorities for 2021-22 onwards.

The Commissioner's refreshed Strategic Plan for 2022-24 can be found here <https://olderpeople.wales/about/commissioners-strategy/> and her work programme for 2023-24 can be found here <https://olderpeople.wales/wp-content/uploads/2023/07/Work-Programme-2023-24.pdf>



Ending Ageism
and Age
Discrimination



Stopping the
abuse of
Older People



Protecting and
Promoting Older
People's Rights



Enabling
Everyone
to Age Well

Working for the Commissioner

Organisational Values and Behaviours

Our values are part of everything we do. These values drive the culture of the organisation and underpin our personal performance objectives.



One Team

Shared goals above individual agendas
Proactive in offering support to others



Respectful

Actively seek the views of others
Demonstrate that we value different views and perspective



Inclusive and Friendly

Pay attention to each other's wellbeing
Be kind, welcoming and supportive to everyone
Consider the impact on others of what we say and do



Open

Challenge constructively and be open to challenge
Seek to learn from others
Always look for better ways of doing things



Ambitious

Show passion for our vision
Strive for excellence
Be bold and ready to take considered risks to achieve impact



Integrity

Strive to do the right things and take responsibility for our work
Do what we say we will do

Working for the Commissioner you are entitled to:

- 31 annual leave days per year
- 10 days public and privilege holidays per year
- Incremental pay rise
- Principal Civil Service pension scheme
- Family friendly policies
- Employee benefits such as eye care plan, cycle to work loan scheme

Exemplary Employer

The organisation holds the **Small Workplace Health Award (Gold)**, recognising the provisions in place to provide a safe, healthy and supportive environment for all employees. There are a wide range of provisions made for staff to promote wellbeing including an **Employee Assistance Programme**, a comprehensive programme of **learning and development**, and **Occupational Health** provision.

Equality and human rights are embedded throughout the work of the Commissioner and the organisation and this extends to ensuring a workplace that provides **equality, dignity and respect for all employees**. The Commissioner's commitment to equality is laid out within her Strategic Equality Plan.

The Commissioner ensures that through her work, the **English and Welsh languages are treated on a basis of equality**.

'... the ethos of wellbeing at the Older People's Commissioner's office is embedded in the way that they care for staff.'

(Assessor)



We want our workforce to be more representative of all sections of society at all levels in the organisation.

We therefore 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 communities, who are currently under-represented in our workforce, to increase our diversity of thought and lived experiences.

Black, Asian and Minority Ethnic applicants, and disabled applicants, who apply and meet the essential job criteria will be **guaranteed an interview**.

If you wish to be guaranteed an interview, please speak out clearly about your lived experience on our application form.

Job Description

Post Title: Rights and Equalities Lead

Salary: £41,704 to £47,840 per annum

Responsible to: Chief Operating Officer

Contract Type: Permanent (Full time 37 hours per week or part time 4 days per week)

Location: Hybrid working – office in Cardiff Bay

Role Overview:

The post holder will lead on the protection, development and promotion of older people's rights and equality.

The post holder will promote ways in which older people's rights can be upheld and respected.

The post holder will promote understanding of ageism and age discrimination, how to combat it, and how to ensure policy and practice is free of ageism and age discrimination.

Purpose of Role:

- To promote ways in which older people's rights can be upheld and respected.
- To work with public bodies to improve their understanding of ageism and age discrimination, how to combat it, and how to ensure policy and practice is free of ageism and age discrimination.
- To develop and maintain constructive and influential relationships with key stakeholders in order to protect and promote the rights of older people, advance equality and combat age discrimination.
- To scrutinise domestic (and where relevant international) proposed and existing policy and legislation concerning rights and equality, assessing the implications for older people and taking opportunities to influence.
- To share knowledge and insights with colleagues to ensure on-going learning about promoting equality, including through the effective delivery of the Commissioner's work programme.
- To scrutinise public services and systems, planning and practice, and identify and take forward appropriate action.
- To take actions to ensure that decision makers and elected representatives are made fully aware of the impact on older people's rights of any proposed changes in policy and practice.

- To support the undertaking of formal scrutiny by the Commissioner through producing high quality analysis reports and reaching informed judgements in relation to evidence-based findings.
- To work directly with older people to understand the impact of inequalities and identify and deliver opportunities to promote rights and equality and challenge ageism and age discrimination.
- To provide high-quality, high impact briefings on issues affecting older people.
- To provide high-quality responses to government consultations and other key documents and reports.
- To support and advise the Commissioner's Advice and Assistance team, as required, to enable them to provide assistance to older people.
- To identify, develop or commission information and advice resources for older people on their rights, and resources on combating ageism and age discrimination.
- To develop an evidence base on ageism and age discrimination, and effective ways of tackling it, with support from the Data and Research Analyst.
- To represent and speak with authority on behalf of the Commissioner at meetings or events related to the role.
- To lead on the development, monitoring and reporting of the Commissioner's Strategic Equality Plan.

General duties common to all Job Descriptions

- To demonstrate a commitment to human rights, equality and diversity across all protected characteristics.
- To work in close co-operation with other members of staff and actively contribute to internal meetings and working groups.
- To represent the Commissioner positively and professionally at all times.
- To participate in engagement opportunities with older people, to keep in touch with older people's issues, concerns and ideas to inform our work and how we carry it out.
- To ensure that work complies with the Commissioner's statutory duties, internal control procedures, reporting formats and policies e.g. financial procedures, GDPR, publication scheme, equality scheme, information management procedures, Welsh Language Standards, and safeguarding policies and procedures.
- To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required.

Person Specification

This section states which skills and experience are deemed to be essential for this role and which are considered desirable.

Applicants must be able to evidence in their application, and if shortlisted demonstrate through interview, proven competence in the following areas:

Qualifications:

Essential

- A degree or professional level qualification from a relevant discipline or equivalent relevant work experience.

Desirable

- Experience of relevant on-going continued professional development.

Experience:

Essential

- Experience of influencing policy and practice
- Experience of, and a proven track record of, building alliances and working with stakeholders to influence positive change for people
- Experience of developing evidence-based policy positions, preparing policy briefings and identifying policy recommendations
- Record of achievement of delivering change and finding solutions to problems

Desirable

- Experience of working directly with older people
- Experience of working on rights and discrimination

Knowledge:

Essential

- A well-developed understand of policy and legislation that protects the rights of older people, such as the Human Rights Act 1998, Equality Act 2010, Social Services and Well-being (Wales) Act 2014
- Knowledge and understanding of the political system in the UK, the Welsh Parliament and the Welsh Government and governmental policy making and legislative processes
- A well-developed understanding of the structure of the Welsh public sector
- Demonstrable knowledge and understanding of the legislative context in Wales and how this affects older people
- Understanding of discrimination affecting older people

Desirable

- Knowledge and understanding of international human rights legal framework

Skills:

Essential

- Excellent written and oral communication skills
- Ability to work with and influence stakeholders at a senior level
- Ability to engage with a diverse audience
- Ability to communicate with authority
- Accurate analytical skills (to question and interpret complex data) to influence decision makers
- Ability to present complex information at an appropriate level to a wide range of audiences
- Excellent organisational skills, including the ability to use initiative, to prioritise workload and work under pressure to achieve tight schedules and deadlines
- Ability to work independently as well as being an excellent team player

Desirable

- The ability to communicate competently in Welsh with members of the public and external stakeholders

Specific Requirements:

Essential

- Willingness to undertake travel across Wales

Applying for the role

To apply, complete and return the application form, in which you are asked to:

- 1) Provide your personal details.
- 2) Complete a supporting statement (maximum of 800 words) which should outline your suitability for the role. Your supporting statement should clearly evidence your knowledge, skills and experience in relation to the role of Rights and Equalities Lead, showing how you meet the essential criteria, and include specific examples to demonstrate your achievements and competence effectively.

You are welcome to apply in English, Welsh or both languages. An application received in Welsh will not be treated less favourable than an application received in English. Your application may be translated into Welsh or English if required.

- 3) Provide contact details of two employment related referees. We will only take up references once a provisional offer has been made.
- 4) Complete the Diversity Monitoring Form. The information on these forms will be treated as confidential and used for statistical purposes only. These forms will not be treated as part of your application and will not be seen by anyone involved in the selection decision making process.

We are unable to consider late or incomplete applications. It is your responsibility to ensure that your application meets the requirements detailed above and is received by the Commissioner by the closing date of **Monday 4 September 5.00pm**

You can submit your application form electronically to the following email address by the closing date:
recruitment@olderpeople.wales

Alternatively, you can print it and send it to:

**Recruitment
Older People's Commissioner for Wales
Cambrian Buildings
Mount Stuart Square
Cardiff, CF10 5FL**



Selection Process

Shortlisting

The selection panel will consider all complete applications. The panel will consider the relevant knowledge, skills and experience demonstrated in your application. The information you give us in your application is therefore vital in deciding whether you will be shortlisted for further consideration.

Interview

A shortlist will be drawn up and shortlisted applicants will be invited to attend an interview in Cardiff.

Timetable

The timetable to which we are working is summarised below. If you are successful at the shortlisting stage, you will be expected to make yourself available on the interview date.

Closing date: **Monday 4 September 5.00pm**

Interview Date: **Wednesday 20 September or Thursday 21 September**



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