# SECONDMENT ADVERT

|  |  |
| --- | --- |
| Job Title / Teitl y Swydd:  | Anti-racist Wales Action Plan (ARWAP) Implementation Manager**Post Reference number:** 000060190 |
| Pay Band / Band Cyflog: | HEO - Higher Executive Officer (£32,460 - £39,690)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 |
| Division / Is-adran:  | Equality and Human Rights  |
| Location / Lleoliad: Please consider if this post could be undertaken Pan Wales or on a split location basis. | Flexible across Welsh Government offices and remote working from home. |
| Duration of post if temporary / Hyd y swydd os yn dros dro: | Fixed term for two years from the date of appointment |
| 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:** | Tuesday 24 January 2023 (1:00pm) |

|  |
| --- |
| Purpose of Post / Pwrpas y swydd: |
| Creating a fairer Wales is at the heart of the Programme for Government. Within Equality & Human Rights Division, there are a number of Programme for Government commitments and ministerial priorities, and this post has a critical role in contributing to this by supporting the implementation of the Anti-racist Wales Action Plan.The post holder will need to have or develop a strong network of internal colleagues and external stakeholders and be comfortable with competing priorities and dealing with a range of conflicting views and priorities of stakeholders with whom we work and engage. This strategically important post requires a proactive approach to identifying issues and potential solutions.The post holder will work closely with the Head of the Anti-racist Wales Action Plan and other policy leads across the Welsh Government to support implementing the Action Plan. In addition, the post holder will work closely with Ministers, Black, Asian and Minority Ethnic communities and external stakeholders in implementing the Plan in a continued spirit of co-construction, where lived experience is valued.The role operates at the interface between Welsh Government and Black, Asian and Minority Ethnic communities, aiming to broaden our engagement and significantly strengthen the direct influence on policy and programmes of those with lived experience. |
| Key Tasks / Prif dasgau: |
| * Work collaboratively with policy and service leads across Welsh Government, the MESN network and delivery partners to implement the Anti-racist Wales Action Plan (ARWAP) and make progress toward the vision and better outcomes for Black, Asian and Minority Ethnic people in Wales which it reflects;
* Act as a focal point for progressing the implementation of ARWAP, and support the governance arrangements around the plan and its implementation;
* Build trust and broaden out Welsh Government’s direct engagement with Black, Asian and Minority Ethnic communities and people in Wales, enabling people’s lived experience to shape policy and create space for dialogue and challenge; communities with whom we work to influence Welsh Government policy;
* Working with external stakeholders to ensure co-design/delivery, engagement on policies, legislation development and implementation and decision making;
* Work with other Welsh Government colleagues to ensure that relevant actions and goals in ARWAP are considered across wider portfolios and briefings;
* Lead on the provision of effective secretariat to various forums/boards and groups (to include development of terms of reference; development of papers for meetings; record of actions/forward look) and ensure those actions are taken forward;
* Manage the delivery of appropriate communications activity relevant to the area of work, including evaluation of the reach of communication and working alongside communication colleagues to develop campaigns and mark specific events to increase awareness of the Plan and communicate progress and engage people across Wales on an ongoing basis;
* Contribute towards the Government Business of the Team including correspondence, briefing MAs and Diary Cases – including support for wider priorities and legislation;
* Support the annual anti-racism progress report for the Accountability Group; and
* Deputise for their managers as required.
 |

|  |
| --- |
| Welsh Language Requirements / Gofynion Iaith Gymraeg: |
| Desirable |

|  |
| --- |
| Job Specific Criteria - Please choose 3 criteria / Meini Prawf Penodol i’r Swydd |
| 1. Good understanding of what racism is, how it impacts on the lives of Black, Asian and Minority Ethnic communities.
2. Ability to produce high quality written materials to suit a variety of audiences including Ministers, senior officials, and external stakeholders.
3. To build trust and effective engagement and ability to co-design/deliver, plan, prioritise and organise to meet deadlines including managing the delivery of appropriate communications activities
 |

|  |
| --- |
| How to apply |
| Please complete an expression of interest which should be **no longer than 2 sides of A4**, demonstrating why you feel you would be suitable for the position and highlighting your previous experience; it should also address how you meet the job specific criteria above.Please send your expression of interest to Jessica.Williams37@gov.wales no later than 1pm on Tuesday 24 January 2023.Only shortlisted candidates will be contacted by email regarding the outcome of the sift of applications. Should you be successful at this stage, you will be invited on a short notice to attend an interview in the second week of February 2023. |

|  |
| --- |
| Important information |
| This is a fixed term opportunity for 2 years.Should 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 the period of the secondment in order to be eligible to apply for this opportunity.For queries, please contact Riaz Hassan, Head, Anti-racist Wales Action Plan Implementation Team at Welsh Government on riaz.hassan@gov.wales |