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| Job Title / Teitl y Swydd: | Senior Anti-racist Wales Action Plan (ARWAP) Project Manager (Implementation) **Post Reference number:** 000060186 |
| Pay Band / Band Cyflog: | MB1 SEO - Senior Executive Officer – (41,700 - £49,370) 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 2 years from 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:** | Monday 23rd January 2023 (1:00pm). |

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| 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 leading the implementation of the Anti-racist Wales Action Plan.  The post holder will use their experience of the specialist Anti-racism sector to lead on and ensure the implementation of the Anti-racist Wales Action Plan in order to make Wales an Anti-racist nation by 2030.  The post holder will need to have expertise in building a strong network with 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. In addition, 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: |
| * Support the Head of ARWAP implementation team in overseeing the implementation, of the Anti-racist Wales Action Plan in line with the commitments in the Programme for Government; * Support the Head of Implementation Team to deliver on the goals and actions specific to the team; * Support policy officials in Children and Families Division and Environment in the development of their goals and actions to include in the iterative version of the ARWAP; * Manage the Anti-racist Wales Action Plan Implementation team’s revenue budget including renumerations, commissioning of grant applications and awards ensuring value for money; * Work collaboratively with policy and service leads across Welsh Government, the Welsh Government’s Minority Ethnic Staff 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 advancing the implementation of ARWAP, and strengthen 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; * 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; * Lead on the preparation of the annual anti-racism progress report for the Accountability Group; * Work with Race Government business lead to contribute to government business of the team including oral and written statements, Senedd questions, correspondence, MAs and Diary cases, reports and plans and engagement with the membership of the various facets of the governance structure; and * Manage a staff team and deputise for the Head of ARWAP Implementation Team as required.   The post holder will be given the scope to develop leadership, collaboration and organisational skills by working with a variety of internal and external partners. There will also be opportunities to shape and support the approach of the Minister for Social Justice through drafting briefings for events and meetings and interacting with colleagues, including at senior level, across the Welsh Government. |

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

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| Job Specific Criteria - Please choose 3 criteria / Meini Prawf Penodol i’r Swydd |
| 1. A good understanding of how an anti-racist approach can be adopted to tackle institutional and systematic racism within policy development and 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. Good finance, grant and budget management; ability to co-design/deliver plan; prioritise and organise to meet deadlines including influence ethnic minority leaders, activists and communities, across Wales. 4. Able to stand ground and demonstrate resilience in the face of conflicting priorities and demands and work effectively with key stakeholders |

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| 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](mailto:Jessica.Williams37@gov.wales) no later than 1pm on Monday 23 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. |

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| 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](mailto:riaz.hassan@gov.wales) |