



Hwb Gwyddorau Bywyd Cymru
Life Sciences Hub Wales

Director of Finance and Resources

Candidate Pack

June 2022



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Welcome

Thank you for your interest in the role of Director of Finance and Resources at Life Sciences Hub Wales.

With the health and social care services across Wales continuing to face unprecedented demand and operational pressure as we emerge from the pandemic, our agenda has never been more important. The life sciences sector is growing to develop health innovation and technology solutions to underpin and improve health and social care service delivery.

Working in partnership with health innovation stakeholders, Life Sciences Hub Wales contribute to deliver the vision for health and social care set out in 'A Healthier Wales' - supporting the mainstreaming of innovation, building on lessons learnt during COVID, supporting health backlogs and recovery plans, and by fostering collaborative and partnership working. We continue to build upon the strong foundations put in place since the organisation was relaunched in 2018 and our strong delivery across 2020 and 2021.

The whole team is equipped and ready to support our vision to make Wales the place of choice for health, care, and wellbeing innovation, and we are looking for a dedicated senior leader and role model to join our team.

We look forward to your application.

I am very pleased that you are interested in applying for the role of Director of Finance and Resources at Life Sciences Hub Wales. As an organisation dedicated to supporting the development and adoption of innovative solutions for health and wellbeing, we have proven experience in catalysing both collaboration and innovation across Wales. We offer you the opportunity to be a core part of our organisation and to work in a stimulating and challenging environment.

We are seeking an exceptional person to lead Life Sciences Hub Wales' dedicated and expert Operations team. As a leader with experience of working in the public sector you will work closely with me as CEO, this role will support me in the strategic delivery and the running of the organisation in respect of our finances, resources and locations.

As Director of Finance and Resources you will be an essential member of the senior leadership team. We are looking for a confident and experienced leader who will have a key role in ensuring that the finances and resources of the organisation can be prioritised and aligned to our delivery commitments and that the organisation maintains high standards of financial management, assurance and management of risk.



Dr Chris Martin
Chair



Cari-Anne Quinn
Chief Executive Officer



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Life Sciences Hub Wales

About the organisation

Life Sciences Hub Wales is an arm's length body of Welsh Government. We exist to catalyse innovation and collaboration between industry, health, social care, and academia - making a positive difference to people, families, and businesses across the nation.

Our **vision** is to make Wales the place of choice for health, care, and wellbeing innovation.

Our **mission** is to accelerate the development and adoption of innovative solutions for better health and wellbeing.

We are here to help transform the health and economic wellbeing of the nation through:

- Accelerating the development and adoption of innovative solutions that support the health and social care needs of Wales.
- Partnering with industry to advance economic development across the life sciences sector in Wales, driving business growth and creating jobs.
- To help make this happen we work closely with health and social care colleagues across Wales to understand the challenges and pressures an organisation may face. Once identified, we work with industry to source and support the development of innovative solutions to respond to these challenges.

Life Sciences Hub Wales helps to drive system-wide change by convening and orchestrating a cross-sector innovation ecosystem. These connections enable us to create valuable networking and matchmaking opportunities.

Our expert team provides bespoke support to accelerate all innovation journeys and offer a wide range of expertise to support healthcare professionals with an idea or facilitate partnerships with multinational life sciences organisations.



Our work

Part our role at Life Sciences Hub Wales is to facilitate collaborations across health, social care, academia and industry. In addition to supporting innovation for healthcare improvements, our partnership team help to advance economic development across the life sciences sector in Wales, driving business growth and creating jobs.

Case Study

TCG were introduced to Hardshell by Life Sciences Hub Wales to test the efficiency of its patented 'Sterimelt' device which recycles disposable plastic PPE. The collaboration meant that TCG were able to reduce waste during the development stage of their technology. The Cardiff based company have since received multiple UK orders for their product which is being used in hospitals across the country and have secured international export deals for its innovative PPE waste solution in Australia and Canada. TCG are reforming the future of single use hospital plastics and creating sustainable solutions.



Cyflymu Accelerate

Accelerate offers SME's and enterprises in Wales the opportunity to tap into academic expertise, and the latest facilities needed by innovators and entrepreneurs to realise their ideas. Accelerate is led by Life Sciences Hub Wales, in partnership with Cardiff University (CIA), Swansea University (HTC) and University of Wales Trinity Saint David (ATiC) and currently co-funded by the European Regional Development Fund.

Case Study

ATiC worked with Pembrokeshire-based Gwylan UK to evaluate and develop Sleeping Lions, a product which aims to help children manage their mental and physical health. This is achieved by performing exercises which help them increase their mindfulness, reduce their breathing rate, connect to their bodies, and calm themselves down. Sleeping Lions' PulseBAND technology, containing components including cardiovascular sensors and headphones, could potentially be developed for use in the areas of elite sports, and has potential military, security, and medical applications.

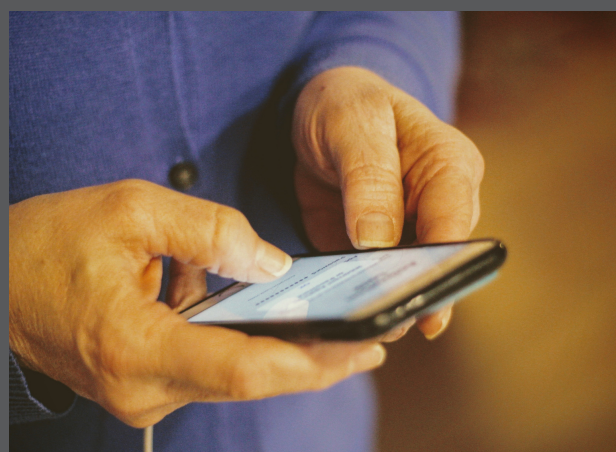
DHEW

Digital Health Ecosystem Wales

The Digital Health Ecosystem Wales (DHEW) is a collaboration between the Life Sciences Hub Wales and Digital Health and Care Wales. DHEW focuses on practical actions, convening and connecting people across the sector to 'make it easier and faster to adopt digital healthcare technologies'.

Case Study

Huma, was one of five innovation projects of the Digital Solutions Fund, supported by DHEW to be launched in Wales. The technology is currently being piloted in Cwm Taf Morgannwg University Health Board (CTMUHB) and Betsi Cadwaladr University Health Board (BCUHB) for the remote monitoring of patients with cardiac issues (heart failure) across Wales via an app in their own homes.



To find out more about our work click [here](#)



Hwb Gwyddorau Bywyd Cymru
Life Sciences Hub Wales



Our activities



Partnerships - Convening the system

Working with health and social care organisations to understand the health and social care challenges; to support the identification of innovations to meet the challenges. We foster long term partnerships by engaging across the Life Science sector including health & social care, industry, policy makers, local authorities, regulatory bodies and academia



Partnerships - Innovation Ideas

Expert support is available to innovators through market evaluation and viability assessment of innovations based on identified healthcare challenges.



Sector Intelligence - Market Intelligence

Sector intelligence can assist with market intelligence reports and insights, explore inward investment opportunities, business case support and facilitate engagement with health, social care, academia and industry.



Sector Intelligence - Funding

Funding advice and information together with bid development support is provided for the various forms of funding opportunities available to facilitate early-stage development of ideas, evidence gathering, commercialisation and adoption.



Programme Delivery - Real World Evidence

We provide project management support to work closely with Health and Social care to facilitate the evaluation and establishment of an evidence base for the effectiveness of products and services in practice.



Programme Delivery - Brokering and Adoption

We are able to provide project management support to facilitate discussions between health, social care and industry to help accelerate the adoption of innovations (multiple site or national) with a strong evidence base in terms of improved patient outcomes and efficiency.



Communications - Celebrating Success

Success can be demonstrated through improved patient outcomes and efficiency, early detection and prevention, and also through the impact upon economic growth in Wales. We offer marketing and communications support to celebrate the successes.



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Life Sciences Hub Wales

Finance & Resources

Our people delivery plan is based upon developing a high performing and flexible team able to deliver to the health and life sciences sector challenges that are ahead of us. The ability to collaborate effectively with external stakeholders in both industry, health and academia to achieve shared delivery goals and continuous innovation requires a highly skilled and engaged workforce. The importance of our people has never been more important.

Operations

The operations function provides the infrastructure and subject matter expertise to help support the organisation in achieving its goals. Its main challenge is to ensure that all resources (people, financial and physical) are effectively managed and operated, offer value for money, secure the safety of our people and customers, and provide the platform for delivering efficient and agile services for the benefit of all stakeholders. In addition, the team provide advice and support on governance arrangements.

Premises

We currently occupy a 12,000 sq ft office in Cardiff Bay. The office provides a quality environment for our employees and generates a modest income via desk license arrangements and meeting room hire. We are committed to deliver a pan Wales service and support the use of technology and remote working to provide flexibility to choose the best location to most effectively work and will be considering our future facilities requirements.

Governance

Life Sciences Hub Wales is a company limited by guarantee, wholly owned by the Welsh Ministers (company number: 08719645).

The overarching principles governing the relationship between us and the Welsh ministers is set out in a framework document. This sets out the broad framework within which the company operates and defines the roles and responsibilities of the Welsh ministers and the company as well as the relationship between them.

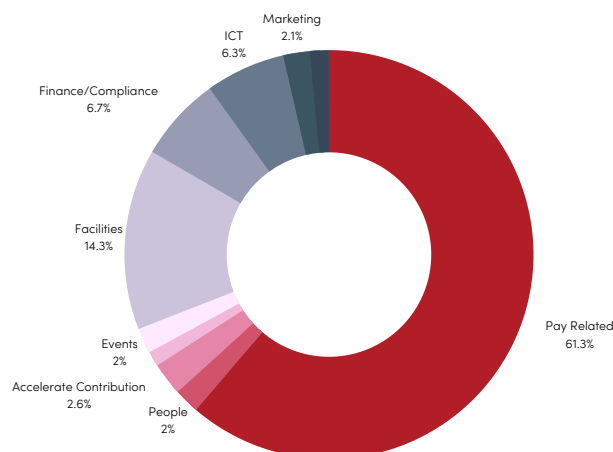
The Life Sciences Hub Wales has robust governance and risk management systems in place which ensures clear monitoring of mitigating controls.



Finance

Life Sciences Hub Wales' core expenditure is circa £4m, per annum with the additional responsibility for the £24.5m ERDF programme Accelerate.

The delivery activity of Life Sciences Hub Wales also seeks to explore access to additional grant funding initiatives to drive forward the adoption of healthcare innovation in Wales.



Role

Job Title

Director of Finance and Resources

Location

Blend your working time remotely and at our Cardiff office

Responsible to

Chief Executive Officer

Grade

Grade 7

Purpose of the role

We are looking for an exceptional individual to join our team as Director of Finance and Resources (DFR) who shares our values of fairness, dignity and respect and can work with us to build upon our achievements and ensure our ambitious vision becomes a reality.

Reporting to the Chief Executive Officer (CEO), the Director of Finance and Resources (DFR) is a key member of the senior leadership team (SLT), providing the leadership, management and vision necessary to ensure that the company has the appropriate financial and operational controls, administrative and reporting procedures, and people systems in place to ensure financial strength and operating efficiency to achieve the company's strategic aims.

You will be a strong and credible communicator, engaging and operating across the public and private sector finance communities effectively supporting the adoption of health innovations with enabling finance strategies and solutions to drive tangible outcomes.

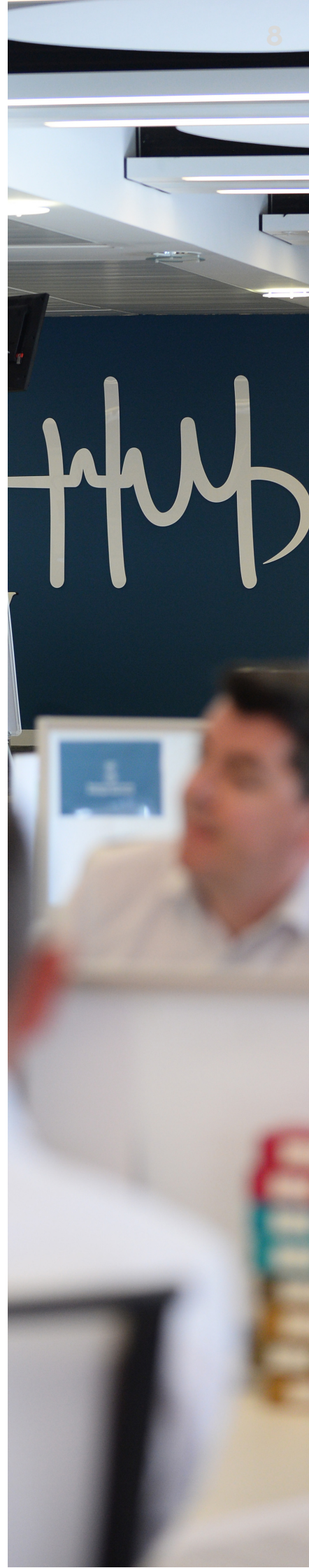
Life Sciences Hub Wales' core expenditure is circa £4m per annum, with additional responsibility for a £24.5m ERDF programme. The delivery activity of Life Sciences Hub Wales also seeks to explore access to additional grant funding initiatives and scope to implement grant delivery schemes.

The role will be strategically responsible for an Operations portfolio spanning finance, human resources, governance and compliance, facilities, IT, legal and procurement functions. Supporting a small team of expert functional leads in these specialist areas, you'll show true leadership and the ability to flex your approach to be light touch where that's appropriate to empower your team with the right amount of professional space to grow and develop, balanced by sharing your strategic leadership and guidance when that's most needed.

The success of the role will be assessed against the business, financial and compliance performance of Life Sciences Hub Wales. Performance will also be measured against the overall delivery of the strategic/delivery plan.

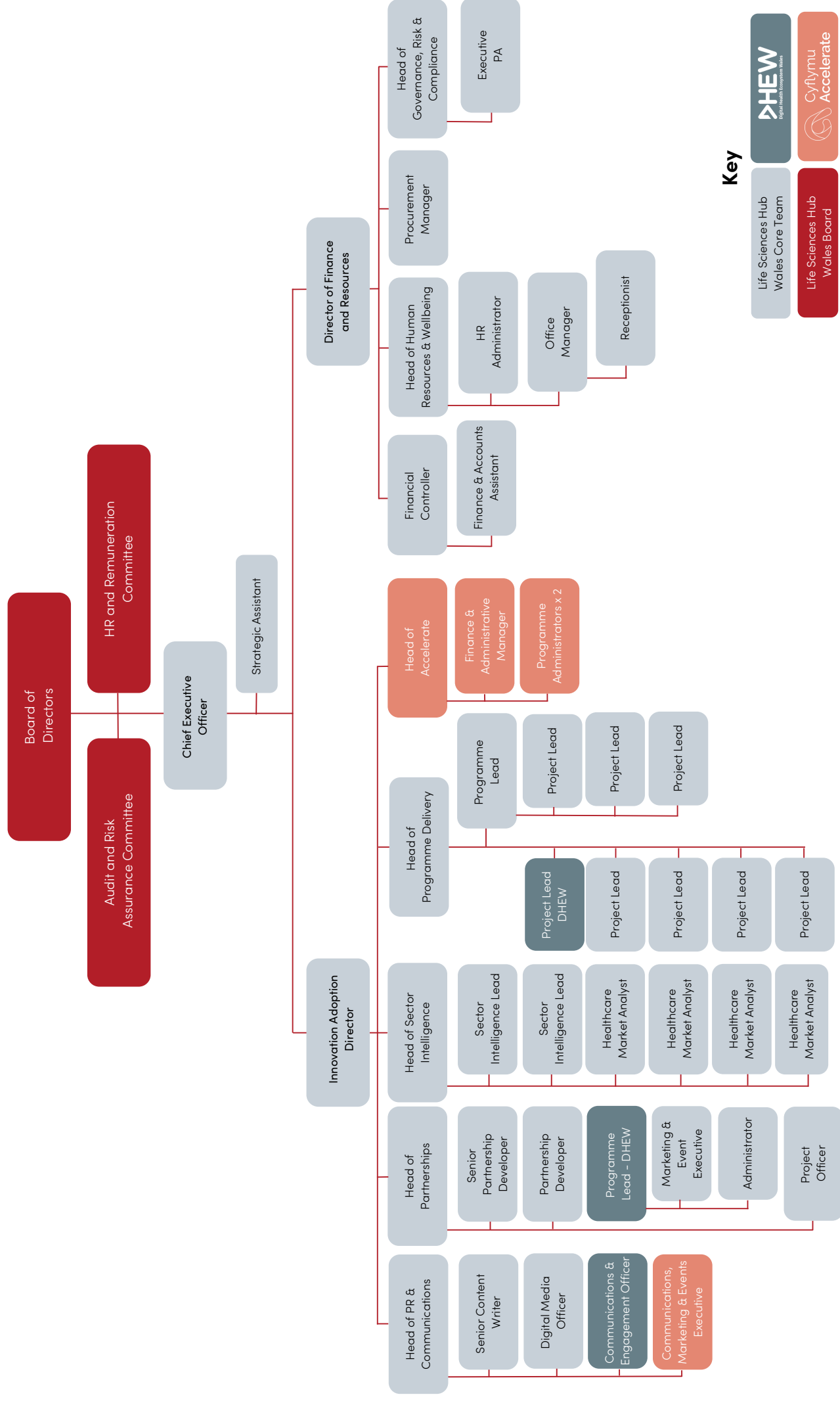


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Organisational Chart

Hub Hwb Gwyddorau Bywyd Cymru
Life Sciences Hub Wales



Job Description

Key areas of responsibility

Strategic

- As part of SLT, support the CEO and the Board of directors to set the vision for the organisation and develop an annual business plan which meets the requirements of Welsh Government.
- Lead LSHW discussions with NHS Wales, and government finance leads to progress initiatives that facilitate health innovation adoption.
- Plan and implement the resource requirements to achieve company objectives including finance, IT and facilities.
- Work with the CEO to plan and lead change as company strategy evolves.
- In conjunction with the CEO, report to, and advise company Board, Audit and Risk and Assurance Committee (ARAC) and Human Resource and Remuneration Committee on financial, operational, risk and performance matters to support with governance and accountability. Attending Board, ARAC, HRRC and other committee meetings.
- Maintain robust strategic arrangements for operational and financial controls which define the company's governing principles and satisfy its legal and contractual obligations.
- Strategic leadership of provision of human resources, facilities, health and safety, information technology, legal and regulatory/contractual compliance.
- As part of SLT, consider financial and non-financial performance indicators and develop strategy to resolve key issues.
- Point of contact for Welsh Government Management Team; reporting operational and financial performance against plans and the achievement against targets, ensuring compliance with contractual obligations and policy requirements and consider how wider Welsh Government policy developments may impact the company.

Financial

- Develop and control the annual budget and rolling financial forecasts to support service delivery and meet financial responsibilities as set out within the framework agreement, and managing public money; to include all externally funded programmes. e.g. ACCELERATE
- Lead on financial planning, budgeting, cashflow management, procurement and policy to secure high standards of public finance, upholding the principles of regularity, propriety and value for money.
- Establish and lead the organisations Audit arrangements, working with the chair of ARAC to establish and agree alignment with the internal control framework.
- Responsible for the maintenance and adherence of the financial regulations that govern the company and maintain and embed organisational compliance.
- Responsible for maintaining governance, compliance, legal and financial oversight to support the company's activities to attract and deliver grant funding.
- Responsible for company liquidity, to include oversight of banking arrangements, bank mandates - delegated authority in line with the companies financial regulations.



Job Description

Key areas of responsibility continued

Legal

- To ensure that the company has excellent HR and wellbeing policies, processes and practices to support the health and safety and wellbeing of our people.
- Responsible for compliance with company law, including but not limited to, health and safety, employment, money laundering and data protection in addition to ensure compliance with contractual arrangements with Welsh Government.
- Accountable for the procurement and management of suppliers, contractors, consultants and advisors securing team compliance with Management Agreement and company policies. Support team in the monitoring of delivery, quality and cost-effective work of those services.
- Establish and maintain arrangements for internal and external audit requirements.
- Responsible for management of the end to end property processes in all our locations to meet the needs of the business, including office relocation, lease negotiations, desk licences.
- Overall responsibility for third party use of the facility and associated income generation.

Facilities Management

- To provide strategic leadership on all premises and location matters including leases, insurance, rates, repairs and maintenance, cleaning and security in conjunction with the ultimate landlord's building management company and LSHW facilities management company.
- Responsible for IT infrastructure, equipment, software, telephone and AV infrastructure.

General

- To promote and support the achievement of the company's mission, vision and goals.
- To maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with the company's code of conduct.

Person Specification

Attributes	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> Finance qualification – degree in accounting or finance, ACCA, CIMA. Knowledge of legislative policies and best practices which may include employment, health and safety, anti-money laundering, data protection and financial obligations. Scoping or implementing public sector grant schemes or financial business cases. 	<ul style="list-style-type: none"> Strong knowledge of the life sciences industry across Wales and/or the UK. An appreciation of the political context and framework for a company operating as an 'arm's length body' of the Welsh Government. Understanding of the opportunities and challenges of the health care sector, specifically faced by NHS Wales. Knowledge of UK, EU and international funding mechanisms.
Experience	<ul style="list-style-type: none"> Demonstrable strategic leadership experience across a mixed portfolio team within the public sector. Proven experience in implementing business improvements. 	<ul style="list-style-type: none"> Strategy development and operational delivery in a complex, multi-stakeholder environment.
Skills & Abilities	<ul style="list-style-type: none"> Proven ability in strategic thinking and problem solving. Excellent planning and organisational skills including project planning, prioritisation and time management. Highly developed communication skills – skilled at liaising with a range of senior stakeholders. Leadership skills to motivate, guide and develop team to achieve performance in line with strategic objectives and KPIs. Able to assess complex information and risks to make appropriate organisational decisions. Track record of leading and implementing significant change management projects. 	<ul style="list-style-type: none"> Fluent – Able to understand all conversations involving Welsh. Able to conduct a conversation and answer questions, for an extended period of time where necessary.

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimension for the role. Successful candidates must pass a disclosure and barring security check. In addition to the contents of this role description, the post holder will be expected to undertake all other reasonable and related tasks allocated by management. Life Sciences Hub Wales acknowledges the importance of developing and growing its bilingual workforce and welcomes applications for any post from candidates who demonstrate their capability to work in both English and Welsh.

Life Sciences Hub Wales is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.



Your reward package

Contract

This is a permanent and full-time appointment.

Salary

The starting salary for this role is £70,337 per annum.

Location

The role will be based at the company's Cardiff office and will be able to work flexibly and remotely. Some travel may be required as part of the role, therefore the post holder must hold a valid driving licence and have access to their own transport.

Hours of Work

Flexible working arrangements are in place across our organisation . All colleagues work a minimum of 37.5 hours per week excluding lunch breaks.

Probation

There is a probationary period of six months for all new employees.

Annual Leave

All colleagues are entitled to 30 days annual leave, plus statutory bank holidays.

Pension

All colleagues are able to participate in the Company's auto-enrolment pension scheme. Subject to making a contribution based on 3% of salary, the Company will make a contribution based on 7% of salary.



How to apply

Please apply by contacting our retained recruitment partner, Ross Brown, Business Director at Michael Page Finance in the first instance for an informal discussion on 07557 155560.

To complete our application process, please email your up to date CV and supporting statement (no more than two pages long) explaining your interest in this role and why you feel you might be the best person for this exciting opportunity.

Please ensure that you provide detailed evidence and clear examples in your supporting statement of how you meet the criteria detailed within the Person Specification.

We will need your completed application no later than 5pm on Friday 8 July 2022.

Declarations

A declaration of any potential conflicts of interest is required if you, your spouse/partner, dependants, business partner or associate have any business interest or other activities which are or could be perceived as a conflict of interest with the role, you should declare that in addition to the supporting statement.

Equal Opportunities

Life Sciences Hub Wales is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

We welcome applications from candidates who demonstrate their ability to work in both English and Welsh.

Timetable

Closing date for applications

5pm on Friday
8 July 2022

Assessment Event

Wednesday
20 July 2022



Hwb Gwyddorau Bywyd Cymru
Life Sciences Hub Wales

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