

Independent Advisers

Information Pack



Welcome

Dear Candidate

Thank you for your interest in becoming an Independent Adviser to the Senedd Commission.

This is a unique opportunity to contribute at the heart of public life in Wales. The Senedd plays a vital role in shaping the nation's future — making laws, holding government to account, and representing the people of Wales. The Senedd Commission exists to enable that important work, providing the people, services and infrastructure that underpin a modern, effective and trusted parliament.

As an Independent Adviser to the Senedd Commission, you will provide independent insight, constructive challenge and assurance to support the Commission in delivering its responsibilities with integrity, transparency and impact.

Why this role matters now

The coming years will be pivotal for the Senedd. Public expectations of democratic institutions are evolving rapidly with a heightened focus on trust, transparency, inclusion and responsiveness. At the same time, the Senedd is continuing to adapt to evolving constitutional, societal and technological contexts, with the potential for significant constitutional developments ahead.

In response, the Commission is actively reshaping how it works — modernising services, strengthening governance and ensuring that it is equipped to meet future demands. Members are central to the work of the Commission and we recognise it is important that our services continue to meet the evolving needs of Members and ensure we provide the support necessary for them to undertake the crucial work that they do.

Independent Advisers play a vital role in this work. You will bring an external perspective, sound judgement and the confidence to challenge constructively — helping the Commission to navigate complexity, manage risk and maintain public confidence.

The opportunity

We are looking to appoint up to five Independent Advisers to the Commission, to replace two current office holders who are coming to the end of their term of office in November 2026, and three which end in November 2027.

We are looking for experienced, independent thinkers who bring diverse perspectives, professional expertise and lived experience.

We are looking for a range of skills across our advisers. The precise mix of expertise sought varies over time to reflect the Commission's evolving priorities. In this recruitment for appointment from November 2026, the Commission is seeking someone with a recognised finance, accountancy or audit qualification and has extensive experience in one or more of those fields, and someone with experience of promoting and embedding dignity, respect and inclusive behaviours within complex organisational and/or political environments, including the ability to provide constructive challenge on culture, conduct and standards.

We encourage applications from people at all stages of their career, from all backgrounds, communities and sectors and are committed to having a team that is made up of a wide range of experiences and abilities. We particularly welcome applications from individuals whose experiences or perspectives are currently underrepresented in senior public roles in Wales. If you feel you can match our level of ambition, we look forward to receiving your application.

A rewarding and influential role

Independent Advisers act in a non-political, advisory capacity to the Senedd Commission, working closely with its executive leadership.

You will:

- act as a trusted, independent “critical friend”, offering insight, challenge and assurance;
- contribute to the Commission's system of governance, risk management and oversight;
- support effective decision-making through independent advice on strategy, performance and organisational culture; and
- help ensure that the Commission remains responsive, inclusive and aligned with its values.

Your contribution will be shaped by your expertise and the Commission's evolving priorities.

The commitment and flexibility

We ask our Independent Advisers to commit to approximately 15 days per year; this typically includes preparation for meetings, participation in advisory committees, engagement with senior leaders and occasional involvement in strategic discussions, recruitment activity, and learning events.

Meetings are held both in person and virtually, with flexibility to support different circumstances.

Thank you in advance for your interest in these roles and we look forward to receiving your application.

Yours sincerely,



Nanea Bonne.

Chief Executive and Clerk of the Senedd



Contents

Welcome	2
About us	6
Purpose of the post	7
Role of our Independent Advisers	7
Duties /Core Responsibilities.....	8
Role Specific criteria.....	9
Profile of successful candidates	10
Specialist Role Profiles	11
Appointment details	12
Remuneration	12
Commitment	12
Duration.....	12
Location	12
Status.....	12
Eligibility: Political and Outside Activities	13
Security Clearance.....	13
Start Date	13
Terms of the Appointment	14
How to Apply	14
Application Process.....	14
Our Values	16
Our official languages (Welsh and English)	17
Annex – Advisory Committees.....	18

About us

What the Senedd does

The Senedd (Senedd Cymru or Welsh Parliament) is the democratically elected body that represents the interests of Wales and its people, makes laws for Wales (on matters not reserved to the UK Parliament), agrees Welsh taxes, and holds the Welsh Government to account. It is a unicameral legislature comprising 96 Members. The Senedd is legally separate from the Welsh Government.

Role of the Commission

The Senedd Commission is the corporate body whose role is to provide the property, staff and services required for the Senedd's purposes. It is responsible for paying salaries, allowances and pensions to Members (but not for setting the levels of these), and may also exercise other functions, such as to promote public awareness of the electoral system and system of devolved government. The Commission comprises the Llywydd (Presiding Officer) and four other Members of the Senedd, appointed by the Senedd.

The Commission is accountable to the Senedd for the exercise of its functions. This accountability is exercised in a variety of ways, including questions to the Commission for oral and written answer, and Committee scrutiny of the Commission's budget and accounts, usually by the Finance Committee and the Public Accounts and Public Administration Committee.

In 2026/27 the Senedd Commission has a budget of around £102m, and approximately 540 employees.

The Commission delegates its functions, including its responsibility for the management of staff, to the Clerk of the Senedd, subject to specified exceptions and conditions. The Commission sets the strategic direction for Commission services. The Clerk and Chief Executive is the Principal Accounting Officer of the Commission.

The Executive Board is the strategic decision-making body for all matters delegated by the Senedd Commission. It is also an advisory body to the Senedd Commission, to ensure that it receives the best possible advice in setting the Commission's Strategy, goals and priorities, the Budget, and in taking decisions. The Executive Board is chaired by the Clerk and its membership includes the Directors, the Chief Finance Officer, the Head of Legal Services and the Chief People Officer.

The Leadership Team is an advisory body to the Executive Board and an enabler for the effective delivery of operational plans, priorities and governance arrangements. The Leadership Team is made up of the executive team and Heads of Service.

How we are governed

The Commission has adopted a set of governance principles and supporting provisions to guide the work of the Commission and its staff. To ensure that the Commission and Clerk can draw upon a wide range of experience to assist them in the discharge of the Commission's functions, the Commission appoints Independent Advisers. These advisers ensure that the Commission and the Senedd's executive team are provided with objective insight, constructive challenge and assurance that governance arrangements are correct, effective and appropriate.

Members' salaries and other costs are determined by an Independent Remuneration Board. The Commission has responsibility for ensuring that the Board's decisions are implemented and to provide for them in its budget. The Clerk is responsible for the selection of candidates for appointment to the Board, who are formally appointed by the Commission.

Constitutional change has been and will continue to be a prominent focus. The nature of devolution in Wales, and the Senedd's position within the constitution of the UK, is continuing to evolve. Future constitutional developments will have a fundamental impact on the demands faced by the Senedd Commission in the coming years.

Purpose of the post

Role of our Independent Advisers

The Senedd Commission appoints Independent Advisers to provide high-quality, non-political advice, support and constructive challenge to the Commission and its executive leadership. Independent Advisers bring external expertise, independent judgement and a critical perspective to help ensure that the Commission's governance arrangements are effective, appropriate and aligned with its statutory responsibilities and values.

This is a strategic advisory role. Independent Advisers are not involved in the day-to-day management of the organisation. Instead, they contribute to effective decision-making, robust governance, risk management and organisational oversight, while helping the Commission to respond to change, improve performance and maintain public confidence. You will primarily engage with the executive leadership team.

The Advisers are expected to develop constructive relationships and offer supportive challenge across the Commission's business with a view to ensuring that all aspects of strategy and delivery are scrutinised for effectiveness and efficiency. They contribute to the corporate governance, monitoring of the performance and progress of the organisation, including the use of human and

financial resources, and maintain a critical overview of the organisation's financial controls and procedures.

These are high-impact advisory roles, offering the opportunity to:

- influence strategic decision-making at the most senior level;
- contribute to strong and effective governance across a complex public organisation;
- support the Commission in delivering for Members of the Senedd and, ultimately, the people of Wales; and
- help shape organisational culture, values and standards of behaviour across the Senedd.

We are particularly interested in individuals who bring:

- independent thinking and sound judgement;
- the ability to engage credibly with senior leaders and stakeholders;
- a willingness to provide supportive but robust challenge; and
- a strong commitment to public service and the Nolan Principles of Public Life.

At least one of our Advisers to be recruited will be asked to be a member of the Commission's Audit and Risk Assurance Committee, and we are also interested in candidates bringing expertise in promoting and embedding dignity, respect and inclusive behaviours within complex organisational and/or political environments, including the ability to provide constructive challenge on culture, conduct and standards.

As the Commission's need develops and varies over time, the nature of the contributions it seeks from each of the Advisers will also inevitably need to adapt.

Candidates should provide evidence of the knowledge, experience and competencies they would bring to the role when completing their application.

Duties /Core Responsibilities

Our Independent Advisers will discharge the roles in a number of ways, and we are committed to being flexible to enable individuals with the skills and experience we would benefit from to participate.

Independent Advisers will:

- act as an independent and trusted 'critical friend' to the Senedd Commission and its executive leadership, offering insight, assurance and constructive challenge;
- Contribute to the Commission's system of corporate governance, including oversight of strategy, performance, risk management, internal control and the effective use of public resources;
- Support scrutiny of the Commission's delivery, ensuring that plans, decisions and organisational priorities are tested for effectiveness, efficiency and alignment with the Commission's objectives;
- Provide advice and guidance on matters within the Adviser's area of expertise, including emerging issues, strategic change and organisational development;
- Participate actively in relevant advisory committees and meetings (including the Audit and Risk Assurance Committee), and other advisory forums as required;
- provide strategic input to people and culture priorities (including workforce strategy where relevant);
- Contribute to specific pieces of work from time to time, which may include recruitment activity for senior roles, strategic reviews, participation in learning events, or short written advice on particular issues;
- Build constructive relationships with Commissioners, senior leaders and fellow Advisers while maintaining independence of judgement;
- Champion high standards of conduct, inclusion, dignity and respect, and support the Commission's ambition to foster an inclusive organisational culture.

The scope of activity will flex over time in line with organisational priorities and individual expertise.

Role Specific criteria

To fulfil the role of Independent Adviser, applicants with a diverse range of experience and backgrounds will be welcomed, including:

- experience of providing independent, balanced and constructive challenge at senior level;
- senior leadership or advisory experience in a complex organisation;
- the ability to quickly understand political, constitutional and organisational context;
- a track record of organisational change, innovation, or transformation;
- strong personal credibility and presence to influence at Board and executive level;
- a clear commitment to public service values, integrity, equality, diversity and inclusion;
- strong analytical judgement and the ability to operate in complex environments.

We welcome candidates who offer deep expertise in at least one, and broad perspective across several, of the priority areas identified.

Profile of successful candidates

We aim to achieve diversity among our Independent Advisers by drawing on a broad range of backgrounds, perspectives and experience. The successful candidates will be the individuals who best meet the criteria section listed in the role specification above and have relevant expertise, experience or understanding. We are particularly keen to hear from you if you have skills, expertise or experience in one or more of the following areas:

- corporate transformation, change management and organisational design;
- equalities, diversity and inclusion;
- dignity and respect;
- financial management particularly with audit experience;
- risk assurance/management;
- ICT and digital transformation;

- Communications and engagement; and
- senior executive leadership.

Specialist Role Profiles

Within the cohort of advisers we wish to appoint this year and next, two roles with particular expertise have been identified.

Finance / Audit specialism

To follow best practice outlined in HM Treasury Audit and Risk Assurance Handbook at least one of the members of the Commission's Audit and Risk Assurance Committee should have a recognised finance, accountancy or audit qualification and have extensive experience in one or more of those fields. We will bear this in mind during our selection processes.

In addition to the core specification set out above, additional criteria for the Finance / Audit specialism:

- Recognised professional qualification in finance, accountancy and/or audit, and senior-level expertise in one or more of those fields.
- The ability to scrutinise financial information, annual accounts, audit findings and assurance evidence, and to assess whether controls are robust, proportionate and defensible.
- An understanding of the responsibilities associated with public money, propriety, regularity, value for money and accountability.
- The confidence to provide constructive challenge to senior leaders on financial stewardship, organisational risk, assurance gaps and the pace of improvement activity.

Dignity and Respect

The Commission is seeking an Independent Adviser with significant expertise in dignity and respect, organisational culture and inclusive practice. This Adviser will bring strategic insight and support the Commission in strengthening and embedding the culture, frameworks and assurance arrangements that help ensure the Senedd is a place in which people are treated with dignity, respect and fairness day-to-day.

In addition to the core specification set out above, additional criteria for the Dignity and Respect specialism:

- Substantial professional or lived expertise in relevant areas such as dignity

and respect, organisational/workforce culture, complaints or conduct frameworks, or the prevention of bullying and harassment.

- An understanding of how assurance can be developed in relation to dignity and respect, including the use of evidence, feedback, reporting, risk information, training and policy review.
- The ability to provide sensitive, thoughtful and constructive challenge on matters that may be complex, confidential and potentially high impact for individuals and the organisation.

Appointment details

Remuneration

The role is remunerated at £5,000 per annum (non-pensionable) plus an additional £2,000 for Chairing responsibilities for an advisory committee.

Commitment

The time commitment is typically expected to be around 15 days per annum. This includes preparation for meetings, attendance at advisory committees and other meetings, engagement with senior leaders and staff, and occasional involvement in recruitment, strategic discussions, training or events.

Duration

Commission Independent Advisers will be appointed for up to three years, with the option to extend for up to another 3 years, subject to need.

Location

Meetings are held in a mixture of face-to-face, virtual, and hybrid settings. We are committed to creating an inclusive structure and working environment. Support will be considered to ensure individuals whose capacity to take part may be limited are able to participate.

Status

Non-executive office holders of the Senedd Commission rather than employees of the Senedd Commission.

Eligibility: Political and Outside Activities

Advisers serve in a non-executive, non-political capacity and are expected to declare and manage any actual or potential conflicts of interest.

To avoid the risk of conflicts of interest, individuals in the following roles cannot also serve as Independent Advisers:

- Members of the Senedd or candidates to be Members of the Senedd;
- Elected Members of other UK parliamentary bodies;
- Members of staff of the Senedd Commission or the Welsh Government and persons employed by Members of the Senedd or a group of Members of the Senedd;
- Members of the Independent Remuneration Board;
- The Counsel General (where such person is not a Member of the Senedd);
- The Auditor General for Wales;
- The Senedd Commissioner for Standards;
- The Public Services Ombudsman for Wales;
- A person holding the appointment of Non-Executive Director of the Welsh Government.

Any other sources of conflict of interest identified during the application process will also be taken into account in considering candidates for appointment.

Security Clearance

This position has been assessed as requiring a 'SC' level of security vetting. For candidates who do not currently possess this level of clearance, appointment would be subject to the successful completion of this level of security vetting.

Start Date

Two appointees are expected to be available to take up their role by the end of November 2026. Up to three further appointments are expected to commence by the end of November 2027.

Terms of the Appointment

Appointments are made by the Senedd Commission.

The terms of appointment of the Independent Advisers will be set out in writing to them at the time of their appointment.

All our Independent Advisers are required to understand and embrace the 'Principles of Public Life' as defined by the Nolan Committee. Independent Advisers are expected to operate on a confidential basis and in alignment with the Senedd Commission's values and commitment to fostering dignity and respect.

How to Apply

We welcome applications from all sections of the community, regardless of age, gender, ethnicity, sexual orientation, faith or disability, from all backgrounds and with many different skills, experience and perspectives. Find out more about our approach to diversity and inclusion on our [website](#).

We are also a Disability Confident Employer and we operate a guaranteed interview scheme whereby we guarantee an interview for disabled candidates who meet the minimum criteria for the role.

Appointments are made on merit, following a fair and transparent process.

All applications are anonymised up to interview stage to avoid bias.

Application Process

- Please apply by submitting a CV, and a supporting statement which outlines your motivation for applying for the role and how you meet the person specification (no more than 2 sides of A4 in length). Please ensure that you address the key requirements set out in the person specification. Candidates' suitability for the roles will be assessed based on evidence provided throughout the selection process
- Please let us have details of two referees - we will only approach referees with your permission and if you are shortlisted.
- Please complete and submit the Eligibility: Political and Outside Activities form alongside your CV and supporting statement. This will allow us to check for roles, positions or other interests that may be incompatible with service as an Independent Adviser.

- Please also complete and submit the Equal Opportunities monitoring form. We want to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- Please make sure you return your application by the closing date as stated below. No applications will be accepted once long listing for the post has begun.
- Following long listing, you will be contacted directly by the Senedd's Recruitment Team to update you on the status of your application.
- Please contact us at jobs@senedd.wales as soon as possible for a confidential conversation if you require any reasonable adjustments for any part of this recruitment process. We can also discuss what adjustments you would like to be put in place if you were to be appointed, to enable you to fully participate.
- Applications must be submitted to jobs@senedd.wales

Timetable

Advert open:	w/c 13 July 2026
Advert close:	Friday 21 August 2026
Longlisting:	w/c 24 August 2026
Shortlisting:	w/c 7 September 2026
Final Interviews:	w/c 14 September 2026

If you would like an initial discussion about these roles, please contact Manon.Bonner@Senedd.Wales

For any queries about the recruitment process, please contact jobs@senedd.wales

Our Values

Our values are part of everything we do. Together, we've created a set of values that celebrate the way we work together, and remind us of who we are and what we stand for.



RESPECT

We are inclusive, kind, and value each other's contributions in delivering excellent services



PASSION

We are purposeful in our support of democracy and pull together to make a difference for the people of Wales



PRIDE

We embrace innovation and celebrate our achievements together as a team

WE ARE ONE TEAM

We look forward to seeing how your values align with ours, so you can help nurture a positive and inclusive culture with us.

Our official languages (Welsh and English)

We are fully committed to continuously enhancing and improving our exemplary bilingual services and to being a truly bilingual organisation so that Members of the Senedd, the public and staff can choose to work or communicate naturally in either or both of our official languages, with the use of both languages proactively encouraged and facilitated.

Though we do not require all our staff to be fluent in both our official languages, our expectation is that they are all committed to the delivery of services in both our official languages. To that extent, we expect all Senedd appointees to have, or to acquire during an agreed period, courtesy-level skills in Welsh.

The Commission has an established Audit and Risk Assurance Committee (ARAC) which meets regularly and a Remuneration Committee. Advisory committees report annually to the Commission.

Advisory committees have no executive responsibilities and are not charged with making or endorsing any decisions.

The Audit and Risk Assurance Committee (ARAC)

The purpose of ARAC is to provide advice and assurance to the Clerk, senior management and the Commission on the effectiveness of the organisation's governance and risk management arrangements. To this end, ARAC is expected to advise on the:

1. strategic processes for risk, control and governance and the Governance Statement;
2. accounting policies, the accounts, and the annual report of the Senedd Commission;
3. planned activity and results of both internal and external audit;
4. adequacy of management response to issues identified by audit activity, including external audit's management letter from Audit Wales;
5. assurances relating to the management of corporate risks and corporate governance requirements for the organisation;
6. proposals for tendering for Internal Audit services or for purchase of non-audit services from contractors who provide audit services; and
7. anti-fraud policies, whistle-blowing processes, and arrangements for special investigations.

The Remuneration Committee

The Committee is authorised by the Commission to consider and make recommendations on matters regarding the remuneration and terms of service of the Chief Executive and Clerk of the Senedd. The Committee also considers and comments on any recommendations or proposals from the Clerk regarding pay and other matters of remuneration and reward for senior posts.

The Committee's functions include assisting the Commission in discharging its duty for ensuring high standards of corporate governance and financial control at all times by considering recommendations and proposals on:

1. the pay strategy and framework (including pay scales) for the remuneration of the Clerk and Directors; and
2. the pay and reward strategy for all staff of the Senedd Commission.