

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association



CLILC • WLGA

Policy Support Officer – National Exercise Referral Scheme Recruitment Information Pack



Closing Date: 7th February 2021

Interview Date: Week Commencing 1st March 2021

Message from the Chief Executive

Wales' councils are the foundations of our communities. They provide vital everyday local services, from schools, to housing, to social care, to local transport. They provide a local democratic voice to Wales' diverse communities. They are the economic bedrock of Wales' economy, employing over 10% of the Welsh workforce and spending £3.5bn on goods and services.

Our role at the Welsh Local Government Association is to promote, protect, support and develop democratic local government and represent the interests of local authorities nationally.



Dr Chris Llewelyn

The Senedd has celebrated its 20th anniversary this year and the WLGA has played a key role in helping shape public policy and supporting public service delivery during the first two decades of devolution.

Working closely with Welsh Government, the WLGA provides an interface between Welsh Ministers, the Senedd and local authorities. We also work with the UK Government and wider stakeholders in representing the interests of local government and promoting local democracy.

We are a politically-led, cross party organisation and council leaders and other senior councillors are at the heart of our policy and decision-making arrangements. We provide advice and support to our elected members and work closely with Chief Executives and senior officers across Wales' 22 local authorities. The three Fire and Rescue Authorities and the National Parks are Associate Members of the WLGA too. We regularly meet with Ministers, Assembly Members and MPs and attend Senedd and Parliamentary Committees and liaise with senior civil servants and other influential stakeholders.

We are a high-profile, influential and widely respected organisation. Our influence and reputation however belies the fact that we are a small team of just over 60 staff, based mainly in Cardiff Bay. If you want to work in a fast-moving, exciting political environment at the heart of Welsh governance and believe you can make a difference, please get in touch.

Policy Support Officer – National Exercise Referral Scheme

Salary: Grade 4 - SCP 30 – 35 (£33,782 - £38,890)

Term: 28 hours per week, from April 1st, 2021 - Until 31st March 2022 (possible extension, dependent on PHW funding)

Reports to: National Exercise Referral Scheme Manager - NERS

Based: Local Government House, Cardiff (this is a pan Wales post so regular travel to Cardiff and across Wales will be expected although flexibility around location subject to negotiation)

Politically Restricted: Yes

Welsh Language essential: No

About the Role

To assist in the delivery of the WLGA's National Exercise Referral Scheme in particular collation, analysis and reporting of quantitative data and financial information relating to NERS. To provide support to ensure Welsh local authorities are effective, efficient and sustainable in the development and delivery of their NERS services. To work closely with the National Exercise Referral Scheme Manager to implement, present and deliver new objectives. Work in partnership or lead on delivering a range of specific and bespoke projects.

Duties and Responsibilities:

To work as part of the Association's Lifelong Learning Team as part of the National Exercise Referral Team:

- To assist and support the National Exercise Referral Scheme Manager to develop and deliver an effective National Exercise Referral Scheme across the 22 Welsh Local Authorities.
- To help prepare the annual report and business plans for the National Exercise Referral scheme and agree this with the 22 Welsh Local Authorities and Public Health Wales (PHW).
- To contribute towards delivering a 'benchmarking' process utilising data from NERSDB.
- To request and collate regular information gathering as required by working closely with the 22 Welsh local Authorities National Exercise Referral Scheme Coordinators.
- To help examine alternative service delivery and improvement (performance management, staff development etc.) models and assist in applying them where appropriate to the 22 Welsh Local Authorities National Exercise Referral Scheme, providing training and advice/support where necessary.
- To assist in ensuring that the National Exercise Referral Scheme is developed according to need, is sufficiently robust and allows for effective benchmarking and comparison at the local level.

- To assist in ensuring that local authorities are supported and, where necessary, challenged in terms of taking the steps needed to deliver effective, efficient and sustainable services.
- To support or lead on specific projects as determined by the National Exercise Referral Scheme Manager developing business plans which assist Local authorities to deliver effective, efficient, and sustainable services.
- To assist in the preparation progress/monitoring reports for PHW, WG and WLGA and maintain ongoing dialogue with relevant stakeholders throughout the year on the delivery of the National Exercise Referral Scheme.
- To deputise for the National Exercise Referral Scheme Manager and to represent NERS or WLGA when appropriate on other organisations steering groups for specific pieces of work.
- To collate, and share best practice with Local Authorities on effective and efficient service delivery.
- To develop and maintain strong links with staff involved in National Exercise Referral scheme within the Local Authorities and facilitate joint meetings and sharing of improvement information.
- To liaise with other organisations and initiatives involved in performance improvement and efficiency, keep up-to-date with latest thinking in the field, in Wales and beyond and apply to the National Exercise Referral Scheme as appropriate.
- As and when appropriate, to assist in the procurement and contract management of specific pieces of work to ensure delivery of the National Exercise Referral Scheme.
- Other duties, as required, commensurate with the grade of the post.

Person Specification

Essential

Qualifications

Applicants should hold an Exercise Referral Instructor Qualification and one of the following:

- be educated to degree level or equivalent
- be able to demonstrate extensive experience in relevant role(s)

Skills & Aptitude

- Excellent interpersonal skills and an ability to develop effective working relationships and build an extensive professional network.
- Ability to be creative and innovative and a commitment to the delivery of results, sometimes to demanding timescales.
- Capacity to manage and interpret data.
- Analytical and problem solving skills.
- Good organisational and project management skills.
- Ability to be self-motivated, resilient and be able to manage your own workload, prioritising work as appropriate.

Knowledge and Experience

- Have an understanding and appreciation of the issues relating to improving Physical Activity and Health in Wales.
- Experience of using Microsoft Office software.
- Experience of financial data management.
- Experience of working within the public, private or voluntary sector in Wales.

- A good understanding of the political structure in Wales particularly local government.
- Knowledge of issues facing local government in Wales.

Attitude and Motivation

- Committed to ensuring Welsh local authorities have the tools they need to deliver an effective National Exercise Referral Scheme programme.
- Committed to maintaining and improving a sustainable and efficient National Exercise Referral Scheme in Wales.

Other

- Computer and IT capability.
- The post will cover the whole of Wales and may require occasional travel to other countries in the United Kingdom and therefore the ability and willingness to travel is essential.

Desirable**Skills and Aptitude:**

- Welsh language verbal and written skills.
- Full UK driving licence.

Attitude and Motivation:

- Willingness to learn Welsh.
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National Exercise Referral Scheme (NERS)

The National Exercise Referral Scheme (NERS) is a Welsh Government (WG) funded scheme which is centrally managed by Welsh Local Government Association (WLGA) working in partnership with Public Health Wales (PHW) and has been in operation since July 2007.

The Scheme operates in all 22 Local Authority areas of Wales to standardise exercise referral opportunities across all Local Authorities and Local Health Boards. The Scheme is an evidenced based health intervention that incorporates physical activity and behavioural change, it supports clients to make and maintain healthier lifestyle choices which will improve their **health and wellbeing**.

The aim of the Scheme is to **reduce the inequalities in ill health** by providing access to **tailored and supervised physical activity**. The target population is aged 16+ who are not used to being regularly physically active and are at risk of or currently experiencing a long term or chronic health condition. The Scheme is designed to provide opportunities to exercise that are fun, rewarding and that can be incorporated into everyday life.

About the WLGA

The Welsh Local Government Association represents the interests of local government and promotes local democracy in Wales.

Our aim is to **promote, protect, support and develop democratic local government** and the interests of local authorities in Wales.

We are a politically led, cross party organisation that seeks to give local government a strong voice at a national level. The WLGA is a membership organisation that represents all 22 local authorities in Wales, the 3 fire and rescue authorities and the 3 national park authorities as associate members.

We believe that services are best provided within a democratic framework of local accountability and that the people who use public services should have as much of a say in the way they are organised, managed and funded as possible. Local government is seen as being the tier of government closest to service users and best able to respond to their needs. We support the role of the Welsh Government in setting the strategy for public services nationally but believe that it is down to local government to interpret strategy to deliver services based on local circumstances and local priorities.

Much of our work is focused on the Senedd (formerly the National Assembly for Wales), the Welsh Government and other national stakeholders and partners. We also liaise with the Wales Office and UK Government and work closely with the LGA in London in seeking to influence non-devolved policies and legislation and, in particular, the recovery from COVID 19 and responding to developments around Brexit.

Our work involves engagement with Ministers, Members of the Senedd, and other national and governmental organisations. We promote the important role of local government to Members of the Senedd and seek to enhance and protect councils' reputation and secure positive change to legislation. The WLGA's lobbying work is therefore extensive.

Our Values

In working towards its primary purposes, we seek to be:

- **Ambitious** in our expectations and in our vision for local democracy and local services;
- **Accountable** to our members and member authorities;
- **Proactive** in our defence and promotion of local democracy, our policy development and our engagement with members;
- **Receptive** through listening to and considering the range of views of our membership, partners and stakeholders;
- **Responsive** through our services and support to our members and member authorities;
- **Collaborative** in our approach to governance and partnership working with Welsh Government and other stakeholders.

We also work towards upholding and promoting equality, diversity and human rights; including promoting diversity in democracy and supporting councillors in their role as democratically elected local representatives.

We are committed to equality and fairness and although we are not a statutory body, we operate in the spirit of legislation such as the Equalities Act, Freedom of Information Act and the Wellbeing of Future Generations (Wales) Act.

Our Aims and Priorities

Our priorities are underpinned by our core aims to secure:

- **Reform, continuous improvement and a commitment to partnership** - we believe in local government reform and seeking continuous improvement as a process for delivering better outcomes and services for the people of Wales, and in ensuring that resources are used as effectively and as efficiently as possible;
- **Fair and flexible funding** – councils need greater fiscal autonomy and flexibility to respond to local needs and priorities. Specific grants should be transferred into the settlement, after an agreed period of time, and the Welsh Government should fully cost and fund any new national initiatives and/or legislation and should commit to multiyear financial settlements, so councils can plan more effectively;
- **Commitment to the principle of Subsidiarity** – the Welsh Government and the Senedd should commit to the European Charter of Local Self Government and the principle of subsidiarity, where the presumption is that power is transferred to the level of government closest to the people. The Welsh Government has a clear national strategic role, but councils want to see momentum behind the devolution of powers beyond Cardiff Bay to local government and to local communities.



We will also:

- **Promote the role and prominence of councillors and council leaders**, emphasising their equal democratic mandate with national politicians.
 - **Ensure maximum local discretion in legislation or statutory guidance** where councils and regions have flexibility in determining regional priorities, services and governance arrangements.
 - **Promote sector-led improvement**, with an emphasis around digital and innovation, supporting authorities in sharing best practice, developing workforce skills and developing a new corporate peer review programme.
 - **Encourage a vibrant local democracy, promoting greater diversity** and enhanced democratic engagement and supporting councillors' development and training.
 - **Support authorities to effectively manage their workforce** through our role as the Employers' Organisation.
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Benefits: Working at the WLGA

The WLGA is an exciting place to work.

The WLGA is in the process of reviewing its office accommodation, with a view to retaining a Cardiff-based office with increased homeworking from September 2021. Currently, the WLGA is based in Atlantic Wharf, Cardiff Bay, our offices are accessible and conveniently located amongst Cardiff Bay's old canal network, within walking distance of Cardiff Bay and Cardiff City Centre; Cardiff is one of the most diverse, thriving and vibrant cities in the UK.

We seek to offer staff a friendly, supportive and flexible working environment and staff are entitled to a range of benefits including:

- Incremental pay rises and contributory local government pension scheme
- 26 days annual leave, rising to 29 after 3 years then rising to 32 after 5 years of service, plus 8 days bank holiday
- Agile working policy which encompasses Flexitime, flexible working including options to work from home.
- Cycle to work scheme, travel loan facilities and free staff car park
- A range of supportive policies, including career breaks, job share, leave purchase scheme and other leave arrangements.
- Generous maternity, adoption, paternity and shared parental leave
- Centrally located office in the heart of one of the UK's most vibrant cities

Terms of Employment

Association employees are employed on the conditions of service of the National Joint Council for Local Government Services, amended by local agreements. The principal provisions are outlined below:

Salary:

Salary is payable calendar monthly by bank credit on or about the 15th of each month.

Hours of Work:

The working week is 36 hours. Office opening hours are 9.00 am to 5.00 pm Monday to Friday although the demands of the post may necessitate a variable working pattern.

Flexible Working Time:

The Association offers a flexi time policy to all grades up to Head of Policy Level.

Travel and Subsistence:

It is a condition of appointment that staff will be prepared to work on occasion anywhere within Wales, the rest of the United Kingdom or Europe. Travelling and subsistence expenses will be payable, in accordance with the Association's scheme, when staff work away from their fixed centre.

Annual Leave:

The annual leave entitlement for a full year (the leave year runs from 1 April to 31 March in the following year) will initially be 26 days, in addition to statutory holidays. Existing local government employers may attract additional leave based on continuous local government service

Pension:

The successful candidate will automatically be admitted to the Local Government Pension Scheme. This is a contributory scheme which has defined benefits for employees.

<https://mpfmembers.org.uk/content/members-currently-contributing-lgps>

Period of Notice:

The period of notice which staff are required to give is one calendar month, commencing on any day in the month. Staff will also be entitled to receive one calendar months' notice, or the current statutory notice period, whichever is greater.

Terms of Secondment (if applicable)

The successful candidate will remain an employee of their current employer which, will continue to pay their salary and the Association will reimburse the salary to the employer. In addition, their terms and conditions of employment will remain unchanged. The Association will reimburse business travel and expenses incurred on secondment. Interested applicants will need to be aware of their organisation's secondment policy and obtain prior approval of their employer.

WLGA Politically Restricted Posts:

The WLGA will not appoint as an employee or worker in any capacity, any Councillor who is currently a Member (including co-opted member) of a local Authority or any other member body of the WLGA e.g. National Park Authority or who had been a Member in the previous 12 months (s.116 Local Government Act (LGA) 1972).

The following posts are considered to be politically restricted (in line with those local authority roles as specified in Section 2(1) of the 1989 Act¹:

- All members of Senior Management Team
- All officers paid above Spinal Point 30
- Other officers giving advice to local authorities on a regular basis
- Any officers with a role which involves speaking on behalf of the WLGA to the media.

The Association is an Equal Opportunities Employer.

¹ Part I of the Local Government and Housing Act 1989 and Local Government (Politically Restricted Posts) (Wales) Regulations 2008

Apply Now!

For an initial discussion about the role and the organisation, please contact Jeannie Wyatt Williams, National Exercise Referral Scheme Manager for Wales on 07500 963380.

To apply, please send a covering letter with a completed application form by the closing date of 7th February 2021 to:

HR Manager
Welsh Local Government Association
Local Government House
Drake Walk
Cardiff, CF10 4LG
e-mail recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview via Microsoft Teams during the week commencing 1st March 2021 with the date to be confirmed.

Shortlisted applicants may be requested to undertake a task before attending for interview, as well as pre-interview tasks on the day, followed by an interview with a selection panel.