



CLILC • WLGA

Transport Assistant

Recruitment Information Pack



Closing Date: 21st April 2021

Interview Date: 5th / 6th May 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.

The WLGA has played a key role in helping shape public policy and supporting public service delivery during the first two decades of devolution, and it continues to do so today.

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.



Dr Chris Llewelyn

Transport Assistant

Salary: Grade 3* SCP 25 – 29 (£29,577 - £32,910)
Term: Full Time, Fixed Term for One Year
Reports to: Sustainability, Environmental, and Transport Policy Support Officer
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: No

Welsh Language essential: No

About the Role

This new one-year post will play a key role working with, and providing support for, local authorities on transformative initiatives related to transport. Collectively these are aimed at making safer communities that are more conducive for active travel whilst contributing to wider decarbonisation goals.

The post will support the planned introduction of a 20mph default speed limit across Wales. It will assist a working group developing guidance on civil enforcement against obstructions caused by pavement parking.

The post holder will have an important role in the modernisation and planning of road safety interventions across Wales. Here, interventions are designed to tackle the causes of road traffic collisions, to help achieve all-Wales casualty reduction targets in the Road Safety Framework for Wales.

The post will also input to work on improving active travel provision. It will have a cross-organisational role, working with Welsh Government and the emergency services.

Duties and Responsibilities:

- To assist a successful roll out of the new default 20mph speed limit by providing support and advice to local authorities on assessment, consultation and, where appropriate, implementation.
- To identify and share good practice in the way this process is undertaken.
- As pilot areas progress, to gather evidence, understand the impacts of 20mph limits and collect intelligence relating to implementation, enforcement and long term maintenance implications.
- To input to a working group developing guidance to be issued to local authorities to inform the way civil enforcement of pavement parking obstructions is undertaken, ensuring that local authority views, suggestions and any concerns are fed in and represented at meetings.
- To organise training sessions, subject to demand, to ensure Civil Enforcement Officers understand the subordinate legislation and the parking contravention of ‘unnecessary obstruction’ in relation to parking on a pavement.

- To produce reports on 20mph roll out and on pavement parking, identifying progress and any issues being encountered, as and when required.
- To liaise with the British Parking Association on wider car parking issues.
- To work with Welsh Government Transport to assist with the development of the new Road Safety Framework for Wales.
- Work with the National Road Safety Board, conveying the views and decisions of the Board and ensuring these are reflected in regional level discussions.
- To work with regional transport lead officers in local authorities to ensure regional road safety groups are operating effectively.
- To oversee the development of regional road safety plans, challenging where these deviate from the national approach and supporting regional Chairs in presenting them to the Board for approval.
- To liaise with the Welsh Government Transport officers including the Road Safety Policy Team and the Accident Studies and Statistics Group.
- To input as required to other ongoing work to enhance active travel opportunities.
- To work with officers involved in transport decarbonisation and contribute to other relevant transport initiatives (e.g. in relation to electric vehicles, EV charging and use of hydrogen).
- Other duties, as required, commensurate with the grade of the post.

Other Information: *(Subject to Covid restrictions)*

- The role requires travelling in Wales and requires some flexibility. This will be managed through the WLGA flexitime scheme.

Person Specification

Essential

Qualifications

- Educated to degree level and/or have substantial relevant experience in highways legislation, road safety, active travel.

Knowledge and Experience

- Good knowledge of local government.
- Experience of developing and implementing policy and ability to work on relevant policy issues and produce briefings to support operational and strategic planning.
- Experience of working effectively in partnership with a range of stakeholders.

Skills & Aptitude

- Computer literate – in packages such as Word, excel, Power Point etc.
- Ability to negotiate and broker agreements in challenging circumstances.
- Excellent communication and interpersonal skills, and ability to communicate in writing and verbally.
- Team-player, able to network, communicate and work with people at all levels.
- Ability to work under pressure, use own initiative and prioritise and manage own workload.
- Ability to work across organisational and geographical boundaries.
- Ability to work in a confidential setting.

Attitude and Motivation

- Understand and demonstrate willingness to promote the equal opportunities policies of WLGA.
- Interest in environmental matters and sustainable development.

Other

- 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.
- Commitment to Welsh Language and meeting Welsh Language Standards in service delivery.

Desirable**Skills and Aptitude:**

- Welsh language verbal and written skills.

Attitude and Motivation:

- Willingness to learn Welsh.
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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 Ben Sears, Sustainability, Environmental, and Transport Policy Support Officer on 07775 743561.

To apply, please send a covering letter with a completed application form by the closing date of Wednesday 21st April 2021 to:

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

Upload directly to our Recruitment Centre – [Click Here](#)

Shortlisted applicants will be invited to interview via Microsoft Teams on 5th / 6th May 2021 with 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.