

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association



CLILC • WLGA

# Programme Coordinator – Transition & Recovery Support Programme

## Recruitment Information Pack



**Closing Date:** 26<sup>th</sup> July 2021 (5:00PM)

**Interview Date:** Week Commencing 2nd August 2021  
with the date to be confirmed

# Programme Coordinator – Transition & Recovery Support Programme

<b>Term:</b>	Full Time, Fixed Until March 2024
<b>Salary:</b>	Grade 4 – SCP 30 – 35 (£33,782 - £38,890)
<b>Reporting to:</b>	Environment, Sustainability and Transport Policy Officer/ Programme Manager – Transition & Recovery Support Programme
<b>Based at:</b>	1 Canal Parade, Cardiff, CF10 5BF and Homeworking

**Politically Restricted:** Yes

**Welsh Language essential:** No. The ability to speak and write fluently is desirable for this role.

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## About the Role

You will work as an integral part of the Regeneration and Sustainable Development team and across other teams within the WLGA. You will help to develop and deliver a Welsh Government funded programme which supports local government in meeting the Welsh Government's ambitious target of a net zero carbon public sector by 2030. You will provide advice, guidance, and support to members and look for new and innovative ways to facilitate the decarbonisation of local government in Wales. The programme will also support local authorities as they respond to the challenges and opportunities presented by green Covid recovery and EU transition as well as climate change and decarbonisation.

### Principal Duties and Responsibilities

To support the Programme Manager and work as a key member of the Regeneration & Sustainable Development (RSD) Team to;

- Develop a strategy and short, medium, and long-term work programme which supports local government decarbonisation, focusing on the key themes of transport, land use, procurement, and buildings.
- Work with existing officer and elected member groups to ensure that the support programme is informed by and communicated to all 22 local authority members of the WLGA.
- Liaise and collaborate with Welsh government, statutory bodies, third sector organisations, NGOs, academia, and businesses to support the decarbonisation agenda and the wider response to climate change in Wales and the UK.
- Identify commissions for research to inform decision making and justify support and interventions.
- Identify commissions and produce resources that support member decarbonisation ambitions.
- Use the best available research and evidence to support interventions and ensure value for money.
- Seek out and share best practice and new developments in policy, programmes, and low carbon technology with members.
- Seek out new partnerships and funding opportunities to support and develop the programme.

- Brief colleagues, spokespeople, LG elected members and officers in programme developments and wider developments in climate change and decarbonisation.
- Work with colleagues in the RSD team and other WLGA policy teams on cross-cutting issues.
- Deliver training and webinars on matters relating to decarbonisation and climate change.
- Manage website content to ensure it is relevant and current.
- To undertake any other duties as required, commensurate with the duties and role of this post.

## Person Specification

### ESSENTIAL

#### Qualifications

- Degree, ideally in a relevant subject e.g. environmental science, geography, sustainable development, politics.

#### Skills & Aptitude

- Ability to manage competing demands and priorities.
- Excellent organisational and project management skills.
- Ability to analyse and interpret data, research, and reports and make recommendations.
- Pro-active and confident in own ability to make decisions.
- Strong communication skills and the ability establish and maintain relationships.
- Diplomatic and balanced in approach to challenges and conflicting interests.
- Strong report writing skills.

#### Knowledge and Experience

- Knowledge and experience of contemporary environmental and sustainability issues, with a good understanding of approaches to decarbonisation and climate change issues.
- Previous experience of managing projects and/or programmes.
- A good understanding of the political structure in Wales particularly local government.
- Knowledge of issues facing local government in Wales.
- Experience of partnership and collaborative working.

#### Attitude and Motivation

- Passionate about environmental and sustainability issues, but with a pragmatic and critical view.
- Flexible and open to new ideas and approaches.

#### Other

- Computer and IT literate.
- Familiar with online video conferencing platforms.
- Willingness and ability to travel across Wales and other parts of the UK as necessary.
- Prepared and willingness to work weekends and evenings if required.

## **DESIRABLE**

### **Qualifications**

- Postgraduate qualification in a relevant subject.
- Project management qualification.
- GIS qualification.

### **Knowledge and Experience**

- Experience of managing budgets.
- Experience of working in a political environment.

### **Skills and Aptitude**

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

### **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.

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## 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.

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## 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.

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 Act<sup>1</sup>:

- 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.

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<sup>1</sup> 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, Environmental & Sustainability Policy Officer/ Programme Manager – Local Government Decarbonisation on 07775 743561.

To apply, please send a covering letter with a completed application form by the closing date of 26<sup>th</sup> July 2021 (5:00PM) to:

HR Manager

e-mail [recruitment@wlga.gov.uk](mailto:recruitment@wlga.gov.uk)

Shortlisted applicants will be invited to interview via Microsoft Teams the week commencing 2nd August 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.