



# Senior Support Officer – Transition & Recovery Support Programme (TaRSP)

## 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

## Senior Support Officer – Transition & Recovery Support Programme (TaRSP)

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**Grade/Salary:** Grade 3 (SCP 17-24) (£24,491 - £28,672)  
**Term:** Full Time, Fixed Until March 2024  
**Reporting to:** Director of Regeneration and Sustainable Development  
**Based at:** One Canal Parade, Cardiff

**Politically Restricted:** No  
**Welsh Language essential:** No

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### About the Role

You will work as an integral part of the Regeneration and Sustainable Development team within the WLGA, supporting day-to-day operations and budget management and control. The team has recently secured funding to deliver a *Transition and Recovery Support Programme (TaRSP)*, which will support local authorities as they respond to the challenges and opportunities presented by a green Covid recovery, EU transition, and climate change and decarbonisation. It will provide an efficient and effective support service to the team to ensure its smooth running across a variety of different workstreams.

### Duties and Responsibilities:

- Provide dedicated business, administrative, project and financial management support to the team, prioritising workload as appropriate.
- Create routine letters, emails and communications from core information and produce accurate minutes of meetings.
- Support the production of high-quality presentations, communications and training materials and other documents.
- File and maintain all relevant documentation in appropriate filing systems and electronic databases.
- To work closely with the WLGA Communications team to ensure appropriate coverage of, and profile for, any team related events and activities.
- To organise car hire, travel and accommodation requirements for team members.
- To organise team's documents for Welsh translation.
- To book team members onto training courses/external events.
- Maintain an accurate and accessible contact database for team members in line with General Data Protection Regulations (GDPR).
- To take messages and refer to appropriate team members.
- To arrange for appropriate reports and documentation to be made accessible via the WLGA website.

### **Meetings and Events**

- To be the principal organiser for arranging individual, group, network and cabinet member meetings and events as required, keeping diaries up to date and including identifying and booking suitable venues, ordering refreshments and sourcing necessary equipment.
- Attending meetings, supporting the organisation's visibility as required including supporting the Network team in connecting stakeholders.

### **Finance**

- To assist in the management of the team's budget and meeting the reporting requirements for Welsh Government.
- To provide quarterly budget reports to principal budget holders including budget profile updates.
- To manage and input invoices, purchase orders onto centralised database and keep a record of income and expenditure.
- To reconcile team's budget spreadsheet with expenditure recorded by WLGA Finance Officer and report any anomalies.
- To collate team corporate card expenditure documentation and purchase orders and ensure monthly corporate card statement has full documentation and is correctly authorised.

### **Other**

- To undertake any other duties as required, commensurate with the duties and role of this post.

## **Person Specification**

### **Essential**

#### **Qualifications**

- Applicants must be numerate and have good writing skills (with appropriate supporting qualifications) and be able to demonstrate extensive experience in relevant roles.

#### **Knowledge and Experience**

- Experience of circulating information and organising communications.
- Experience of routine budget control/management.
- Experience of providing a wide range of administrative and finance support tasks in a timely and accurate manner.
- Experience of working in a busy organisation, with the ability to prioritise and manage competing workloads.
- Experience of organising events and meetings, involving multiple stakeholders.
- Ability to operate with tact, diplomacy, discretion and political awareness/sensitivity.

#### **Skills and Aptitude**

- Excellent spoken and written communication skills.
- Excellent numeracy skills.

- Excellent organisational and interpersonal skills reliable and self-motivated.
- Competence of using Microsoft SharePoint & Office packages (Word, Excel, Powerpoint and Outlook).
- Ability to work effectively and to use initiative in designing effective approaches to work tasks.
- Ability to prioritise and manage competing workloads.

**Attitude and Motivation**

- Committed to providing high quality support services.
- Committed to working as part of a team.
- Committed to working in partnership and with stakeholders.
- Prepared to undertake travel across Wales if required.
- Prepared to work the occasional evening if required.

**Desirable****Skills and Aptitude:**

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

**Knowledge and Experience:**

- Experience of operating within a bilingual environment.

**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.