

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association



CLILC • WLGA

# National Autism Development Officer

## Recruitment Information Pack



**Closing Date:** Monday 20<sup>th</sup> September 2021 (12:00pm)

**Interview Date:** Friday 8<sup>th</sup> October 2021

# National Autism Development Officer

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**Salary:** Grade 4 (SCP 30 - 35) £32,878 - £37,849  
**Term:** Full-time, fixed term or secondment until 31 March 2023 (with the potential to extend to 31<sup>st</sup> March 2025)  
**Based:** One Canal Parade, Cardiff & 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

The National Autism Team is funded by the Welsh Government to support the delivery of the national autism strategic action plan and the Code of Practice for Autism. The team has five main areas of work – awareness raising and understanding; development and delivery of resources; training, the oversight of the Integrated Autism Services and stakeholder engagement. The Team work closely with Welsh Government officials, public service colleagues and the autism community to further the autism agenda across Wales.

**The main purpose of this role will be to work with the National Autism Leads to assist in the implementation of the Code of Practice for Autism that sits beneath the Social Services and Well Being Wales Act and the NHS Act.** Hosted by the Welsh Local Government Association in conjunction with Public Health Wales, this post will be part of a unique integrated support and development team. The role will assist the National Autism Leads in supporting Regional Partnership Boards in the development of infrastructure to deliver their local autism delivery plans. The post holder will be a key point of contact for a wide range of stakeholders at a national level and will coordinate information between the regions and the National Autism Team, and will provide information, advice and guidance on the statutory requirements of the Code on Practice. This includes workforce development, and they will be expected to work closely with Local Authority, Social Services and Health Workforce leads across Wales.

The post holder will also promote and share AutismWales resources across Wales and engage with and support local Autism leads and local stakeholder groups. The post holder will have a key role in ensuring that the voice of autistic people is embedded within this work.

The role will manage a range of relationships and communications to underpin the implementation of the Code and promote the integration agenda.

The role will involve liaison with senior level professionals across Health Boards and Local Authorities, voluntary organisations, autistic people and parents / carers and they will have a role in communication and information sharing across these groups.

The role will contribute to team management by managing the workload of the Administrative Officer.

## Duties and Responsibilities:

- Develop and promote joint working across the Wales, in line with the targets, commitments and requirements as set out in the National autism action plan, Code of Practice, its accompanying guidance and National Autism Team's Work Programme.
- Liaise with Autism Leads and Integrated Autism Service Leads within Local Authorities and Health Boards to support the implementation of the Code of Practice, and build a partnership approach between education, health, social service and other services.
- Support the Regional Partnership Boards to build a robust approach to autism partnership working across adults-children's services at a regional level and in the development and implementation of an autism infrastructure.
- Liaise with, and provide support where appropriate, to local children's neurodevelopmental teams.
- To liaise with regional multi agency planning and delivery strategic groups.
- To liaise with existing local autism stakeholder groups.
- To promote and support the development of local stakeholder groups in areas where this activity has ceased.
- To share and distribute AutismWales resources.
- Work closely with other members of the National Autism team to ensure effective overall co-ordination of projects and developments so that opportunities for sharing information and intelligence are maximised.
- Act as a conduit for information exchange on Autism issues, and a resource for relevant stakeholders.
- Link with the key collaborative strategic groups to maximise opportunities for the collaboration and improved service delivery.
- To represent National Autism Team at meetings where appropriate to grade.
- To be responsible for the management of the National Autism Administrative Officer.
- To utilise social media to engage with, and share information with, stakeholders alongside other members of the National Autism Team.
- To coordinate the National Autism Leads Forum.
- To prepare information in written and verbal formats for a range of stakeholders.
- To collate data, intelligence and innovative practice from across Local authorities and Health Boards, working closely with the colleagues within the National Autism Team.
- To respond to public and professional queries where appropriate to do so.
- To act as a contact for external providers alongside other members of the National Autism Team.
- To assist in the development of reports for a wide range of audiences.
- Undertake other responsibilities as required, commensurate with the grade.

# Person Specification

## Essential

### Experience and skills

- A strong understanding of the social services, education and health agendas, policies and legislative frameworks in Wales related to autism.
- Experience of working within local government or health to affect change and improvement.
- Experience of managing staff.
- Demonstration of a strong understanding of Autism, the National ASD Strategic Action Plan and the Code of Practice.
- Evidence of experience of change management and managing projects at a senior level on complex issues and across partnerships.
- Excellent networking and communication skills.
- Understanding how to apply research and evidence based practice into local service design and delivery.
- Team player whilst able to manager own workload, prioritisation and manage deadlines effectively.
- Commitment to, and knowledge of, equality issues in particular promoting equality practice and avoiding disability discrimination.
- Knowledge and understanding of devolution in Wales and political awareness.
- Knowledge of the public sector policy and reform agenda in Wales.
- Experience of working with a range of IT applications, including web-based systems.
- An understanding of co-occurring and other related neurodevelopmental conditions.

## Desirable

### Skills and Aptitude

- Ability to speak Welsh or a willingness to learn.
- Ability and willingness to travel throughout Wales.

### Other

- Car owner with clean driving licence.
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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 moving to new, modern, open-plan offices at One-Canal Parade, Cardiff (as of October 2021). This is part of an exciting new urban development, which includes local amenities and is within a brief walk from Cardiff Central Station and the City Centre. The WLGA is also introducing new Agile Working arrangements from September 2021, which means that staff will be able to balance working from home and public service hubs, as well as the WLGA's Cardiff office.

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. The WLGA is introducing new Agile Working arrangements which will provide staff with significant flexibility around working hours, non-working time and annual leave.

#### 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 Wendy Thomas, National Professional Lead Autism on 07717 822479.

To apply, please send a covering letter with a completed application form by the closing date of Monday 20<sup>th</sup> September 2021 (12:00pm) to:

HR Manager

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

Shortlisted applicants will be invited to interview via Microsoft Teams on 8<sup>th</sup> October 2021.

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.