

Cymdeithas Llywodraeth Leol Cymru

Welsh Local Government Association



CLILC • WLGA

National Dietitian for Special Diets in Schools Recruitment Information Pack



Closing Date: 29 August 2019

Interview Date: 27 September 2019

Message from the Chief Executive, Dr Chris Llewelyn

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 National Assembly for Wales 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 National Assembly for Wales 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 Assembly 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.

There is increasing demand in maintained schools for 'special diets', which cannot usually be selected freely from the main choices available. These may be medically prescribed, related to an additional dining need or based on religious, cultural, vegetarian or vegan beliefs.

The WLGA are looking to recruit a National Dietitian for Special Diets in Schools to help shape the way special diets are managed in maintained schools in Wales. This role will help develop nationally agreed guidance; quantify demand, provision and financial implications; and highlight and share good practice with a wide range of stakeholders.

To date, the WLGA's Food in Schools Coordinator has developed draft procedures, roles and responsibilities and a national request form in collaboration with catering and education representatives from local authorities, nutrition and dietetic representatives from local health boards, and representatives from several national organisations.



The National Dietitian for Special Diets in Schools will continue this work, broadening stakeholder engagement to include school governors, school staff, school catering staff, pupils and parents.

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.

National Dietitian for Special Diets in Schools

Salary:	Grade 5 (SCP 33 – 41) £35,934 - £43,662
Term:	Full-time, Fixed term employment or secondment opportunity for 2 years from the date of employment, with the potential for extension.
Reports to:	Food in Schools Coordinator and project board. Professional supervision from a more senior local health board dietitian will be negotiated, as required, to meet professional supervision requirements.
Based:	Local Government House, Cardiff with remote working arrangements negotiated with line manager

About the Role

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This post is a 2-year fixed term employment or secondment opportunity for a qualified dietitian with the potential for extension, subject to ongoing need and funding. Potential secondees invited to interview are expected to have agreed this secondment opportunity with their line manager prior to interview. Secondment arrangements will be negotiated following the offer of employment. It is anticipated that secondees will retain the terms and conditions of their substantive employer, with the exception of location, hours of work per week and salary, as detailed above.

Duties and Responsibilities:

- Further develop and promote nationally agreed guidance for managing special diets in maintained schools.
- Source data about the need for, and provision of, special diets in maintained schools and investigate sustainable methods to undertake this periodically.
- Build on the knowledge and skills of school meal providers, school governors and school staff by providing expert advice about the general practices for catering for special diets in schools and signposting to further support in specific circumstances.

- Review current training provisions for managing special diets in maintained schools, aimed at regulators, school governors, school staff and catering staff. Work with training providers to promote consistency and sign-post organisations to appropriate training provisions. Develop further training resources, as required, using a range of learning and assessment methods and making links with Nutrition Skills for Life training, where possible.
- Develop exemplar recipes and menus, where appropriate, for frequently requested special diets; considering restrictions under [The Healthy Eating in Schools \(Nutritional Standards and Requirements\) \(Wales\) Regulations 2013](#), nutritional content, availability, catering budgets, allergen variability and pack size suitability.
- Calculate the average food costs of providing the above exemplar recipes and menus and compare to the average food costs of standard recipes and menus in local authorities.
- Work with local authority procurement groups, the national NHS procurement service dietitian, suppliers and manufacturers to understand and influence the range of special diet products available to school meal providers in Wales.
- Promote the use of computer software to manage allergen information for school meal providers across Wales, especially those directly employed and managed by schools.
- Manage regular meetings and correspondence with regional working groups including local health board dietitians.
- Keep up-to-date with Welsh Government regulations and policy developments for school meal provision and other initiatives across the UK regarding special diet provision; and contribute to relevant consultations and reports.
- Disseminate information with stakeholders, policy makers, interested organisations and groups.
- Manage the WLGA's special diets budget appropriately.
- Investigate funding sources and prepare a business plan to secure funding for a National Specialist Dietitian for Schools beyond Autumn 2021.

Person Specification

Essential

Qualifications

- BSc. or MSc. in nutrition and dietetics or BSc. in relevant science followed by post graduate diploma or MSc. in dietetics.
- Evidence of current Health and Care Professions Council registration.
- Member of the British Dietetic Association or covered by professional indemnity insurance.

Experience

- Post registration experience of working with children and young people in community or public health settings.
- Experience of working in collaboration to develop evidence-based resources and policies.
- Experience of project evaluation.
- Experience of delivering training.
- Experience of developing special diet recipes and menus.
- Evidence of reflective practice and continuing professional development.
- Understanding of professional ethics and application in practice.

Skills

- Excellent listening and decision-making skills with the ability to interpret a large volume of information and take on-board stakeholder feedback.
- Excellent organisation and time management skills with the ability to prioritise own workload.
- Effective training skills using a variety of teaching methods to promote adult learning.
- Able to work in groups and drive forward progress, exploring opportunities to work in collaboration on shared agendas.
- Effective oral and written communication skills with the ability to use a variety of communication methods.
- Computer literate and able to use Microsoft Office software, the internet and nutritional analysis software.

Specialist knowledge

- Knowledge of nutritional requirements of children and young people.
- Knowledge of policy and strategy context for food in schools in Wales.

Personal

- Able to work flexibly and creatively to solve problems.
- Able and willing to travel throughout Wales, and occasionally the UK.

Desirable

Qualifications

- MSc. or equivalent level of postgraduate experience or training, including a teaching qualification or clinical educators course.
- Post-registration training or experience in paediatric or public health dietetics.
- Membership of relevant specialist interest groups.
- Attendance at relevant accredited courses or conferences.

Experience

- Experience of using Saffron nutritional analysis software.
- Experience of working with local authorities or schools in relation to food in schools in Wales.
- Experience of costing special diets recipes and menus.
- Experience of managing a budget.
- Experience of developing business plans.
- Experience of working with Black, Asian and Minority Ethnic communities or in-depth knowledge of cultural influences on diet.

Skills

- Able to speak and write in Welsh.

Specialist knowledge

- Knowledge of up-to-date best practice in paediatric dietetics.
- Knowledge of local authority or school procurement processes in Wales.

Personal

- Positive attitude and self-motivated to make a difference.

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 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, responding to developments around Brexit.

Our work involves engagement with Ministers, National Assembly Members, and other national and governmental organisations. We promote the important role of local government to Assembly Members 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 National Assembly 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.

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 Gareth Thomas, Food in Schools Coordinator on 029 20468684.

To apply, please send a covering letter with a completed application form by the closing date of 29 August 2019 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 on 27 September 2019 at Local Government House, Cardiff. 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.