



Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Wales Coasts and Seas Partnership  
(CaSP Cymru)**

**Appointment of a Chair**

**Closing date : 07 March 2023**

**Contents**

	Page
<b>Making an Application</b>	<b>2-4</b>
<b>Annex A: The role and person specification</b>	<b>5-8</b>
<b>Annex B: The role and responsibilities of Wales Coasts and Seas Partnership</b>	<b>9</b>
<b>Annex C: The selection process</b>	<b>10</b>

## **Making an application**

Thank you for your interest in the appointment of Chair of the Wales Coasts and Seas Partnership (CaSP Cymru). Key elements of this outward facing role are building connections and networks, championing Welsh coasts and seas, influencing decision makers, convening and enabling collaborative action across interest groups, and knowledge of the application of the key legislative frameworks in Wales. The attached Annexes provide details of the role of the Chair and the person specification, the role and responsibilities of CaSP Cymru and the selection process.

To make an application please visit the Welsh Government public appointment website here <https://cymru-wales.tal.net/vx/lang-en-GB/mobile-0/appcentre-3/brand-2/candidate/jobboard/vacancy/7/adv/>.

To apply for this role, click on the [Wales Coasts and Seas Partnership \(CaSP Cymru\) Appointment of a Chair - Welsh Government \(tal.net\)](#) vacancy and click on 'Apply' at the bottom left hand corner. The first time you apply for a post, you will need to complete a registration form for the Welsh Government's online application system. You will only need to register once, and you will be able to keep yourself updated on the progress of your application, and any other applications you make, via your registered account.

Once you've registered, you'll be able to access the application form. To apply you will need to upload a personal statement and CV to the 'Reasons for applying' section of the online application form.

### **Personal Statement**

The personal statement is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. How you choose to present the information is up to you. However, you should aim to provide detailed examples that demonstrate how your knowledge and experience matches each of the criteria, and which describe what your role was in achieving a specific result. It will also benefit the selection panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice.

Please limit your personal statement to two pages.

### **CV**

Please ensure your CV includes brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

### **References**

Please provide two referees (employer and personal) who will be contacted for successful candidates only.

### **Indicative timetable**

Closing date:	07 March 2023
Shortlisting:	13-20 March 2023
Interviews:	w/c 17 April

## **{Wales Coasts and Seas Partnership (CaSP Cymru)}**

### **Diversity Statement**

The Welsh Government believes that public bodies should have board members who reflect Welsh society - people from all walks of life - to help them understand people's needs and make better decisions. This is why the Welsh Government is encouraging a wide and diverse range of individuals to apply for appointments to public bodies. Applications are particularly welcome from all under-represented groups including women, people under 30 years of age, black, Asian and minority ethnic people, disabled people, and lesbian, gay, bisexual and transgender people.

### **Disability Confident**

The Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all staff can perform at their best. The Equality Act 2010 uses the medical definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

We are committed to the employment and career development of disabled people. If you would like a guaranteed interview, please contact the Public Appointments Team by email [publicappointments@gov.wales](mailto:publicappointments@gov.wales) to let them know.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please contact the Public Appointments Team as above as soon as possible and a member of the team will contact you to discuss your requirements and any questions you may have.

### **Contacts:**

For further information regarding the selection process, please contact:

Public Appointments Team  
Public Bodies Unit  
Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

For further information regarding the role of the Wales Coasts and Seas Partnership and the role of Chair please contact Hilary Evans, Marine and Fisheries Division.

Tel: 03000 257992  
Email: [marineandfisheries@gov.wales](mailto:marineandfisheries@gov.wales)

If you need any further assistance in applying for this role, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

For further information about Public Appointments in Wales, please visit [www.gov.wales/publicappointments](http://www.gov.wales/publicappointments)



## **Appointment of the Chair of the Wales Coasts and Seas Partnership**

### **Role description and person specification**

#### **Role and responsibilities**

The primary function of the Chair is to lead the Wales Coasts and Seas Partnership (CaSP Cymru), championing the importance of the marine and coastal environment in Wales.

Please see Annex B below for the role and responsibilities of CaSP Cymru. The Partnership has oversight of action across Welsh Government and Wales in relation to coasts and seas and one role of the Chair is to convene members to collaborate with the Marine and Fisheries teams on any new and emerging policy areas.

The Chair should also lead the Partnership to deliver the three themes of Ocean Literacy, Sustainable Investment and Building Capacity through existing frameworks, as well as new and innovative approaches, making connections and networking to enable co-design and collaborative action across interest groups.

However, the role is much more than chairing a stakeholder group. It is about providing an outward facing and confident ambassador, an active advocate for our coasts and seas on behalf of the Minister for Climate Change.

The Chair will also chair strategic stakeholder groups on a task and finish basis. Specifically the Clean Seas Partnership, Marine Conservation Zones Steering Group, and other ad hoc groups for example Marine Planning, and establish appropriate stakeholder linkages across Welsh Government portfolios, for example, with the Ministerial Advisory Group for Welsh Fisheries and the Biodiversity 30x30 Deep Dive group.

The Chair will meet with the Minister for Climate Change twice a year to report on actions the group is delivering on the key three themes and the relevant 30x30 Biodiversity recommendations.

It is expected the Chair will also work closely with the Future Generations Commissioner in future.

The Chair will be supported by the Marine and Fisheries Division, who provide the secretariat for the Partnership.

## **Person Specification**

The role will require experience of working with various stakeholder groups, facilitation and discovery work and a working knowledge of the Well-being for Future Generations Act, the Marine and Coastal Access Act, Welsh Government Programme for Government, the Welsh National Marine Plan and relevant legislative frameworks.

The Chair should be an advocate and active champion for the marine environment and have an appreciation for its importance to communities. The Chair should have experience of working with Welsh community and stakeholder groups with an interest in this area.

The Chair should have a commitment to, and passion for, tackling the challenges of the climate and nature emergencies, and pursuing and promoting the sustainable management of natural resources with a focus on the marine environment.

To be considered for appointment, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria below.

## **Essential Criteria**

The appointed Chair must be able to demonstrate that they

- Can be an advocate and active champion for the marine environment and have a clear track record of working with Welsh stakeholders and communities in this area.
- Have a proven ability to act as an effective chairperson with experience of chairing a senior committee or group that includes a wide range of external stakeholders
- Take an inclusive, collaborative leadership approach with a well-developed ability to inspire trust and confidence in a diverse range of stakeholders.
- Have knowledge and understanding of the political and public sector landscape in Wales including the Well-Being of Future Generations Act, the Marine and Coastal Access Act, Welsh Government Programme for Government and the Welsh National Marine Plan.
- Have a sound knowledge and understanding of community engagement from a marine environment perspective, exemplifying [The Well-being of Future Generations \(Wales\) Act](#) five ways of working.
- Are committed to understanding and championing issues of equality, diversity, and inclusion.
- Exemplify commitment to [The Seven Principles of Public Life](#) (the Nolan Principles), as an ambassador for the Welsh Government.

## {Wales Coasts and Seas Partnership (CaSP Cymru)}

### Welsh Language

- The ability to communicate in the Welsh Language is desirable.

Please note the required skills level for each of the below categories (Understanding, Reading, Speaking and Writing), using the [Welsh Language Skills level guide below](#).

Understanding	Reading	Speaking	Writing
(Enter rating 0 – 5)	(Enter rating 0 – 5)	(Enter rating 0 – 5)	(Enter rating 0 – 5)
2	2	2	1

The Welsh Government is a bilingual organisation and Welsh language skills are an asset to us. We promote and facilitate the use of the Welsh language internally, we encourage and support our staff to learn, develop and use their Welsh language skills in the workplace.

You do not need to speak Welsh for this role, but you do need to share in our passion for its use. You can do this as a Welsh speaker, or as someone willing to learn. If you don't yet speak Welsh, we'll provide you with the support you need to be able to reach what we call a 'cwrteisi' (courtesy) level of Welsh in your first year with us, so that you can welcome colleagues to a meeting, pronounce colleagues' names, and close a meeting in Welsh.

### Key facts about the post

Location:	The Chair can be based anywhere but meetings are held across Wales and online.
Time Commitment:	3-4 meetings per year for the Wales Coasts and Seas Partnership with additional stakeholder meetings as detailed above. Envisaged effort is approximately 4 days per month.
Tenure of office:	Initial appointment of 3 years.
Remuneration:	£256 per day plus travel and other expenses within reasonable limits.

### Conflict of Interests

When applying you will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as Chair of the Wales Coasts and Seas Partnership], including any business interests and positions of authority outside of the role in the Wales Coasts and Seas Partnership.

Any conflicts of interest will be explored at interview. If appointed, you will also be required to declare these interests on a register which is available to the public.



## **{Wales Coasts and Seas Partnership (CaSP Cymru)}**

### **Due Diligence**

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates successfully sifted to interview. This will include, but not necessarily be limited to social media and Internet searches. As a result, you may be asked questions at interview in relation to any due diligence findings.

### **Standards in public life**

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the Code of Conduct for Board Members of Public Bodies, you can access this document at:

<https://www.gov.uk/government/publications/code-of-conduct-for-board-members-of-public-bodies>

### **Welsh Language Skills Level Guide**

#### **Understanding:**

- 0 = No skills
- 1 = Can understand parts of a basic conversation
- 2 = Can understand basic conversations about everyday topics
- 3 = Can understand routine work-related conversations
- 4 = Can understand most work-related conversations
- 5 = Can understand all work-related conversations

#### **Reading:**

- 0 = No skills
- 1 = Can read some basic words and phrases with understanding
- 2 = Can read simple material on everyday topics with understanding
- 3 = Can read some routine work-related material with support e.g. dictionary
- 4 = Can read most work-related material
- 5 = Full understanding of all work-related material

#### **Speaking:**

- 0 = No skills
- 1 = Can hold a basic conversation in Welsh
- 2 = Can converse in simple work-related conversations
- 3 = Can converse in some work-related conversations
- 4 = Can converse in most work-related conversations
- 5 = Fluent

#### **Writing:**

- 0 = No skills
- 1 = Can write basic messages on everyday topics
- 2 = Can write simple work-related correspondence
- 3 = Can prepare routine work-related material with checking
- 4 = Can prepare most written work in Welsh
- 5 = Can prepare written material for all work-related matters

## The role and responsibilities of the Wales Coasts and Seas Partnership (CaSP Cymru)

### Background

Wales Coasts and Seas Partnership comprises a wide range of stakeholders from across the marine and coastal sector. They are committed to working collaboratively to achieve our vision as set out in the [Welsh National Marine Plan](#) of Welsh seas that are clean, healthy, safe, productive and biologically diverse.

The Partnership is an exemplar of how embodying [the Well-being of Future Generations \(Wales\) Act](#) five ways of working is able to help tackle Climate Change and address actions to improve our marine resilience. CaSP Cymru places emphasis on being outward facing, making connections and networking to enable co-design and collaborative action across interest groups.

As well as engaging and providing comment and feedback on Welsh marine policy CaSP Cymru are working to deliver three key 'enablers' necessary to achieve our vision for Welsh seas:

- Developing **ocean literacy** across all parts of society - raising awareness of the significance of our coasts and seas will encourage further action across policy areas, and other administrative frameworks such as Public Service Boards.
- **Sustainable long term investment** and developing longer term sources of public and private finance is crucial to support delivery of key objectives
- **Building capacity**, particularly at the local level, will enable meaningful community engagement to identify local opportunities and challenges and deliver action

Current work includes:

- Developing an Ocean literacy strategy for Wales and actions to connect people and work to amplify the importance of the marine environment and our impacts on it.
- Shaping content for the Wales Marine and Fisheries Scheme, particularly developing a new capacity building element to establish longer term engagement and build coastal community capacity to identify and deliver local action.
- Exploring a blended finance mechanisms for the marine environment in Wales.
- Helping to deliver the [30x30 Biodiversity Deep Dive recommendations](#) for capacity building, skills development, behaviour change and awareness raising in the marine environment.

In October 2022 the group, which was previously the Wales Marine Action and Advisory Group, was re-branded as the Wales Coasts and Seas Partnership (CaSP Cymru) and the Minister for Climate Change decided to make this new appointment to reflect the renewed focus on co-production, collaboration and a partnership way of working. The revised Terms of Reference and our Shared Narrative are published here: [Wales Coasts and Seas Partnership \(CaSP Cymru\) | GOV.WALES](#).

## The selection process

The interview panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role, and who will be invited to interview. The panel will rely only on the information you provide in your CV and statement to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria.

The selection panel will be chaired by Alice Teague, Deputy Director for Marine and Fisheries and will also comprise Peter Davies, outgoing Chair and Rhian Jardine, independent panel member.

Your application may be "long-listed", subject to the volume of applications received, before it is passed to the shortlisting panel for consideration. You should be aware that in this situation, your application might not be considered in full by all of the panel.

We anticipate that during March 2023 the panel will have decided who will be invited for interview in April 2023. It is our intention that interviews will take place in the Welsh Government Offices, Cardiff, CF10 3NQ.

The panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the guaranteed interview scheme **and you meet the minimum essential criteria** for the post, then you will also be invited for interview.

If you are invited to interview and if the interview date is not already provided in this information pack, we will aim to provide you with as much notice as we can of the interview date. If you are unable to make the arranged interview date, we will endeavour to re-arrange it but it might not be possible due to time constraints within the appointment timetable or selection panel availability.

You will receive email communication from Welsh Government's application centre to let you know whether or not you have been invited to be interviewed.

If invited to interview, the panel will question you about your skills and experience, asking specific questions to assess whether you **meet the criteria** set out for the post.

Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. The Minister may choose to meet with appointable candidates before making a decision. If she/he does, she/he will meet all candidates and in the presence of the panel chair or their nominated representative. There will be a time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.

If you are successful, you will receive a letter appointing you as Chair of the Wales Coasts and Seas Partnership, which will confirm the terms on which the appointment is offered.

### **{Wales Coasts and Seas Partnership (CaSP Cymru)}**

If you are unsuccessful at interview, you will be notified through the Welsh Government's application centre. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish

#### **Queries**

For queries about your application, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

#### **If you are not completely satisfied**

Welsh Government will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact [publicappointments@gov.wales](mailto:publicappointments@gov.wales).

Additionally you can write to: Office of the Commissioner for Public Appointments  
G/08, 1 Horse Guards Road, London SW1A 2HQ.