



Llywodraeth Cymru
Welsh Government

Information pack for applicants

Flood and Coastal Erosion Committee

Appointment of Member

Closing date: 22 March 2023

Flood and Coastal Erosion Committee

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Flood and Coastal Erosion Committee

Making an application

Thank you for your interest in the appointment of a member to the Flood and Coastal Erosion Committee. The new member will contribute to the Committee's overall responsibilities to provide advice to Welsh Ministers. The attached Annexes provide details on the role of the member and the person specification, the role and responsibilities of the Flood and Coastal Erosion Committee 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 Flood and Coastal Erosion Committee member 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. Your application may be rejected if you exceed this limit.

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. It should also include details of membership of any related committees or boards or relevant institutions or bodies.

Indicative timetable

Closing date:	22 March 2023
Shortlisting:	w/c 27 March 2023

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Please note that the above noted dates are the dates on which the sift will be held. As explained in the Information for Candidates document, we do not intend to hold interviews for these appointments but will be based on the findings of the panel following consideration of your application.

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, 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 publicappointments@gov.wales.

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 publicappointments@gov.wales 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

Email: publicappointments@gov.wales

Flood and Coastal Erosion Committee

For further information regarding the role of the Flood and Coastal Erosion Committee and the role of Members please contact Leanne Llewellyn / James Jewell-Edmonds:

Tel: 03000 628692

Email: Floodcoastalrisk@gov.wales

If you need any further assistance in applying for this role, please contact publicappointments@gov.wales.

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments.

Appointment of a Member of the Flood and Coastal Erosion Committee

Role description and person specification

Role and responsibilities

Members will be expected to:

- Attend and take an active role in Committee meetings; members will be expected to commit to attending two to three committee meetings per year and take forward actions arising.
- Keep abreast of paperwork and issues relating to the work of the Committee.
- Attend and/or chair sub-committee meetings or meetings with stakeholders.
- Contribute to any reports or documents produced on behalf of the Committee, as required.

Person Specification

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

Essential Criteria

Expertise

1. A good understanding and appreciation of the roles and responsibilities of flood and coastal erosion stakeholders and relevant legislation and policy.
2. Expertise in or around the field of flood and coastal erosion risk management (FCERM). This may include:
 - Technical expertise within the field of engineering, planning, geographic information systems (GIS).
 - Coastal and environmental management.
 - Operational response to flooding or supporting flood recovery.
 - Academic or wider FCERM experience.

Skills and behaviour

1. Effective interpersonal and communications skills including a demonstrable ability to both engage with stakeholders and to contribute to, and influence, committee meetings.
2. Demonstrable ability to analyse, debate and communicate flood issues with specialists and non-specialists alike, and to see the bigger picture on a Wales-wide scale.
3. An understanding of diversity and equality issues.

Desirable Criteria

As the Committee is intended to cover a wide cross section of views and experiences candidates aren't required to satisfy all of the desirable criteria.

Knowledge and experience

1. Knowledge of Welsh Government funding and mechanisms.
2. Understanding of potential investment opportunities outside Government funding.
3. Understanding of Shoreline Management Plans in coastal risk management.

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4. Understanding of natural flood risk management.

Skills

1. Ability to analyse data and research to inform recommendations.
2. Ability to write reports.

Welsh Language

The Committee, consisting of the Chair and 14 members, will be made up of both appointed and nominated members. We require at least 2 Welsh speakers on the Committee (skill level 3), whether they be nominated by a relevant organisation or appointed via the public appointments process.

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

Key facts about the post

Location:

Meetings to be held virtually and in various locations around Wales.

Time Commitment:

We expect 3-4 core Committee meetings per year with supplementary sub-committee meetings taking place at Committee's discretion.

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Tenure of office:

Initial appointment of up to 3 years.

Remuneration:

Unpaid, but Members are entitled to reimbursement of travel and other reasonable expenses within reasonable limits.

Eligibility

Candidates should also note that membership of Flood and Coastal Erosion Committee is a disqualifying office for membership of The Senedd Cymru under The Senedd Cymru Disqualification) Order 2020.

[The Senedd Cymru \(Disqualification\) Order 2020 \(legislation.gov.uk\)](https://legislation.gov.uk).

Conflict of Interests

You will be asked to declare any private interests which may, or may be perceived to, conflict with the role and responsibilities as a member of the Flood and Coastal Erosion Committee including any business interests and positions of authority outside of the role in the Flood and Coastal Erosion Committee.

If appointed, you will also be required to declare these interests on a register which is available to the public.

Due Diligence

Welsh Government Public Bodies Unit will undertake due diligence checks on all candidates considered appointable by the advisory panel. 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>

Civil servants must not misuse their official position or information acquired in the course of their official duties to further their private interests or those of others.

Conflicts of interest may arise from financial interests and more broadly from official dealings with, or decisions in respect of, individuals who share a civil servant's private interests (for example freemasonry, membership of societies, clubs and other organisations, and family). Where a conflict of interest arises, civil servants must declare their interest to senior management so that senior management can determine how best to proceed

The role and responsibilities of the Flood and Coastal Erosion Committee

Background

Section 81(1) of the Environment Act 2016 provides Welsh Ministers with the power to establish a Flood and Coastal Erosion Committee (the Committee).

Committee's Role

The purpose of the Committee is to advise Welsh Ministers on all flood and coastal erosion risk management matters in Wales, including awareness raising, preparation and community resilience to flooding. The Committee will provide high level advice on the strategic direction of flood and coastal erosion risk management in Wales, working closely with Risk Management Authorities and the Welsh Government.

It is envisaged that the Committee will support the provision of advice to Welsh Ministers through a programme of advisory activity that may reflect both immediate and longer-term national priorities, including responding to consultations, identifying research needs and highlighting best practice in Wales and elsewhere.

The selection process

The selection panel will assess candidates' CVs and personal statements to determine who it believes best meet the criteria for the role. 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 Clare Fernandes, Deputy Director Water and Flood Division, Welsh Government and will also comprise Martin Buckle, Chair of the Flood and Coastal Erosion Committee and an 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 the entire panel.

Please note we are not planning to hold interviews for these appointments, which will be based on the findings of the panel following consideration of your application at shortlisting stage.

Those candidates who the panel believe are 'appointable' will be recommended to Ministers who will make the final decision.

If you are successful, you will receive a letter appointing you as a member of the Flood and Coastal Erosion Committee, which will confirm the terms on which the appointment is offered.

If you are unsuccessful, you will be notified by Welsh Government. 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 application, if you so wish.

Queries

For queries about your application, please contact 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 Public Appointments on publicappointments@gov.wales.