Information pack for applicants

Flood and Coastal Erosion Committee

Appointment of a Chair

Closing date : 1st December 2017
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Flood and Coastal Erosion Committee

Making an application

Thank you for your interest in the appointment of a chair to the Flood and Coastal Erosion Committee. The new chair will lead the Committee and meet the Committee’s overall responsibilities to provide advice to the Cabinet Secretary for Environment and Rural Affairs. The attached Annexes provide details on the role of the chair and the person specification, the role and responsibilities of the Flood and Coastal Erosion Committee and the selection process.


To apply for this role, click on the Chair of Flood and Coastal Erosion Committee 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.

Indicative timetable
Closing date: 1 December 2017
Shortlisting: week commencing 18 December 2017
Interviews: mid to late January 2018

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. The application form also enables you to detail any specific needs or equipment that you may need if invited to attend an interview.

Contacts:
For further information regarding the selection process, please contact:

The Corporate Shared Service Centre
Tel: 029 2082 5454
Email: sharedservicehelpdesk@wales.gsi.gov.uk

For further information regarding the role of the Flood and Coastal Erosion Committee and the role of Chair please contact Richard Williams/Angela Byrne:

Tel: 03000 628692
Email: Floodcoastalrisk@gov.wales

If you need any further assistance in applying for this role, please contact the Welsh Government’s Corporate Shared Service Centre Helpdesk on 029 2082 5454 or SharedServiceHelpdesk@wales.gsi.gov.uk

For further information about Public Appointments in Wales, please visit www.gov.wales/publicappointments
Appointment of a Chair of the Flood and Coastal Erosion Committee.

Role description and person specification

Role and responsibilities
The chief responsibility of the Chair is to lead the Committee and meet the Committee’s overall responsibilities to provide advice to the Cabinet Secretary for Environment and Rural Affairs. In order to motivate, lead and inspire others to apply their skills to maximum effect you will need knowledge and experience of flood and coastal erosion risk management at a national and international level, and Wales in particular. As well as providing leadership for the Committee, you will be required to develop consensus amongst the Committee members on formulating recommendations to the Cabinet Secretary for Environment and Rural Affairs and to represent the Committee in meetings with the Cabinet Secretary and other prominent figures as requested.

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

Essential Criteria

Expertise
- A good understanding and appreciation of the legislation governing flood and coastal erosion risk management in Wales;
- A good understanding and appreciation of the roles and responsibilities of flood and coastal erosion stakeholders in Wales;
- Experience of influencing policy development, gained from private, public or voluntary sector experience;
- An understanding of the objectives for flood and coastal erosion risk management in Wales.

Skills and Behaviour
- Good leadership qualities, including the ability to motivate, lead and inspire others;
- Effective and influential communication skills, including being able to actively listen, seek information and ask questions to ensure the understanding of underlying concerns of others;
- Good relationship management skills including the ability to establish and maintain positive working relationships with key stakeholders;
- A clear understanding and commitment to equality and diversity.

Welsh Language
Welsh language skills are not required in order to carry out the role as Chair of the Flood and Coastal Erosion Committee (FCEC) as there will be sufficient skills amongst other members of the Committee.
Flood and Coastal Erosion Committee

Key facts about the post
Location: Chair could be based anywhere in Wales. Meetings are expected to move around Wales.

Time Commitment: This will be around 3 days per month. We expect 2-3 core Committee meetings per year with various sub-committee meetings taking place at Committee’s discretion.

Tenure of office: Initial appointment of 3 years.

Remuneration: £225 per day plus travel and other reasonable expenses.

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 Chair of Flood and Coastal Erosion Committee, including any business interests and positions of authority outside of the role in the Flood and Coastal Erosion Committee.

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.

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:

http://www.bl.uk/aboutus/governance/blboard/Board%20Code%20of%20Practice%202011.pdf
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).

Boards 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 establish its own 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.
An Advisory Assessment 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 personal 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 interview panel will be chaired by Jasper Roberts, Head of Water, Waste & Resource Efficiency and Flood Division, Welsh Government, and will also comprise Carys Clarke, Head of Sponsorship, Welsh Government and Neville Rookes of the Welsh Local Government Association as 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 all of the panel.

We anticipate that during December 2017 the panel will have decided who will be invited for interview in January 2018.

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 the Appoint system to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in Cardiff.

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 one or more appointable candidates before making a decision. If she does, she 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 Flood and Coastal Erosion Committee, which will confirm the terms on which the appointment is offered.
If you are unsuccessful at interview, 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 the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk.

**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 the Corporate Shared Service Helpdesk on 029 2082 5454 or sharedservicehelpdesk@wales.gsi.gov.uk