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Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Flood and Coastal Erosion  
Committee**

**Appointment of Member**

**Closing date: 4 January 2019**

# **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: | 4 January 2019      |
| Shortlisting: | w/c 21 January 2019 |

## Flood and Coastal Erosion Committee

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.

### **Positive about Disability**

The Welsh Government operates a Positive about Disabled People scheme and welcome applications from people with disabilities. Whilst we are not intending to hold interviews for these positions, people with disabilities are encouraged to apply for membership of the Committee.

### **Contacts:**

For further information regarding the selection process, please contact:

Public Appointments

Email: [publicappointments@gov.wales](mailto:publicappointments@gov.wales)

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

Tel: 03000 628692

Email: [Floodcoastalrisk@gov.wales](mailto: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 email [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 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 such as engineering, planning, 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 issues.

#### Desirable Criteria

*As the Committee is intended to cover a wide cross section of views and experiences it won't be essential 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.
4. Understanding of natural flood risk management.

## Flood and Coastal Erosion Committee

### 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 3 Welsh speakers on the Committee, whether they be nominated by a relevant organisation or appointed via the public appointments process.

### Key facts about the post

|                   |  |
|-------------------|--|
| Location:         | Meetings to be held in various locations around Wales.   |
| Time Commitment:  | We expect 2-3 core Committee meetings per year with supplementary sub-committee meetings taking place at Committee's discretion. |
| Tenure of office: | Initial appoint 3 years.   |
| Remuneration:     | Unpaid, but Members are entitled to reimbursement of travel and other reasonable expenses within reasonable limits.              |

### Eligibility

Applicants should also note that being a member of the Flood and Coastal Erosion Committee is a disqualifying post for membership of the National Assembly for Wales under the National Assembly for Wales (Disqualification) Order 2015 <http://www.legislation.gov.uk/uksi/2015/1536/contents/made>

### 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.

### 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).

### **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 Huw Owen, Deputy Director Water and Flood Division, Welsh Government and will also comprise Martin Buckle, Chair of the Flood and Coastal Erosion Committee and Libby Watkins 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 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 the Corporate Shared Service Helpdesk on 03000 255454 or [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 Public Appointments on [publicappointments@gov.wales](mailto:publicappointments@gov.wales).