



---

Llywodraeth Cymru  
Welsh Government

**Information pack for applicants**

**Interim Environmental Protection  
Assessor, Wales**

**Closing date: 11 October 2020**

Interim Environmental Protection Assessor

<b>CONTENTS</b>	<b>PAGE</b>
Making an Application	<b>2-4</b>
Annex A: The Role of the Interim Environmental Protection Assessor	<b>6-8</b>
Annex B: The role and responsibilities of the Interim Environmental Protection Assessor	<b>9</b>
Annex C: The Selection Process and Further Information	<b>10-11</b>

## Making an application

Thank you for your interest in the position of the Interim Environmental Protection Assessor Wales. This post will oversee and manage interim arrangements for environmental governance in Wales up until the implementation of a permanent statutory mechanism. The attached Annexes provide details and objectives of the role of the Interim Assessor, and further information on the selection process.

To make an application please visit the Welsh Government public appointment website:

<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 Interim Assessor 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.

### References

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

### **Indicative timetable**

Closing date: 11<sup>th</sup> October 2020  
Shortlisting: by 26<sup>th</sup> October 2020  
Interviews: Beginning 12<sup>th</sup> November 2020

### **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 [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 [publicappointments@gov.wales](mailto:publicappointments@gov.wales) 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 Bodies Unit

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

For further information regarding the role of the Interim Environmental Protection Assessor Wales please contact the environmental governance team via [Environmental.Governance@gov.wales](mailto:Environmental.Governance@gov.wales)

Interim Environmental Protection Assessor

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 Interim Environmental Protection Assessor, Wales**

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

The Interim Assessor will be responsible for the operation of Wales' interim environmental governance arrangements.

This pivotal role will oversee the management of complaints related to infringements, or incorrect implementation, of environmental law in Wales immediately after the UK's departure from the European Union and prior to the establishment of permanent statutory measures.

This opportunity will offer the successful candidate an opportunity to perform a leading role in upholding internationally recognised environmental standards in Wales.

It will also provide an opportunity to help shape the development of the permanent arrangements through involvement in an ongoing evaluation process.

### **The key duties of the assessor will include, non-exhaustively:**

- Oversight of the interim environmental governance process for Wales;
- The receipt of complaints, logging and effective documenting of complaints received throughout the interim period through an online complaints system.
- The vetting of complaints and their redirection to more appropriate channels if necessary, including liaison with other environmental governance bodies in the UK.
- Consultation with relevant experts to determine the seriousness and urgency of the complaints.
- The escalation of complaints deemed serious and/or urgent.
- The development of regular reports on the complaints received and providing feedback to interested parties, including Welsh Ministers, Senedd Members and stakeholders.
- Engagement in the ongoing evaluation of the interim approach, feeding into the development of the permanent model.
- Attendance at relevant standing committee hearings if required.
- Hand over to the permanent environmental governance model in Wales when established.

The exercise of these functions will require candidates to demonstrate a willingness to work flexibly and to have access to a telephone line and internet connection. This reflects the need to adapt to the challenges the Covid-19 pandemic is placing on traditional office-based work.

## **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**

1. A legal qualification at a standard of the below:
  - i. An LPC and a period of recognised training of at least 2 years; or
  - ii. A postgraduate masters in a related field.
2. Knowledge of current Welsh legislation relating to the environment, namely the Environment (Wales) Act and the Well-being of Future Generations Act, the SMNR (Sustainable Development of Natural Resources) and the SD (Sustainable Development) principles which underpin the legislative and operational framework in Wales.
3. An understanding of the current roles and responsibilities of National Resources Wales (NRW) as well as the interdependencies between other Welsh public bodies in environmental matters;
4. Knowledge of wider national and international environmental law and how the body of law relates to that of Wales.

### **Desirable Attributes**

- Strong interpersonal skills with personal impact, resilience and credibility to be an effective manager of relationships with Ministers, Senedd Members, stakeholders and other public bodies in Wales;
- Excellent communication skills, with the ability to be clear and succinct and to facilitate understanding of complex issues;
- Ability to evaluate complex evidence within a short time frame to make reasoned decisions on the potential severity of an issue;
- An understanding of, and commitment to, the principles of public life (Nolan Principles)
- A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices.

**Further Information:**

**Key facts about the post**

Location:	Pan UK / Flexible Working Location
Time Commitment:	Minimum of 20 days per annum
Tenure of office:	2 years with the option of reappointment for a further year
Remuneration:	<b>£425 (day rate)</b>

**Welsh Language**

The Welsh Government acknowledges the importance of developing and growing bilingual capabilities in public appointments in Wales, and welcomes applications from candidates who demonstrate their capability to work in both English and Welsh. The following list of language requirements represents an objective assessment by the recruiting body of the Welsh language skills required to undertake the duties of this particular post.

**Welsh language skills:** Desirable

**Reading:** Can read simple material on everyday topics with understanding

**Written:** Can write simple work-related correspondence

**Understanding:** Can understand basic conversations about everyday topics

**Spoken:** Can converse in simple work-related conversations

**Eligibility**

Applications will **not be considered** from the following individuals:

- Sitting members of the Senedd / Welsh Parliament
- Current employees of the Welsh Government
- Current employees of Natural Resources Wales

Please note successful appointees will require a satisfied Disclosure and Barring Service check before being confirmed in post.

**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 of the **Interim Assessor** including any business interests and positions of authority outside of the role.

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.

### **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>

## **The role and responsibilities of the Interim Environmental Protection Assessor, Wales**

### **Background**

Upon the end of the transition period between the UK and the EU (currently scheduled for 31 December 2020), the oversight of the European Commission in relation to environmental governance in the UK will cease. As environmental protection is devolved to Wales, it is a matter for the Welsh Government to determine future arrangements.

In order to bridge the gap between the end of the transition period and the implementation of a permanent environmental governance mechanism for Wales, the Welsh Government intends to establish an interim complaints system which will become operational from 1 January 2021. This will ensure that the rights of the citizens of Wales to report concerns about failure to implement or comply with environmental law are upheld throughout the post-transition period.

The operation of the interim approach will be robustly monitored and evaluated, providing valuable information to inform the design of the permanent body, enabling a smooth transition to a refined, robust and resilient model of environmental governance for the people of Wales, one which complements our existing framework of environmental legislation.

### **Role and responsibilities**

The Interim Environmental Protection Assessor will provide a platform whereby possible instances of failure to implement or non-compliance with environmental law in Wales may be reported by individuals, private businesses and other organisations. The primary responsibilities of the Interim Assessor will include:

- receipt and logging of complaints during the post-transition period;
- vetting of complaints;
- redirection of complaints to other bodies where necessary; and
- escalation of complaints deemed 'serious' or urgent and;
- the reporting of the volume of complaints on an annual basis.

Wales' interim environmental governance arrangements will be headed by the Interim Environmental Protection Assessor, who will be supported in their role by an expert panel. Panel members will be engaged on a case-by-case basis allowing the Interim Assessor to draw on relevant expertise when necessary.

## The selection process

The interview panel will assess candidates CVs and personal statements to determine who it believes best meets 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 Ceri Witchard, Deputy Director of the Welsh Government Land, Nature and Forestry Division and will also comprise two independent panel members.

The names of those sitting on the interview panel are as follows:

- Ceri Witchard, Deputy Director of the Land, Nature and Forestry Division (Welsh Government)
- Professor Robert Lee of the University of Birmingham (Independent)
- Dr Clive Grace (Independent)

Candidates will enter an initial sift following the closing date for applications on 11 October. Interviews will be held from the 12 November; all interviews are to be conducted virtually owing to the current Covid-19 pandemic.

The panel will select for interview candidates who best meet all the essential 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 they do, they 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.

## Interim Environmental Protection Assessor

If you are successful, you will receive a letter appointing you as the **Interim Environmental Protection Assessor, Wales** which will confirm the terms on which the appointment is offered.

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).