



Llywodraeth Cymru
Welsh Government

Information pack for applicants

**Deputy Interim Environmental
Protection Assessor for Wales**

**Closing date : 7 December 2023 at
16:00**

Deputy Interim Environmental Protection Assessor for Wales

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Making an application

Thank you for your interest in the position of the Deputy Interim Environmental Protection Assessor for Wales. The attached Annexes provide details and objectives of the role and further information on the selection process.

To make an application please visit the Welsh Government public appointment website here: [Public Appointments - Welsh Government \(Cais\) \(tal.net\)](#).

To apply for this role, click on the Deputy 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 essential criteria and any of the desirable 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 as well as any qualifications you hold relevant to the 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:	7 December 2023 at 16:00
Shortlisting:	TBC
Interviews:	TBC

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

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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 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 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

For further information regarding the role of the Deputy Interim Assessor please contact the Welsh Government’s Environmental Governance team via Environmental.Governance@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 Deputy Interim Environmental Protection Assessor for Wales

Role description and person specification

Role and responsibilities

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

The Deputy will support the Interim Assessor in overseeing the interim complaints process. This includes reviewing submissions received from the public and prioritising them according to seriousness and urgency, as well as producing assessments of the functioning of the law relating to serious environmental issues that arise.

The role requires an ability to evaluate complex evidence within a short time frame, coming to a reasoned conclusion on the severity of a complaint. Central to the role is the need to exercise judgement with due consideration to the legislative framework of environmental law in Wales, including the principles enshrined within the Environment (Wales) Act 2016 and the Wellbeing of Future Generations Act 2015.

Both the Interim Assessor and the Deputy Interim Assessor will be supported by a small Secretariat Team consisting of two Welsh Government officials.

Key duties of the Deputy Interim Assessor will include:

- Oversight of the interim environmental governance process for Wales;
- The vetting of submissions 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 submissions.
- Writing reports relating to the functioning of environmental law in Wales
- Providing feedback to interested parties, including Welsh Ministers, Senedd Members and stakeholders.
- Engagement in the evaluation of the interim approach.
- Possible attendance at relevant Senedd 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. The will predominantly be home-based, although the successful candidate will be expected to attend the occasional face-to-face meeting.

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Person Specification

To be considered, you must be able to demonstrate through your CV and Personal Statement that you have the qualities, skills and experience to meet the essential criteria for appointment.

Experience and technical knowledge			
Criteria	Assessed in CV	Assessed in personal statement	Assessed at interview
Essential			
Qualified as a legal professional such as a Solicitor, Barrister or Legal Executive with at least 2 years' experience post-qualification; or, have a postgraduate master's degree in law or PhD in law or related field with at least 2 years' relevant experience post-qualification.	Yes	No	No
Knowledge of current Welsh legislation relating to the environment, namely the Environment (Wales) Act and the Well-being of Future Generations Act, the Sustainable Development of Natural Resources and the Sustainable Development principles which underpin the legislative and operational framework in Wales.	Yes	Yes	Yes
Desirable			
Experience writing reports examining the law.	Yes	Yes	No
An understanding of the current roles and responsibilities of National Resources Wales as well as the interdependencies between other Welsh public bodies in environmental matters.	Yes	Yes	No
Knowledge of wider national and international environmental law and how the body of law relates to that of Wales.	Yes	Yes	No

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Behaviours			
Criteria	Assessed in CV	Assessed in personal statement	Assessed at interview
Essential			
Ability to evaluate complex issues and come to reasoned conclusions	No	Yes	Yes
Strong communication skills, with the ability to communicate complex issues with clarity to non-experts.	No	Yes	Yes
An understanding of, and commitment to, the principles of public life (Nolan Principles)	No	Yes	Yes
A clear understanding and commitment to equality and diversity and a willingness to challenge discriminatory practices.	Yes	Yes	Yes
Desirable			
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;	No	Yes	Yes

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 some basic words and phrases with understanding

Written: Can write basic messages on everyday topics

Understanding: Can understand parts of a basic conversation

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Spoken: Can hold a basic conversation in Welsh

Key facts about the post

Location:	Pan UK/Flexible Working Location
Time Commitment:	Minimum of 2 days per week
Tenure of office:	3 years with possibility of extension
Remuneration:	£375 (day rate) plus travel and other reasonable expenses within reasonable limits.

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 **Deputy 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 Measures for Wales

The Interim Environmental Protection Measures for Wales provide members of the public with a mechanism to raise submissions about the functioning of environmental law in Wales. It further provides for those submissions to be considered by an Interim Assessor, who will advise the Welsh Ministers if the submissions raised are valid and make recommendations for any action they consider may need to be taken.

The interim measures are non-statutory. Their role is to provide effective oversight of the implementation of environmental law in Wales following the UK's exit from the European Union while new statutory arrangements are put in place.

The focus of the role is to:

- provide oversight of the functioning of environmental law in Wales; and
- to consider systemic issues relating to the working or functioning of environmental law in Wales.

Further information can be found in the Terms of Reference relating to the operation of the Interim Environmental Protection Measures for Wales: [Terms of reference: Interim Environmental Protection Assessor for Wales | GOV.WALES](#)

The selection process

The assessment 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 the Welsh Government's Director of Environmental Sustainability and will also comprise two independent panel members.

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

- Claire Bennett, Director of Environmental Sustainability (Welsh Government)
- Dr Nerys Llewelyn Jones, Interim Environmental Protection Assessor for Wales (Independent)
- To be confirmed [insert name] (Independent)

Commented [PL(ELNaF1)]: Include name once agreed

Candidates will enter an initial sift following the closing date. Interview dates are to be confirmed and are likely to take place at the Welsh Government Offices in Cathays Park, Cardiff. There may be provision for hybrid/virtual interviews on request.

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 does, she will meet all appointable 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 **Deputy Interim Environmental Protection Assessor for Wales**, which will confirm the terms on which the appointment is offered.

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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.

Note that it is possible that an appointment be made on the basis of written application and an informal interview should only one candidate make the short list.

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