



Llywodraeth Cymru  
Welsh Government

## Candidate Pack

**Director, People and Places**  
**Chief Operating Officer's Group**

## Welsh Government



Hyrwyddwr Busnes  
Cyfrifol Cymru  
**2020**



Responsible Business  
Champion Cymru  
**2020**



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# Welcome

## Message from Tim Moss

### Director General, Chief Operating Officer's Group



This is an exceptional opportunity to work at the heart of devolved government in Wales at a time of continuing challenge and change. The successful candidate will have the chance to work as an integral part of our leadership team – influencing and shaping the way the Welsh Government civil service is equipped and supported to deliver for the Cabinet and people in Wales as part of our ongoing change and improvement programme which is known as Welsh Government 2025 (WG2025).

The Director, People and Places will be key to delivering a successful People and Places strategy for the future as we continue our journey to becoming a truly people-focused, bilingual, hybrid-working organisation and play our part in delivering our 'Net Zero' commitments.

We are committed to having a workforce that is representative of the people we serve. This post offers an unparalleled opportunity to make a real difference on diversity, inclusion and fairness, not just in the Welsh Government but across the public service delivering on our Anti-Racist Wales vision. One of the most important parts of this job will be to ensure that we live up to the commitments we have made as an anti-racist employer and embed the social model of disability in everything we do. We need a Director, People and Places who can help us dismantle systems and structure which exacerbate inequality while creating an environment that enables everyone who works for us to reach their full potential.

This post is challenging and complex - but I can promise it will be rewarding. If you have the professional background and skills we need and the motivation to want to make a difference, I encourage you to apply.

**Tim Moss**

## **2. The role of the Director, People and Places**

The Director, People and Places is the most senior HR and Organisational Development professional at the Welsh Government. They are a member of the Welsh Government Board and Executive Committee, providing strategic people and places leadership and advice at the highest levels.

This Director role leads on workforce strategy and planning, employee engagement, change management and organisational development and design and is responsible for delivering an adaptable, innovative and customer-focused service that adds value for the Welsh Government civil service. As well as acting as Head of Profession for HR within the organisation, as a member of UK Civil Service's HR Function Board they will play a key role in shaping and overseeing the HR Function and the Civil Service's people agenda.

The People and Places Directorate is responsible for all functional areas of HR that underpin the employee lifecycle, including Recruitment, Resourcing, Talent, Leadership, Learning and Development, Equality, Diversity and Inclusion, HR Policies, Pay and Reward, Performance Management, Employee Relations, Case Work, Occupational Health, Health & Safety and Wellbeing. In addition, the Director has responsibility for managing the Welsh Government Administrative Estate and a range of corporate services and programmes that include Internal Communications and the Welsh Government's approach to hybrid working which is known as SmartWorking. The position reports to the Chief Operating Officer and works closely with the Permanent Secretary, Directors General and senior team.

This is a critical senior leadership role that will partner across the entire business, defining and delivering our workforce and workplace strategies for the future. The successful candidate will become part of the broader Welsh Government Senior Civil Service, where they will play a leadership role in shaping the culture and ways of working as part of the WG2025 change programme.

### **3. Key responsibilities**

This role operates in a complex and fast-moving environment, and as the most senior HR role in the organisation the post holder has responsibility for:

- Developing, leading and implementing the organisation's strategic people and change initiatives. This will see you collaborating and advising senior leaders on how these reforms can be delivered, shaping the organisation to ensure it is equipped to meet the challenges of the future.
- Leading and contributing to a values-based culture driving high levels of employee engagement built through social partnership.
- Providing outstanding and inspirational leadership of the organisation's people function: coaching and supporting HR professionals to operate strategically and grow their professional expertise to deliver customer focused, effective, and efficient HR strategy and services to the Welsh Government and its Sponsored Bodies. This is a critical leadership role, partnering across the entire business, defining and delivering our HR services with the support of two Deputy Directors and a team of almost 150 HR professionals across all sites.
- Driving the transformation of HR and corporate services, delivering high quality customer-focused services through efficient processes and systems, maximising the value and use of our data.
- Supporting the Permanent Secretary and members of the Leadership Team on people matters and notably performance management of the senior team; Senior Civil Service (SCS) capability and succession; SCS resourcing and SCS pay and reward. You will be the lead professional adviser to the Permanent Secretary and senior team on complex and sensitive HR issues
- You will play a key role in transforming the organisation: acting as a role model for our values of creativity, fairness, partnership and professionalism, driving a collaborative and inclusive culture where we have high expectations and empower our staff to deliver.
- Providing expert leadership on learning and development and capability-building. You will ensure that we have the right skills to support the organisation to deliver and support our employees to be the best they can be.
- Leading our workforce strategy and being passionate about building a diverse, inclusive, and bilingual workforce – including delivery of the ambitious commitments set out in our Anti-racist Wales Action Plan, our Workforce Equality, Diversity and Inclusion strategy and Welsh Language Strategy – 'Cymraeg: it belongs to us all'.
- Managing the Welsh Government administrative estate, ensuring that the organisation has the modern, cost-effective spaces it needs to support staff to work effectively, connect and collaborate across Wales. We are currently part-way through a Hybrid Working 'pilot year' which will help us develop our ways of working and office spaces for the future – including sharing our buildings with public service partners.

- Leading our security and cyber security function – ensuring that the Welsh Government, its Ministers, staff physical and digital infrastructure are protected and secure.
- Leading our internal communications function and employee engagement programme – ensuring that our entire workforce has the information it needs to deliver effectively and the opportunity to engage in change and improvement.
- Providing leadership for our Public Bodies Unit and key corporate services such as our Translation Service as part of an active leadership role in the Chief Operating Officer's Group, the wider organisation and wider public sector.
- Ensuring a strong evidence base of employee insight, management information and data to inform decisions and manage effective services.
- Managing budgets, resources, and expenditure proposals for the areas of direct accountability and as a member of the organisation's senior leadership team delivering HR programmes, achieving further efficiencies and maintaining an effective HR, OD and aligned corporate services workforce.

## 4. Person Specification

You should have a proven track record as an effective and inclusive People and Places leader who adopts a coaching style to lead and develop high performing teams at both executive and functional level during times of change and ambiguity. As a qualified Fellow of the Chartered Institute of Personnel Development (CIPD) you will be a respected leader in your professional field.

You will need:

- Extensive experience of developing and embedding HR strategies, people programmes and initiatives and delivering high quality corporate services.
- Experience of leading and delivering transformation and cultural change within a fast paced and complex environment.
- Excellent stakeholder management and partnership skills demonstrated by the ability to quickly gain trust and build credibility, influence and challenge key external and internal stakeholders - including at board level and with our Trade Unions.
- Experience of delivering an outstanding colleague experience driving forward equality, diversity, inclusion, and anti-racist outcomes.
- To be a role model for professional excellence and values-based leadership, demonstrating high standards of governance, accountability and risk management and embedding this within the team.

### What are we looking for?

The Civil Service has a defined set of behaviours as part of our approach to [Success Profiles](#), which inform the design of selection processes at this grade.

We will want to talk to shortlisted candidates more at interview about those behaviours and how you embody our values of creativity, fairness, partnership and professionalism. But the key themes we are looking for are:

- Leading transformation and change - successfully leading delivery of people focused transformational change management programmes, managing significant and successful cultural change through the use of organisational development and behavioural insight techniques, all on time and to budget, in a complex and diverse multi-stakeholder environment.
- Building relationships and partnerships - securing the confidence of both internal and external senior stakeholders at a strategic level and providing challenge and influence at executive/board/committee level to deliver on functional priorities.
- Using data and evidence to make decisions - interpreting complex data to create and present evidence-based insight that drove excellence in HR systems and practice.

## **Relevant Experience**

The Civil Service is open to talented people from anywhere in the world, and from any career background. We seek to identify transferable skills from the individual's experience. To help you succeed in this role, you will have:

- Senior-level experience of running an HR or People and Places function in a complex organisation. It is a requirement of the UK Civil Service that all HR Directors (or equivalent) should hold the professional qualification of CIPD Chartered Fellow.
- The ability to reflect on and learn from your own lived experiences and use this experience of working effectively and of leading a team successfully during periods of sustained pressure, scrutiny and ambiguity.



## 5. Welsh Government Background

The Welsh Government has an annual budget of around £18 billion and is responsible for a range of areas including health, education and skills, the economy and transport, and agriculture and the environment.

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/Welsh Parliament, Wales's legislative body comprising 60 elected Members. Welsh Ministers are supported by around 5,500 civil servants, approximately half of whom are located in Cardiff, with the remainder based in Welsh Government offices across Wales. The Welsh Government also has small offices in London, Brussels and an overseas network for trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers.

Everyone who works at the Welsh Government is joined together by the single common purpose of supporting Ministers to build a better Wales. Our core values of creativity, fairness, partnership and professionalism support our interactions with each other and help us with our judgements and our decision-making. Through our values and behaviours framework we have a clear set of expectations to drive the outcomes we want to see.

Equality, diversity and inclusion are important principles of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by: a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. Our Workforce Equality, Diversity and Inclusion Strategy 2021 – 2026 sets out our intent to be an organisation that fully reflects the diversity of Wales at every level, is anti-racist and anti-discrimination of all types. Our Anti-racist Wales Action Plan outlines our commitment to building an anti-racist Wales, which we can all be proud to belong to, and thrive in.

The UK's exit from the EU and the subsequent international negotiations – both on the future UK/EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop.

In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales. The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status.

## Welsh Language and Culture

Applicants for this specific post must show an appreciation of Welsh culture and language; sharing our commitment to promoting the Welsh language to achieve a million Welsh speakers by 2050. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are not essential for this post, but they would be an asset. We will fully support the successful candidate to develop their Welsh language skills on appointment, with training available, taking account of their individual needs. As is the case in respect of other requirements of this role, reasonable adjustments can be put in place. This can be discussed during the job application process or on appointment.

## 6. Development opportunities of the Post

This is an exciting role at the heart of devolved government in Wales. The successful candidate will have the opportunity to help shape the future of the Welsh Government civil service, influencing organisational strategy and design and leading a team of colleagues across a range of professional functions. The post also offers the opportunity to work closely with Ministers and across the wider public service, putting social partnership into practice through our close working relationship with our trade unions. We want to be a learning organisation, committed to supporting all our employees to develop and grow. This post is critical to that vision, and we will expect our Director, People and Places to role model continuous learning and development in their own career and approach to work.

### Role Details

**Title:** Director, People and Places

**Location:** One of our main offices in Wales

**Salary:** External candidates should expect their salary upon appointment to be circa £100,000 per annum although a level of negotiation may be possible for an exceptional candidate.

Existing Civil Servants will be appointed in line with the Civil Service pay rules in place on the date of their appointment.

**Contract Type:** This role is being offered on a permanent basis or on a secondment/loan for up to 2 years initially. This is a full-time role, but we welcome candidates who are interested in a job share. If you do not have a job-share partnership in place and would welcome a discussion with the aim of forming one for this post, please contact [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales). Please note we cannot guarantee a partner can be found.

## 7. How to Apply

We welcome applications in Welsh and English. Applications in either language will be treated equally.

Applications should be submitted via the Welsh Government on-line system no later than 23:55 on 29 June 2023. To apply, you will be asked to register for an account on the online system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment that would prevent you from applying on line, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) to request an alternative format, or to request a reasonable adjustment in order to submit your application.

### Name Free Recruitment

Your name should be removed from your CV and personal statement when you submit your application.

As part of the recruitment process, you will be asked to provide the following:

- **A completed application form;**
- **An up to date CV** setting out your career history with key responsibilities and achievements;
- **A personal statement of no longer than two sides of A4** explaining how your professional qualifications, skills, qualities and experience are suitable for the role and, in particular, how you meet the responsibilities and person specification.

### Preferred language for assessment

The application form will ask you to confirm your preferred language for assessment. We will try to make sure that your assessment is in your preferred language. If you have chosen Welsh as your preferred language, the majority of the interview will be conducted in Welsh, but we must also test your ability in English and therefore we will ask you to respond in English to some questions. The online psychometric tests and the stakeholder engagement session will be conducted in English for all candidates.

### Diversity information

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. You will be asked to confirm some diversity information on your application form. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. If you do not wish to provide a response to a particular question, you should complete the

'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

**Questions and informal discussion**

If you would like to discuss this role further, please email  
[SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales)

**Online technical problems**

Please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales)

## 8. The Selection Process

### Overview

The Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of the shortlist meeting which will be held w/c 3 July 2023.

### Assessments for Shortlisted Candidates Only

The below activities will form part of the overall assessment required for this recruitment exercise:

- **On Line Psychometric Tests** - these will include a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.  
  
If you have completed the online psychometric test in the last 2 years, for a post at the same grade, it will not be necessary for you to take these tests again for this particular recruitment exercise.
- **Staff and stakeholder engagement exercise** – these will take place on w/c 24 July 2023. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled w/c 7 August 2023. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes. The Panel will receive feedback on your psychometric tests and staff engagement exercise before you are interviewed. Your interview will consider how your skills and experience as outlined in your CV and personal statement meet the requirements of the role. Candidates will be given at least one week's notice of the presentation topic. Please note that presentations are to be delivered without the use of hand-outs or electronic devices unless as part of a reasonable adjustment, however, you are welcome to use prompt cards.
- **Informal Conversation** - Shortlisted candidates will take part in an 'informal conversation' with the Permanent Secretary which will further explore the professional and lived experience you would bring to this role. These are scheduled w/c 24 July 2023. Further details will follow.

**All of the above assessments will be held remotely via Microsoft Teams.**

Please note, recruitment adjustments can be made at any part of the recruitment process for candidates with an impairment or health condition, who are neuro-divergent or who use British Sign Language. Please get in touch with [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) to discuss adjustments for any part of the process.

The selection panel will include:

- Tim Moss, Chief Operating Officer, Welsh Government
- Christopher Pilgrim, Civil Service Commissioner
- Fiona Ryland, Chief People Officer, UK Civil Service
- Tracey Burke, DG Climate Change and Rural Affairs, Welsh Government
- Professor Emmanuel Ogbonna, Cardiff University

## Biographies



### **Chris Pilgrim Civil Service Commissioner**

Chris has held a number of senior, and Board level roles in the UK and overseas in the Steel, Petro-Chemical, and Food sectors, with particular responsibility for HR, people, and organization.

He was most recently Chief HR Officer at the energy company, Npower where he was a member of the Executive Committee and Board of Directors for 12 years.

Chris was a member of the Police and National Crime Agency Remuneration Review Body for five years from its inception in 2014, is currently Chair of the Doctors and Dentists Remuneration Body, and a Governor of Cardiff Metropolitan University.

He has a BA (Hons) in Politics and an MA in Organization Behaviour and Analysis



### **Tim Moss - Chief Operating Officer (Welsh Government)**

Tim was appointed as the Chief Operating Officer in September 2022, prior to that he was the Chief Executive at the Intellectual Property Office, where he was

responsible for advising Ministers on all IP policy matters and for the operation of the Office.

Tim came to the IPO from Companies House where he was the Registrar of Companies for England and Wales and Chief Executive. He worked at Companies House from 2002 where he held many senior positions within the organisation. His extensive work portfolio included leading on the digital agenda, operational delivery, business strategy and corporate policy.

Tim also held the position of president of the Corporate Registers Forum (an association of over 60 registries worldwide) from 2013 to 2017. Tim's career also includes 12 years in senior operational roles in the manufacturing industry; he has a Natural Sciences degree from Cambridge University, an MBA from Swansea University and lives on a farm in South Wales and is married with two children. He was awarded a CBE in the 2016 Queen's Birthday Honours list for services to the economy and the people of Swansea



### **Fiona Ryland Chief People Officer**

Fiona has been the Government Chief People Officer since September 2022.

Fiona joined the Civil Service from University College London (UCL) where she was Vice-President of Operations.

Before that, Fiona led the HR, Communications, Corporate Responsibility and Business Excellence teams for Compass Group UK and Ireland. She also has extensive experience of HR management and operations at retailers including Comet, Dixons and Asda - in particular, establishing new apprenticeship and graduate programmes to benefit young people and colleagues at early stages of their career.

Fiona graduated in Chemical Engineering from Bath University and also has a BSc in Psychology from the Open University.

Outside of work, Fiona is married and lives in the Chilterns. She is an avid Leyton Orient supporter.



**Tracey Burke, DG Climate Change and Rural Affairs (Welsh Government)**

Tracey has been directly involved in the regeneration of Wales and Ireland for over 20 years working for the Welsh Government, Welsh Development Agency, the Irish Government, the UK Government as well as working with the European Commission.

Tracey was born in Cardiff and joined the Welsh Government in 2006 from the Welsh Development Agency. Since that time, Tracey has held posts in economic policy and transport policy, as well as a wider strategic role across the Economy, Skills and Natural Resources Group. Tracey was appointed to the post of Director General for Education and Public Services in November 2017 and with a budget of over £7bn had responsibility for local government, housing, regeneration and land, school education, communities and tackling poverty as well as the care and health inspectorates in Wales. She was Chair of the Tax Policy Co-ordination Group and remains the Chair of the Welsh Government's Committee for Strategic Investment.

In April 2022, Tracey took up post as Director General for Climate Change and Rural Affairs and currently has responsibility for transport infrastructure and services, climate change adaptation and mitigation, rural affairs, housing and regeneration across Wales. The work is broad in scope, with activities ranging from challenges relating to creating a Net Zero Wales by 2050; ensuring people have high-quality, warm, secure and energy-efficient homes to live in; the development of a future sustainable farming scheme; supporting the food and marine sectors; and delivering 21st Century infrastructure that will move us towards a low carbon transport system.



**Emmanuel Ogbonna Professor of Management and Organization at Cardiff Business School, Cardiff University.**



Professor Ogbonna gained his PhD from University of Wales Cardiff in 1990. His doctoral thesis explored the organizational cultural implications of the strategic directions of leading companies in the UK supermarket sector in the late 1980s. He joined Cardiff Business School as a lecturer in 1990 and progressed through the ranks and was appointed to his present professorial position in 2002.

His research interests cut across the fields of organization studies, strategy, marketing and human resource management. His recent research interests have been in the areas of organizational culture, equality, diversity and inclusion, and his work has explored the position of Black and minority ethnic communities in the labour market.

He was part of a team that completed a recent British Academy and Chartered Management Institute sponsored research project on diversity in the management pipelines of FTSE 100 organizations. He is currently extending his work in this area to include the impacts of a range of intra-organizational interventions (such as leadership, organizational culture and management control) on equality, diversity and inclusion. He has published over 100 scholarly papers, monographs and edited collections, many of which are leading-edge contributions in high-ranking international outlets.

Emmanuel is currently a Trustee and vice-chair of Race Council Cymru. He lives in Cardiff and is married with two daughters and has recently become a grandfather

## **Disability Confident Interview Scheme**

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements 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.

Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions, who are neurodivergent or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model 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").

If you have an impairment or health condition, are neurodivergent or use British Sign Language and need to discuss adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) as soon as possible and a member of the team will contact you for a discussion.

We are committed to the employment and career development of disabled people.

## **A Great Place to Work for Veterans**

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

## **Civil Service Code**

All civil servants are expected to conduct themselves in accordance with the civil service code. Please see Appendix B.

## **Indicative Timetable**

The closing date for applications is **29<sup>th</sup> June 2023**

Shortlisted Meeting: **w/c 03<sup>rd</sup> July 2023**

Staff Engagement Exercise **w/c 24<sup>th</sup> July 2023**

Stakeholder Engagement Exercise: **w/c 24<sup>th</sup> July 2023**

Informal Conversation: **w/c 24<sup>th</sup> July 2023**

Interview panel: **w/c 07<sup>th</sup> August 2023**

**All of the above assessments will be held remotely via Microsoft Teams. The above dates may be subject to change.**

## 9. Terms of Appointment

This is a permanent post. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. This post is also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to two years initially.

### Eligibility

As part of your application, you will be asked a number of questions. The purpose of these questions is to determine if you are eligible to apply for this opportunity. You will be asked, as part of your eligibility, to confirm your nationality details and that you are legally allowed to work in the United Kingdom. This is a requirement for working within the Civil Service. If you do not meet the eligibility criteria as set out in the application form, your application will not be taken further. If it becomes apparent at a later stage in the process that you aren't eligible to apply, your application may be withdrawn, or offer retracted.

### Nationality requirements

*This job is broadly open to the following groups:*

- *UK nationals*
- *nationals of Commonwealth countries who have the right to work in the UK*
- *nationals of the Republic of Ireland*
- *nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)*
- *relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service*
- *relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service*
- *certain family members of the relevant EU, EEA, Swiss or Turkish nationals*

[Further information on nationality requirements](#)

### Remuneration

The role is at Director level and the starting salary circa £100,000.

#### **For existing Civil Servants**

If you are a substantive Director applying on a lateral transfer basis to Welsh Government, you will retain your existing salary.

If you are an existing civil servant applying on promotion, the starting pay on promotion will usually attract 10% increase in base pay or be at the pay band minimum, whichever is greater.

**Secondment** - If you are applying for this role on a secondment basis, you will retain your existing terms and conditions including salary (subject to approvals).

### **Working hours -**

Applications are welcome from people who work full-time or as part of a job share. It is expected that if you apply as a job share partnership, this arrangement is in place when submitting your application and please make it clear on your application forms that you are applying as part of a job share partnership. If you do not have a job-share partnership in place and would welcome a discussion with the aim of forming one for this post, please contact (SCS mailbox). Please note we cannot guarantee a partner will be found. Candidates who apply as part of a job share will be interviewed both separately and as a team. Both candidates will need to demonstrate the appropriate level of professional skills (and qualifications) for the role.

### **Location**

You may be contractually based at any of the four main Welsh Government offices based in Wales, which are located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth.

We are supportive of home working and tailoring patterns to suit individuals' circumstances.

### **Relocation Expenses**

Relocation expenses of up to £8,000 may be payable.

### **Hybrid working**

The Welsh Government actively encourages hybrid working, which we call Smart Working. This means focusing on how you use your time, and where and how you work, to meet business needs in the most productive way. This provides staff with considerable flexibility and the expectation is that teams will work remotely for a high percentage of the time for the foreseeable future. Smart, flexible working is becoming a permanent feature of working life in Wales and the Welsh Government will lead the way in this.

### **Annual leave**

Length of service

- Up to 1 year – 25 days annual leave entitlement;
- 1 year – up to 2 years – 26 days annual leave entitlement;
- 2 years – up to 3 years – 27 days annual leave entitlement;
- 3 years – up to 4 years – 28 days annual leave entitlement;
- 4 years – up to 5 years – 29 days annual leave entitlement;
- 5 years or more – 30 days annual leave entitlement.

If an existing civil servant is promoted into or within the Senior Civil Service, their annual leave allowance is based on their period of continuous employment in the Civil Service, as shown above.

The successful candidate will be appointed on the modernised Senior Civil Service terms and conditions.

## **Retirement**

There is no mandatory retirement age for Senior Civil Servants.

## **Terms and Benefits**

Pension Scheme: <https://www.civilservicepensionscheme.org.uk>

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
  - Carers' leave;
  - Paid and unpaid maternity leave;
  - Flexible paid paternity leave;
  - Flexible paid adoption leave;
  - Shared parental leave.

## **Conflicts of interest**

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government.

They are required to declare any relevant business interests, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and their other business and financial interests may be published.

## **Official Secrets Act**

The post is covered by the Official Secrets Act.

## **Diversity and Equality**

The Welsh Government is committed to providing services which embrace diversity, and which promote equality of opportunity. Our goal is to ensure that these

commitments are embedded in our day-to-day working practices with all our customers, colleagues and partners. The Board has an Equality Champion and receives regular updates on equality and diversity. We are committed to recruiting women, Black, Asian and Minority Ethnic people and disabled people, who are currently under-represented in the Senior Civil Service.

We are committed to increasing diversity, removing barriers and supporting all our staff to reach their potential. We are a Stonewall Diversity Champion and a Disability Confident Level 3 (Leader) organisation. Key to supporting this work and providing peer support are five Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

### **The Civil Service Commissioners**

The Welsh Government's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the [Civil Service Commissioners' Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) in the first instance.

If you are not satisfied with the response you receive from the Welsh Government you can contact the Office of the Civil Service Commissioners.

### **Security level**

The successful candidate must be cleared to DV (Developed Vetting) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take between 10 and 12 weeks.

## Appendices

Appendix A: [CIVIL SERVICE LEADERSHIP STATEMENT](#)

Appendix B: [CIVIL SERVICE CODE](#)

Appendix C: WG2025 (sharepoint.com)



Welsh Government  
2025 Action Plan - Ac

Appendix D:



COOG  
leadership.docx