



Llywodraeth Cymru
Welsh Government

Deputy Director of Assurance Healthcare Inspectorate Wales

Welsh Government

Job and Person Specification



Hyrwyddwr Busnes
Cyfrifol Cymru
2020



Responsible Business
Champion Cymru
2020



Contents

- 1. Message from Alun Jones, Chief Executive of Healthcare Inspectorate
Wales**
- 2. Welsh Government background**
- 3. Healthcare Inspectorate Wales**
- 4. The Role of the Deputy Director of Assurance**
- 5. Key Responsibilities**
- 6. Person specification**
- 7. How to Apply**
- 8. Selection Process**
- 9. Terms of Appointment**

1. Message from Alun Jones, Chief Executive of Healthcare Inspectorate Wales



Thank you for your interest in the post of Deputy Director of Assurance within Healthcare Inspectorate Wales (HIW). I am delighted that you are considering joining a unique part of Welsh Government and one which I am proud to lead.

HIW's purpose is to check that healthcare services are provided in a way which maximises the health and wellbeing of people, and ultimately to make a difference to the lives of the people of Wales. We are a small, talented group of individuals who work as a team to overcome the many challenges that we face in delivering our role.

The role of Deputy Director of Assurance is a pivotal one, having oversight of all of our externally facing scrutiny work. This includes our inspection and reviews teams, as well as our independent healthcare regulation functions, which include registration and enforcement activities. In this role you will play an important role in ensuring that HIW delivers the right work in the right place and the right time and to a high standard. Key to this will be professional leadership of around forty members of staff; ensuring they have the skills and knowledge to deliver high quality work to deadlines, often in high profile areas of the healthcare system. You will forge strong relationships with a range of stakeholders including other regulators, Welsh Government Officials and leaders within the healthcare system. It is also likely that you will need to engage in media activities to highlight HIW's findings.

I am especially proud of HIW's culture which encourages staff suggestions and ideas and staff to challenge each other in a constructive way, regardless of grade. As a senior leader in the organisation, you will play a key role in promoting and encouraging a positive culture and one which supports continuous improvement to allow us to achieve exceptional results.

I firmly believe that HIW can make a positive contribution to improving healthcare in Wales and should you join us, you will find that we have a passionate group of committed staff.

Good luck with your application.

2. Welsh Government Background

The Welsh Government has an annual budget of around £18 billion and is responsible for most public services in Wales. Elected in May, 2021, the First Minister of Wales and their Cabinet lead the Welsh Government and are accountable to Senedd Cymru, the Welsh Parliament.

The UK's transition from the EU at the end of January 2020 has significant implications for Wales and the Welsh Government. Our relationship with the UK Government and the other devolved governments will continue to evolve as our future outside the EU becomes a reality. Along with other public bodies in Wales, all our work is underpinned by the Wellbeing of Future Generations Act, which sets an internationally-recognised framework for policy and delivery focused on our Well-being Goals for Wales and five ways of working which include involvement, collaboration, prevention and long-termism.

Welsh Ministers are supported by a civil service workforce of around 5,500 staff, approximately half of whom were previously located in Cardiff, with the remainder based in Welsh Government offices across Wales. Nearly all our staff are now working remotely and we expect flexible, 'smart' working to be part of our operating model for the longer term - helping us reduce our environmental impact and allowing us to work within the communities we serve. The Welsh Government has small offices in London, Brussels and an overseas network for trade and investment work.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/Welsh Parliament. Everyone who works at the Welsh Government is joined together by the single common purpose of supporting Ministers to build a better Wales. We aim to meet high standards of transparency and openness; and demonstrate honesty, objectivity, integrity and impartiality in everything we do. Creativity, fairness, partnership and professionalism are our core values, guiding us in our decision-making and in our interactions with each other, providing a clear set of expectations to drive the outcomes we want to see. We also aim to create a working environment which is innovative, stimulating, supportive and representative of the people we serve.

Equality, diversity and inclusion are important principles of the Welsh Government. We aim to be an exemplar employer and our vibrant diversity networks are supported by senior champions, including an Equality and Diversity Champion on our management Board. We have set ambitious diversity targets to improve the numbers of staff we employ from under-represented groups (for example, Black, Asian and Minority Ethnic colleagues and disabled staff at all levels and women at senior levels). We are committed to the social model of disability and to making recruitment and workplace adjustments to ensure equality for our disabled colleagues. 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 Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, which have equal legal status. We follow statutory standards for the Welsh language in public administration. We are committed to our Cymraeg 2050 strategy and achieving our vision of becoming an exemplar bilingual organisation. We believe the Welsh language is an asset and encourage and support all our staff to learn, develop and use their Welsh language skills in the workplace.

3. Healthcare Inspectorate Wales

Healthcare Inspectorate Wales (HIW) is the independent inspectorate and regulator of health care in Wales. HIW inspects NHS services and regulates independent healthcare providers against a range of standards, policies, guidance and regulations to highlight areas requiring improvement. Through its work it aims to:

- Provide assurance: provide an independent view on the quality of care.
- Promote improvement: encourage improvement through reporting and sharing of good practice.
- Influence policy and standards: use findings to influence policy, standards and practice.

HIW's goal is to encourage improvement in healthcare by doing the right work at the right time in the right place; ensuring what it does is communicated well and makes a difference. HIW knows it is achieving its goal when:

- Services improve the care they provide to patients as a result of its work.
- People have confidence HIW will identify when standards are not met and appropriate action will be taken.
- People are better informed about HIW's work.
- HIW effectively delivers its work programmes, making the best use of its resources.

HIW regulates and inspects independent healthcare and inspects the NHS in Wales. Independent healthcare includes a wide range of providers: private hospitals, clinics, hospices and beauty salons that use laser treatments. HIW's coverage in the NHS ranges from dentistry and general practice to hospitals and health boards.

The work of HIW is guided by the Wellbeing of Future Generations (Wales) Act 2015 which requires public bodies in Wales to work better with people and communities, and prevent persistent problems such as health inequalities. In making decisions about the work HIW undertakes through inspection, review and follow up, it considers

the short term and long term needs of patients and works collaboratively with partners, patients and the community to support improvement.

HIW checks people in Wales receive good quality health care and services provide safe and effective care in line with the seven themes in the Health and Care Standards. Each theme includes a number of standards, and collectively, they describe how a service provides high quality, safe and reliable care centred on the person.

HIW also works with bodies to examine healthcare in other settings, such as the clinical review of deaths in prison settings undertaken with the Prison and Probation Ombudsman, and the reviews of Youth Offending Teams led by Her Majesty's Inspectorate of Probation.

HIW puts the patient at the heart of what it does and makes sure its work promotes and protects equality and human rights. HIW has a specific responsibility to consider the rights of vulnerable people, such as those who are being cared for under the Mental Health Act or the Mental Capacity Act, Deprivation of Liberty Safeguards. Our responsibilities in relation to mental health span both the NHS and the independent sector.

HIW carries out its functions on behalf of Welsh Ministers and, although part of the Welsh Government, protocols have been established to safeguard its operational and professional autonomy.

More information is available at hiw.org.uk, including annual reports, Strategy and Operational Plans, national, thematic and local authority reports, statistics and inspection reports.

4. The role of the Deputy Director of Assurance

The post of Deputy Director of Assurance will be accountable to the Chief Executive of Healthcare Inspectorate Wales (HIW). The postholder will have lead responsibility for the efficient and effective delivery of HIW's assurance programmes including inspection, quality checks and reviews, as well as the operation of its regulatory and investigation functions, including enforcement activities under the Care Standards Act (2000).

HIW operates within a distinct operational framework which guarantees its professional independence within the Welsh Government.

5. Key Responsibilities

Accountable to the Chief Executive, the Deputy Director of Assurance will be responsible for:

- leading and delivering HIW's inspection, investigation and regulatory functions for healthcare provision in Wales with appropriate professional understanding and rigour
- ensuring that regulation, investigation, inspection, concerns and enforcement work is carried out effectively and in accordance with best practice and HIW policies and procedures
- ensuring that HIW staff have the training, support and professional knowledge required; that their performance is managed effectively and that they are enabled to develop
- ensuring the efficient scheduling of inspection and review activity and the flexible deployment of HIW staff to maximise delivery and make best use of skills
- working collaboratively within HIW and with partners on the development of new methodologies relevant to HIW's regulatory, inspection and investigation functions
- maintaining HIW's reputation and credibility as an independent and authoritative inspectorate with patients, service users, the public, healthcare organisations and professionals, Ministers and Assembly Members
- ensuring the quality and content of postholder's own and HIW's communications command the respect of patients, the public and those who work within the NHS and Independent Healthcare Sector

- working with the Chief Executive on matters of change management, communication, organisational and professional development and working in collaboration with other regulatory bodies
- identifying best practice from inspection, regulation and investigation and ensure that it is well communicated
- providing cogent, balanced, forward looking and reliable professional advice to Ministers and their supporting policy teams - sensitive to the context in which they operate, and relevant to sound policy making
- providing visible, engaged leadership to professional, skilled and dedicated multi discipline Regulation, Investigation and Inspection Teams - setting priorities, agreeing operational plans and risk registers, and securing the highest standards of stewardship for the financial and human resources devoted to the regulatory and inspection functions championing the values of equality, diversity, bilingualism and sustainability

6. Person Specification

The Deputy Director of Assurance will be required to provide visible, engaged and corporate leadership to deliver the business of HIW. The post holder will:

Essential

- Be able to establish excellent working relationships at all levels with patients, service users, the public, healthcare organisations and professionals, Ministers and Assembly Members
- Evidence their ability to reach independent, credible and professional judgements while working within a complex and often ambiguous environment
- Demonstrate relevant practical knowledge and understanding of provision of healthcare services or other related fields within Wales or other parts of the UK, and of the associated statutory environment
- Have relevant experience of inspection/ regulation in either the public or private sectors within Wales or other parts of the UK
- Possess good communication and representational skills including the ability to handle communication with and through the media
- Welsh language skills, or a commitment to learn Welsh on appointment. As is the case in respect of other requirements, reasonable adjustments can be discussed on appointment.
- Commitment to ensuring the principles of equality, diversity and inclusion are embedded in the work of HIW and be able to reflect on and learn from their own lived experiences

Desirable

- Demonstrate the ability to oversee successful programme delivery in a complex and changing environment.

- Evidence of playing a key role in delivering culture change within an organisation aimed at achieving significant service improvement and efficiency

Welsh Language

Welsh language skills are not essential for this post, but they would be an asset. We expect the successful candidate to develop their Welsh language skills on appointment and we will fully support them to do this, with training available. As is the case in respect of other requirements, reasonable adjustments can be discussed on appointment.

Competencies

Changing and improving

- Encourage a culture of imaginative thinking, learning from experience and expanding mindsets and genuinely listen to ideas from employees and stakeholders

Making effective decisions

- Interpret a wide range of political and national pressures and influences to develop strategies

Engaging People

Leading and communicating

- Lead from the front, communicating and motivating people towards stretching goals
- Influence external partners, stakeholders and customers successfully – secure mutually beneficial outcomes

Building capability for all

- Create an inclusive environment, one from which all staff, including under-represented groups, can benefit

Delivering Results

Managing a quality service

- Maintain and improve service by managing risks to ensure own area and partners deliver against defined outcomes

Delivering at pace

- Drive a performance culture within own area and support and encourage a focus on performance and priorities

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 online system no later than **23:55 on 21st February 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 online, please email 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 these roles and, in particular, how you meet the person specification.

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

Online technical problems

Please email 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 on **2nd March 2023**.

Assessments for Shortlisted Candidates Only

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

- **Online Psychometric Tests** - these will include numerical and verbal reasoning and 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.
- **Media test** - Shortlisted candidates will be asked to complete a Media test. These are scheduled **week commencing 13th March 2023**. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled on **22nd or 23rd March 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/stakeholder 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.

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 to discuss adjustments for any part of the process.

The selection panel will include:

- Alun Jones, Chief Executive, Healthcare Inspectorate Wales
- Sally-Ann Efstathiou, Deputy Director, HR Operations & Performance
- Vicky Poole, Deputy Chief Inspector, Care Inspectorate Wales

Biographies

Alun Jones, Chief Executive - Healthcare Inspectorate Wales



Alun Jones joined Healthcare Inspectorate Wales in April 2014 and is responsible for oversight of the delivery of its inspections, reviews, investigations and regulatory activities.

Alun represents HIW in tripartite 'escalation and intervention' discussions with the Wales Audit Office and Welsh Government. This framework determines whether NHS bodies should be placed in Special Measures.

Alun is from Wales and has over 20 years' experience working in audit, inspection and regulation. He has worked for the Audit Commission, the Healthcare Commission and the Care Quality Commission, where he spent two years delivering CQC's contribution to the Mid Staffs Public Inquiry.

Sally-Ann Efstathiou, Deputy Director, HR Operations & Performance

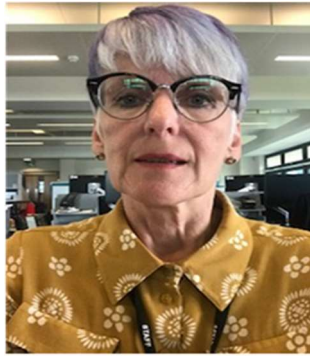


I'm currently Deputy Director, HR Operations and Performance at the Welsh Government and I have a background in both the Communications and HR professions. Having undertaken a degree in journalism and a postgraduate qualification in marketing, I started my career in our Press Office before moving to lead multimedia, behaviour change campaigns, including anti-smoking and organ donation. After having my children I changed career direction, focusing on employee engagement and building experience in organisational development and design. More recently I led our approach to flexible working and a change programme to make our corporate services more effective, consistent and efficient.

I've been a civil servant for over 20 years, during some of the most interesting in the devolution journey. I'm from a lower socio-economic background and was the first in my family to go to university - I was inspired to join the civil service by the opportunity to make a difference for communities like mine. The Welsh Government is a place where people from all walks of life are welcomed and their experiences are valued. In my current role I lead recruitment and we are committed to ensuring we remove barriers for under-represented groups joining the organisation. Recent developments include strengthening our recruitment adjustment process for disabled colleagues and a pilot of a guaranteed interview scheme for veterans.

I've worked almost every combination of part time hours and days at some point, including being part of a job share which helped me have a work life balance when my children were small. I've also benefited from support from our occupational health service and from workplace adjustments. As the main carer for my disabled Mum, flexible working practices mean I can look after her while still progressing to a senior level. My continual development has been supported throughout my career. I've recently studied for a professional HR qualification and I also make good use of our volunteering programme as a very active school governor.

Vicky Poole, Deputy Chief Inspector, Care Inspectorate Wales



My current role is Deputy Chief Inspector (SCS) with Care Inspectorate Wales (part of Education and Public Services) at Welsh Government. I have been in this role for six months which includes leading teams who inspect childcare and play services, adult services and local authority social services.

I've worked primarily in the public sector across health and social care services in a career spanning over 30 years, beginning my career as a mental health nurse.

I joined Welsh Government five years ago from local government. My first role with CIW was as regional director in north Wales and I was attracted to the role because of the diversity of social care services covered by CIW. I also welcomed the opportunity to gain experience as a civil servant and contribute to the implementation of Welsh Government priorities.

Living in Denbigh I am a passionate about ensuring equality of access and opportunity for Welsh Government staff working outside of Cardiff; including the use of technology to facilitate this.

I am a lesbian and have felt fully supported by Welsh Government in being able to be open and honest about my sexuality without fear of discrimination. Being a member of the Women's Network and PRISM has enabled me to widen my networks on personal and professional level.

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 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 neuro-divergent or use British Sign Language and need to discuss reasonable 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 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.

Competencies

Applicants are required to demonstrate their competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service competency framework.

For further information about core competencies please access the full document [here](#).

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 **21st February 2023**

Shortlisted Meeting: **2nd March 2023**

Psychometric testing: within 10 days of the shortlisted meeting

Media Test: **Week commencing 13th March 2023**

Interview panel: **22nd or 23rd March 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 and to those who wish to join the Civil Service.

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 **Deputy Director** level and the starting salary is **circa £73,000**.

For existing Civil Servants

If you are a substantive Deputy 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. However, for staff promoted from the Grade 6 pay band maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater.

Working hours

Applications are welcome from people who work full-time, part-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. We welcome applications from people who work part-time and if someone who wants to work part-time is successful, we will make proportionate adjustments to the responsibilities of the post.

Location

The successful candidate will be expected to work from a Welsh base. The Welsh Government has four main offices located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. There will be an expectation that you will be required to spend some time in Merthyr Tydfil and to travel across Wales to meet with stakeholders and directorate staff.

(In the short term the majority of staff will be based at home/working remotely).

Smart Working

The Welsh Government actively encourages 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 from home 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.

Successful candidates 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, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

Successful candidates will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Candidates are also subject to the Business Appointment Rules when they leave the Civil Service. See link below:

[Advisory Committee on Business Appointments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/advisory-committee-on-business-appointments)

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 which can be found at: <http://civilservicecommission.independent.gov.uk/>

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 Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance via email at **scsrecruitment@gov.wales** or in writing to Sally-Ann Efstathiou, Permanent Secretary's Group Welsh Government, Cathays Park, Cardiff CF10 3NQ 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

Successful candidates must be cleared to Security Check (SC) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take approximately 12 weeks.

Appendices

Appendix A: Civil Service Leadership Statement

The leadership statement can be found here:

<https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement>

Appendix B: Civil Service Code

The Civil Service Code can be found at:

<https://beta.gov.wales/civil-service-code>

Appendix C: HIW Structure

