

# Candidate Brief and Job Description



Llywodraeth Cymru  
Welsh Government

Director General

Chief Operating Officer, Welsh Government

Closing date: **7 February 2022**



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# 1 Welcome

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## Message from Andrew Goodall, Permanent Secretary, Welsh Government



**This is an outstanding opportunity:  
the chance to join the top leadership team  
of the Welsh Government as our new  
Director General, Chief Operating Officer  
at a time of unprecedented challenge.**

Our agenda has never been more important and the landscape of what we need to do and who we need to listen to has changed. Our aim is to help the First Minister and Welsh Ministers to build a fairer, more equal and greener Wales within a national, UK and international landscape that has also changed dramatically over the past year and will continue to do so as we grapple with the huge challenges of our country's economic and social recovery from the global pandemic. We are also working to get the best possible outcomes for Wales outside the European Union and develop our own ways of delivering what we used to do in partnership with the EU. We are at the start of a new administration following Senedd election in May with a new Government and an ambitious programme of priorities to deliver.

I was recently appointed as Permanent Secretary and our Director General, Chief Operating Officer will join us at an exciting time, shaping the focus of the new senior team and leading the organisation through the third decade of devolution. The whole team will be critical to ensuring that the Welsh Government's civil service is equipped and ready to support our First Minister and Cabinet both now and for the challenging years ahead. This role will support me in operational delivery and the running of the organisation in respect of resources, people and locations.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/Welsh Parliament. We aim to meet high standards of transparency and openness; and demonstrate honesty, objectivity, integrity and impartiality in everything we do. We also aim to create a working environment which is innovative, stimulating, supportive and representative of the people we serve.

The pandemic crisis has strengthened our commitment to new ways of working and you should be capable of leading by example in adopting flexible working practices fit for the post COVID-19 world.

We work hard to create a supportive and inclusive environment for all our staff to grow and perform to the best of their ability. We particularly welcome applications from women, Black, Asian and Minority Ethnic people and disabled people and are committed to supporting all our colleagues to thrive in an inclusive working environment.

If you're an effective and resilient leader who can take people with you to deliver positive and sustainable change then I look forward to your application.

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## 2 Welsh Government: Background

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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.

Equality, diversity and inclusion are core values 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. Earlier this year we published our strategy on Inclusion and Diversity in Public Appointments, and have developed a new Equality, Diversity and Inclusion Action Plan for 2021-2026 as a core part of our Future Workforce Strategy. Following the recent consultation on the Race Equality Action Plan we are working on the steps we will need to take to help make Welsh Government anti-racist, and in this role you will have the opportunity to make a very significant contribution to this important agenda across the Welsh public service.

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. Our Chief Operating Officer will lead our core corporate service functions, including our translation service, and must share our commitment 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 The Role

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This is an exciting new role which will help lead the organisational development of the Welsh Government civil service through the third decade of devolution in Wales. As Director General, Chief Operating Officer, you will report directly to the Permanent Secretary and be a member of the Welsh Government's Board and Executive Committee. You will provide direct support to the Cabinet Secretary for Finance and you will also have a responsibility to the First Minister and Cabinet. You will have 6 Director-level reports and will be responsible for a total staff of around 1000 with operational responsibility for resources, people and locations. You will be designated by the Permanent Secretary as the Additional Accounting Officer for the "Central Services and Administration" Major Expenditure Group in the Welsh Government's budget.

The key purpose of this role is to ensure the civil service is equipped and supported to deliver the increasingly complex and wide-ranging responsibilities of the Welsh Government within an exceptionally challenging economic and social context. You will help shape the future of the organisation, ensuring we have the capability and working practices that will be needed for a post-Covid, post-EU future. You will lead the delivery of our future workforce, workplace and digital strategies, helping to create an integrated organisational operating model which can deliver for Ministers and people in Wales with effectiveness and efficiency. You will provide critical day-to-day support to the Permanent Secretary, ensuring the successful running of the organisation, enabling him to focus on overseeing the delivery of the programme for government on behalf of Ministers.

You will help create a culture of distributed, inclusive leadership at all levels that can enable and motivate a capable and flexible workforce that is significantly more representative of the people we serve than the organisation we have today. Building on the huge progress we have made in equipping our staff to work successfully from wherever they are, our Director General, Chief Operating Officer will lead the next phase of our estate transformation – supporting our people to work from communities across Wales and sharing spaces with our public service partners.

You will have a key role in ensuring that the resources of the organisation can be prioritised and aligned to the First Minister and Cabinet's delivery commitments and that the organisation has a sustainable funding model that allows us to live within our budgets; maintaining high standards of financial management, ethics, propriety, assurance and management of risk.

You will also have what it takes to transform our corporate systems, creating proportionate and efficient services, processes and governance that enable rather than get in the way of delivery and are digital first.

As a member of the Executive Committee – the Welsh Government's top civil service leadership team – you will work flexibly and holistically with other members of the team to ensure that human and financial resources are deployed in a way which best meets Ministers' priorities and that efficiency and innovation are enabled and encouraged. It also means managing risks and contingency planning and using data, evidence and analytics to inform decisions.

You will play a key leadership role in our wider corporate governance system and assurance arrangements as well as having overall responsibility for their operation. You will be expected to draw on the support and challenge of our Board Non-Executive Directors to ensure that good governance and assurance is in place for the functions you lead.

You will advise the Permanent Secretary on the future operating model for the organisation and in doing so you will support - and challenge - your Executive Committee colleagues to ensure efficient and effective processes and systems are embedded across all Groups. You will be recognised as a senior leader and role model, operating in ways that are consistent with our 'One Wales' public service ethos, the Well-being of Future Generations ways of working and the values of the Welsh Government.

You will cut through silos and organisational boundaries as you promote a joined up approach across Welsh Government and with a wide range of external stakeholders. You will chair the People and Corporate Finance sub-committees of ExCo and take a particular corporate leadership role in relation to our strong commitment to inclusion, diversity and anti-racism, supporting senior colleagues in fulfilling their roles as Allies and Champions and shaping the Welsh Government's ambition to become an organisation which reflects the population that we serve.

You will be responsible for providing leadership and direction to the following Directorates:

People and Places

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Finance

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Digital and Analytical Services

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Contingency Planning and ECC(W)

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Governance, Efficiency and Change

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Commercial and Procurement

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Shaping and developing the Welsh Government Civil Service to meet the challenges ahead will be an important focus for the senior team in the coming months and you will play an important role in finalising the future design and structure of the organisation.

## 4 Key Responsibilities

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### Successful candidates will be expected to:

Quickly build effective relationships and networks with Ministers and senior colleagues across Groups with multiple lines of accountability; communicating effectively with Ministers, partners and stakeholders, in a context of high accountability and transparency.

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Support Ministers by offering objective and well evidenced advice based on data and analysis; ensuring robust budget and resource management across Government and in the running cost budgets for the organisation.

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Provide inclusive, collaborative leadership, which drives a high performing work culture; cutting through silos and organisational boundaries.

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Give critical day-to-day support to the Permanent Secretary, with operational responsibility for resources, people and locations, enabling him to focus on overseeing the delivery of the programme for government on behalf of Ministers.

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Provide a sound understanding of financial management and in particular, Managing Public Money principles that would enable the candidate to credibly hold an Additional Accounting Officer designation and advise the Cabinet Secretary for Finance and Permanent Secretary as Accounting Officer on this aspect of the role.

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Ensure the highest standards of ethics and propriety, financial management, governance, assurance, procurement and management of risk.

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Oversee contingency planning, crisis management and business continuity, lead the Emergency Co-ordination Centre (Wales) (ECCW) arrangements when it is in operation and manage the ECCW model on an ongoing basis.

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Lead our organisational change and efficiency programmes – including delivery of our Future Workforce, Future Workplace and Future Digital Strategies and procurement service to equip the Welsh Government civil service with the leadership, capability, workspaces and tools it needs to deliver for Ministers over the next phase of devolution.

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Transform our corporate systems and services to reflect the challenges, demands and opportunities of the post COVID landscape; maximising efficiency and reducing bureaucracy.

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Lead the digital transformational change agenda for both the Government and as the hub for the transformation of Welsh public bodies. You will ensure that the foundations are in place to support new powers, the post Covid landscape, EU exit and any future constitutional change and lead the development of more flexible, agile digital working practices in the Welsh Government.

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Drive action on equality, diversity and inclusion. Create the conditions for people from all backgrounds to succeed at all levels of our organisation and developing our leaders to meet current and future challenges.

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Develop and embed anti-racist approaches in all our policies, processes and systems, valuing lived experience and drawing on appropriate expertise to guide this work. Lead on implementing key actions from the Race Equality Action Plan to make Welsh Government an anti-racist organisation, improving leadership, representation and transforming the culture within Welsh Government and across the wider Welsh public service.

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Embed the social model of disability in our policies, processes and systems, guided by lived experience and remove barriers which disable people with impairment.

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Build relationships based on trust and openness with peers in other public and private sector organisations and working collaboratively with a very wide range of external and internal stakeholders.

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This list should be considered as indicative rather than exhaustive.

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## 5 Person Specification

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The Welsh Government has a distinctive way of delivering policy and public services based on our 'One Wales' public service ethos and the goals and ways of working we are committed to through the Well-being of Future generations Act. You will be expected to embrace this way of working, which is centred on integration, collaboration and involvement, prevention and thinking for the long-term. We are looking for someone who is willing to shape and influence the agenda beyond their own areas of line management responsibility, and to grasp the opportunities offered in leading the delivery of key public services in Wales.

You will be expected to work flexibly across the organisation to ensure that your areas of direct responsibility contribute to the effective and efficient running of the whole Government. You will be expected to communicate purpose and direction and drive delivery in these key areas, and to work holistically, ensuring that your teams understand the bigger picture in which they operate.

In all you do, you will act as a role model, ensuring that your leadership is consistent with the values of the Welsh Government and the Civil Service. You will have the ability to represent Welsh Government interests externally with credibility and authority, commanding the respect of peers.

### Welsh Language

Welsh language skills are desirable for this post, or there should be a willingness to learn on appointment. Training, including individual support and coaching will be available.

### Essential Criteria

- **Strategic Leadership** – should have an insight and some experience of leadership at Executive Team and Board level, successfully leading the development of organisational strategy and corporate services and achieving tangible and measureable benefits in a large and complex organisation.
  - **Managing Change** – proven expertise in the development of organisations and people; in motivating and developing a skilled team; and delivering systemic change in an open and collaborative way. You will have demonstrated your ability to build organisational confidence, capacity and capability within a positive, values-based, culture.
  - **Relationship Management and Influencing** – clear experience of effective relationship building at all levels. You will have proven ability to operate with sensitivity and political astuteness, lead collaboratively across a complex system, and build trusted and influential relationships with stakeholders. The ability to advocate improvement and create a coalition in support of change is essential.
  - **Strategy** – a strong track record of setting vision and direction, and translating broad strategic goals into clear performance targets. You will have the vision and strategic capability to be able to create the organisational design and operating model for the Welsh Government civil service of the future as part of a 'One Wales' public service. You will have the ability to translate strategic objectives and analytical evidence into practical interventions that improve performance.
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- **Delivering Results** – good evidence of leading and managing a complex agenda, responding quickly to changing situations and approaching challenges with flexibility, responsiveness and creativity. You will have delivered on targets through creating the right culture for high performance and system improvement.
  - **Personal Resilience** – able to demonstrate strong personal and professional integrity, with a focus on maintaining your own resilience and wellbeing and contributing to a resilient organisational culture where wellbeing is prioritised. You will demonstrate the potential to sustain effectiveness at a senior level within a political environment with integrity, honesty, objectivity and impartiality, able to reflect on and learn from your own lived experiences.
  - **Contextual Awareness** – an appreciation of the Welsh political, cultural and social context, the importance of the Welsh language, and the diverse needs and priorities of our communities.
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## 6 Development Opportunities

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This role at the heart of Government in Wales offers outstanding opportunities to develop as a systems leader who will have the influence, executive responsibility and teams to bring about sustainable and tangible change for the whole organisation.

The Welsh Government is committed to investing in leadership and professional development both within the organisation and across the wider public service and you will be supported and encouraged to focus on your own development and that of your teams. We believe the Welsh language is a valuable asset and if you are not currently a Welsh speaker we will support you to learn and develop your skills.

A tailored development programme will be established with the successful candidate to allow them to continue to build capability and skills to meet the requirements of the role and their specific aspirations.

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## 7 How to Apply

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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 and submitted no later than **23:55** on **7 February 2022**. To apply, you will be asked to register for an account on the on line 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** to request an alternative format, or to request a reasonable adjustment related to impairment in order to submit your application.

### Diversity information

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. 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.

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.

### Questions and informal discussion

If you would like to discuss these roles further in advance of your application, please contact **SCSRecruitment@gov.wales**

### Online technical problems

Please email **SCSRecruitment@gov.wales**

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## 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 details on nationality rules can be found at:

**<https://www.gov.uk/government/publications/nationality-rules>**

## Name Free Recruitment

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

## 8 Selection Process

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### Overview

The Recruitment Team will acknowledge your application via the Welsh Government online system and you will be advised about the outcome of the short list meeting.

### Assessments

A longlist meeting will take place on 25 February and the shortlist meeting will take place on 17 March. Odgers Berndtson will be undertaking preliminary interviews between the dates of the longlist and the shortlist meetings.

Shortlisted candidates will undergo online psychometric tests that 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 tests 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/Stakeholder Engagement Exercises

Shortlisted candidates will be asked to take part in engagement exercises with Staff/Stakeholders.

Further details will follow.

### Fireside Chat

Shortlisted candidates will take part in a Ministerial 'fireside chat'.

**The above activities will form part of the overall assessment required for this**

**recruitment exercise in addition to the selection panel interview.**

### Interviews

Interviews are scheduled **for 25 April and 28 April**, and will be held remotely. Interviews will last around 60 minutes. The panel will receive feedback on your psychometric tests, Staff/Stakeholder Engagement Exercise and Fireside Chat before you are interviewed. Your interview will be a competency based interview that will consider how your skills and experience as outlined in your CV and personal statement meet the requirements for this post.

If candidates are asked to prepare a presentation for their interview, they will normally be given at least one week's notice of the topic.

Please note that presentations are to be delivered without the use of hand-outs or electronic devices however, you are welcome to use prompt cards.

The Selection Panel are as follows:

- June Milligan, Civil Service Commission
- Andrew Goodall, Permanent Secretary, Welsh Government
- Ellen Donovan, Non-Executive Director for Welsh Government
- Lesley Fraser, Director General Corporate, Scottish Government

If you are unsuccessful, personal data relating to your application will be destroyed after 2 years. If you are successful, some data will be passed to your new employer's personnel team.

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## Biographies

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### Dr Andrew Goodall - Permanent Secretary



Dr Andrew Goodall was appointed to the role of Welsh Government Permanent Secretary in November 2021 and leads the Welsh Government Civil Service in delivering the priorities of the First Minister and acts as the Principal Accounting Officer for the Welsh Government. Prior to this he was Director General of Health and Social Services/Chief Executive NHS Wales, a position he had held since June 2014. Dr Goodall has been an NHS Chief Executive in Wales for 16 years. Previous posts include Chief Executive of Aneurin Bevan University Health Board, a position held from the Health Board's inception in October 2009 until 2014 after NHS re-organisation to the integrated Health Board model. During his 30 year NHS career, Dr Goodall has held planning and operational positions across a number of NHS organisations across South Wales as well as national roles. He has particular areas of interest in improving patient safety, quality and patient experience; partnership working and collaboration across Public Services; and delivering frontline services through service improvement and modernisation. Dr Goodall has a law degree from Essex University and a PhD in Health Service Management from Cardiff Business School. Dr Goodall was awarded a CBE in the 2018 New Year Honours for his services to the NHS and public services.

### June Milligan, Civil Service Commission



June has extensive experience as a senior civil servant, her last role was Director General Local Government and Communities and Board member in the Welsh Government. She has also held roles as a diplomat and as Head of Department at the Foreign and Commonwealth Office. She is currently a member of the Court of the University of Glasgow and was, until May 2019, an Equality and Human Rights Commissioner.

June's areas of interest and expertise are people-centred: in leadership, diversity, governance and ethics.

June was appointed as a Civil Service Commissioner on 1 June 2017.

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## Ellen Donovan, Non-Executive Director, Welsh Government



I am a Non-Executive Director on the Board of the Welsh Government, and I am the Chair of the SCS Remuneration committee.

I am a former Management Board Executive Director and experienced Non-Executive Director with over 25 years commercial experience in the Private Sector. My previous roles include Trading Director, responsible for the development of brands, products and services within Debenhams PLC, and Operations Director where I led a workforce of over 5,000 staff.

I currently also sit on the board of the Human Tissue Authority and the Marie Curie Wales Advisory Board. I have previously held Non-Executive roles at Qualifications Wales, Linc Cymru and the Audit and Risk Committee of the Welsh Government's Economy, Skills and Natural Resources Group. During this time I gained valuable knowledge of housing, care, transport, economy, skills and education.

As part of my work as a Non-Executive Director for the Welsh Government, I sit on the Finance and Corporate Services Committee, the Transport for Wales Steering Board and the HR Profession Board of the UK Government.

After moving from a full time Executive career, I trained as an Executive Coach gaining a post graduate qualification. I subsequently worked with many people and organisations across the UK, including the Cabinet Office and a number of Commercial and Public organisations.

I lived and worked in London for 25 years before returning home to Wales. I am married and have two children who are 14 and 15.

## Lesley Fraser - Director-General Corporate Scottish Government



Lesley Fraser took up the role of interim Director-General for Organisational Development and Operations in July 2019.

This role became Director-General Corporate in March 2021. Prior to this role, Lesley was Director for Housing and Social Justice since 2013.

She has also worked across tourism, strategy, children's rights, wellbeing and primary care. Before joining the Scottish Government, she worked for Tower Hamlets Council in London, English Heritage and the UK Government.

Lesley was a historic buildings expert before becoming a civil servant. She lives in Edinburgh with her husband and teenage daughter.

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## Disability Confident Interview Scheme

The Welsh Government works on the basis of the social model of disability. We recognise that disabled people are disabled not by their impairments, health conditions or because they use British Sign Language but by barriers that exist in society or the workplace. If you experience any barriers in recruitment, we are committed to removing those barriers and will make reasonable adjustments to ensure that the recruitment process is fair and accessible for you.

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, or wish to discuss how we will support you 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 to discuss your concerns and requirements.

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

## 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 via the hyper link below:

<https://gov.wales/sites/default/files/inline-documents/2019-10/civil-service-competency-framework-2012-2017-update-en.pdf>

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, please see **Annex B**.

## Indicative timetable

The closing date for applications is **7 February 2022**

Longlist meeting **25 February 2022**

Shortlisting Meeting **17 March 2022**

Psychometric testing – within 10 days of the shortlisted meeting

Staff Engagement/Stakeholder Exercises **TBC**

Fireside chat **TBC**

Interview panel: **25 April and 28 April**

**Staff Engagement/Stakeholder Exercises, Fireside Chats and Interviews will be undertaken remotely. The above dates may be subject to change.**

## 9 Terms of Appointment

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The posts are available, on a permanent basis to those who wish to join the Civil Service, existing civil servants and **those who wish to join on a secondment basis for up to two years where you would retain your existing terms and conditions including salary (subject to approvals).**

### Remuneration

The role is at Director General level and the starting salary is **circa £120,000.**

### For existing Civil Servants

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

The starting pay on promotion into the Senior Civil Service will usually attract 10% increase in base pay or be at the Senior Civil Service pay band minimum, whichever is greater.

### Relocation Expenses

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

### 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, although the nature of the post means that you will need to spend some time in Cardiff. We are committed to smart working and there will be opportunities to work remotely for at least part of the week in this role. There will be an expectation that you will be required 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).**

### Working hours

This post is available on a job-share and on a full-time basis. 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.

### 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.
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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](http://www.gov.uk))

## 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, BAME 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 currently ranked 8th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status from a:gender in 2018.

Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); 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](mailto: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 DV (Developed vetting) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take approximately 12 weeks.

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## Appendices

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### Appendix A: CIVIL SERVICE LEADERSHIP STATEMENT

The leadership statement can be found here:

**[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/405453/CS\\_leadership\\_statement\\_3\\_\\_1\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/405453/CS_leadership_statement_3__1_.pdf)**

### Appendix B: CIVIL SERVICE CODE

The Civil Service Code can be found at:

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

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