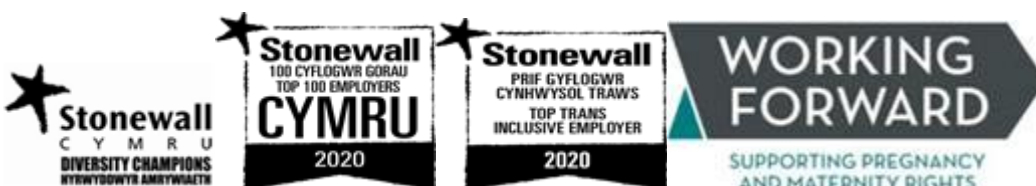




Llywodraeth Cymru
Welsh Government

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER
DIRECTORATE OF POPULATION HEALTH (DPH)
WELSH GOVERNMENT
CANDIDATE BRIEF AND JOB DESCRIPTION



Contents

- 1. Message from Dr Frank Atherton, Chief Medical Officer, Health and Social Services**
- 2. Welsh Government Background**
- 3. Purpose of Post and Key Responsibilities**
- 4. Person Specification**
- 5. How to apply**
- 6. Selection Process**
- 7. Terms of Appointment**
- 8. Appendices**

A. Civil Service Leadership Statement

B. Civil Service Code

1. Message from Dr Frank Atherton, Chief Medical Officer, Health and Social Services Group Welsh Government



Thank you for taking an interest in this important role in my senior team.

The Directorate of Population Health (DPH) is an exciting part of the Welsh Government, housed within the Health and Social Services Group.

Our ambition is to bring health and social care services together, so that they are designed and delivered around the needs and preferences of individuals, with a much greater emphasis on keeping people healthy and well. This ambition is set out in our plan for health and social care: “A Healthier Wales”

Our Ministers have ambitious plans to deliver on this mission, framed through our National Strategy: Taking Wales Forward sets out the government’s programme to drive improvement in the Welsh economy and public services, delivering a Wales which is prosperous and secure, healthy and active, ambitious and learning, united and connected.

Taking Wales Forward 2016-2021 outlines the Welsh government’s priorities for delivering those improvements. They are ambitious measures, aimed at making a difference for everyone, at every stage in their lives.

Alongside the programme, published well-being objectives set out how we will use the Well-being of Future Generations Act 2015 to help deliver the programme for government and maximise our contribution to the 7 shared national well-being goals.

The Welsh Government has responsibility for most aspects of public health and health service provision in Wales. This includes policy development and implementation, legislation, funding, workforce development in the health sector and operational delivery. These responsibilities are discharged by the Directorate of Population Health.

The public health agenda leads to close collaboration with all other Welsh Government Departments such as Education and Public Services, Economy, Skills, and Natural Resources. The remit of this post is to advise and support me, the Directorate of Population Health (DPH), the Health and Social Services Group (DHSSG) and the other component parts of the Welsh Government and the wider public health service in Wales in order to provide leadership in the development of environmental public health policy and to inform the response to new and emerging threats.

I encourage you to consider an application to join the team.

Best wishes,

Frank

2. Welsh Government background

The Welsh Government is the devolved government for Wales. With an annual budget of around £15 billion, the Government is responsible for key aspects of public life in Wales including health, education and skills, the economy and transport, and agriculture and the environment. The Welsh devolution settlement has evolved dynamically since the establishment of the National Assembly in 1999, and will continue to expand through new powers in the Wales Act 2017 which will come on stream in the coming year.

The First Minister of Wales is Mark Drakeford. He has appointed a team of Welsh Ministers and a Counsel General to serve in his Cabinet, which is the main decision-making body of the Welsh Government. Welsh Ministers are accountable to the National Assembly for Wales, the legislative body that comprises 60 elected Members and is based in Cardiff.

Welsh Ministers are supported by a workforce of around 5,000 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 offices in London, Brussels and an overseas estate geared towards trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers. The Permanent Secretary is directly supported by four Director Generals who each lead a distinct but wide-ranging portfolio of government business.

The Welsh Government has an equality objective to aim to be an exemplar employer in the equality, diversity and inclusion agendas and this approach is embedded in the organisation – from having a Board Equality and Diversity Champion, and vibrant diversity networks supported by senior champions, to setting diversity targets to improve the numbers of under-represented groups for example BAME and disabled staff and women at a senior level. We have an established team which supports disabled staff to have the reasonable adjustments they need in place to do their job. A number of senior leaders act as sponsors of our diversity groups and across departments.

The Welsh Government elected in May 2016 has outlined its priorities in its Programme for Government, Taking Wales Forward which will be delivered via a national Strategy – Prosperity for All. This aims to address significant challenges during its five year mandate and offers a progressive agenda for improving the quality of life in Wales. The overall strategic ambition is to build a Wales which is a self-confident, prosperous, healthy nation and a society which is fair to all. In light of the Wales Act 2014 and the Wales Act 2017, significant changes are being made to the fiscal powers of Welsh Ministers, including the devolution of tax and borrowing powers. In future, more than 25% of the £15bn spent by the Welsh Government will come from Welsh taxes. This is a very important further step in the devolution journey with major implications for the National Assembly, the Welsh Government and a range of other public sector bodies. A Welsh Revenue Authority has been established to collect and manage devolved taxes.

The UK's exit from the EU at the end of January 2020 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. Future work will include seeking to ensure that the interests of Wales are secured in these negotiations and that Wales is prepared for the different possible outcomes of these negotiations, as well as working with the UK Government and the other devolved governments to address the constitutional implications of the UK's exit from the EU and to strengthen inter-governmental working. 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.

3. Purpose of Post

The Welsh Government has responsibility for most aspects of public health and health service provision in Wales. This includes policy development and implementation, legislation, funding, workforce development in the health sector and operational delivery.

These responsibilities are discharged by the Directorate of Population Health.

The key policy objectives for PHD are derived from the programme for Government 'Taking Wales Forward' which sets out the government's programme to drive improvement in the Welsh economy and public services, delivering a Wales which is prosperous and secure, healthy and active, ambitious and learning, united and connected. The public health agenda leads to close collaboration with all other Welsh Government Departments such as Education and Public Services, Economy, Skills, and Natural Resources.

The purpose of this post is to advise and support the Chief Medical Officer, the PHD, the Health and Social Services Group and the other component parts of the Welsh Government and the wider public health service in Wales in order to provide leadership in the development of environmental public health policy and to inform the response to new and emerging threats.

The post is designed to support the Chief Medical Officer in his duties. The post holder will assist in all areas of environmental public health, regulation, policy development and contemporary professional practice. He/she will be required to work without supervision to undertake and deliver specific projects and initiatives including the development and implementation of legislation. He/she will be expected to represent the Welsh Government within a wide range of environmental public health areas. Whilst maintaining an independent advisory role across Welsh Government the post holder will be expected to take a leadership role for the Public Health Division which has policy responsibility for environmental public health matters.

The post holder will report to a Deputy Director within the Directorate of Population Healthcare.

Key Tasks

The provision of independent professional advice, both predictive and reactive, and to provide leadership in the development of policy to achieve better health and well-being for the people of Wales. This will include a direct involvement in the development of environmental public health policy, legislation and practice. Also, through effective leadership, to encourage and strengthen system-wide engagement (across the NHS, local government, Natural Resources Wales and other relevant bodies) in developing, and delivering, appropriate co-ordinated responses to environmental public health issues in Wales. Issues will broadly span four key areas of environmental public health i.e. acute environmental health protection (incl. emergency preparedness, resilience, response), chronic environmental health protection issues (e.g. air, water, land quality), contemporary environmental public health concerns (e.g. climate change, sector/hazard interactions), and environmental public health developmental areas (e.g. surveillance/tracking, workforce and professional development).

Key tasks of this role are to:

- To provide appropriate input and advice on a range of initiatives to deliver the Programme for Government* to promote the implementation of environmental public health initiatives to reduce risks, impacts and inequalities associated with exposure to environmental hazards;
* further information on the Programme for Government can be accessed at:
<https://gov.wales/programme-government>

- To provide strategic direction and leadership to support development of system-wide environmental public health enhancements, including: joint planning based around shared priorities, workforce competence, capacity and resilience, and environmental public health surveillance.
- To lead on the development of environmental public health strategy for Wales.
- To provide appropriate environmental public health input to the Civil Contingencies Group, the working group on Chemical, Biological, Radiological, Nuclear and Explosive Materials (CBRNE) and the Wales Mass Fatality Group;
- To liaise within the PHD, with NHS Wales, Public Health England, Public Health Wales, Local Public Health Directors, Directors of Public protection Wales. The Food Standards Agency, Natural Resources Wales other Government bodies and Health Boards on matters relating to public health and environmental health;
- To work with the Office of the Chief Veterinary Officer to protect public health from the consequences of any incursion of exotic disease, or outbreak of endemic disease in animals, or zoonoses and to promote animal health and welfare in Wales;
- To liaise with professional colleagues in other devolved administrations and all sectors of the profession via representative organisations, other health departments and Europe in order to identify, encourage and disseminate best practice.

The Chief Environmental Public Health Officer will:

- Have direct access to the Chief Medical Officer and be part of the public health division for day-to-day management. Work closely with all the health professionals, Heads of Profession and policy officials within the DPH;
- Work with Public Health Wales to develop the nature of support posts and related functions to assist the CEPHO role within Welsh Government;
- Provide independent, impartial advice on environmental public health matters to the Welsh Government, other Government Departments, Local Government and NHS Wales;
- Support the development and maintenance of a skilled and sufficient environmental health workforce and the full deployment of those skills to benefit environmental public health provision in Wales;
- Represent Welsh Government at meetings of the Directors of Public Protection Wales, the Wales Heads of Environmental Health Group, relevant technical panels, the CIEH Management Board, NHS and Public Health Bodies / stakeholders; actively participate in the emergency management process
- Maintain links to the UK Government other devolved administrations, the Food Standards Agency, Health and Safety Executive and Natural Resources Wales on environmental public health issues;

- Deputise for the Chief Medical Officer as directed and undertake any other duties as may be required.

Job Specific Criteria

Essential

- **An Honours Degree in Environmental Health or the predecessor equivalent.**

4. Person specification

- Professional experience as an environmental *or* public health specialist, at operational and strategic levels;
- Thorough knowledge and operational experience of emergency management at a strategic level and the ability to manage competently in a crisis situation;
- Excellent communication skills at a local, regional and national level and an ability to network and work collaboratively with other service areas and with stakeholders from a wide range of communities, organisations and agencies at all levels;
- Ability to understand the significance of research evidence in new areas of science and policy development relevant to environmental / public health and ability to interpret it appropriately;
- Ability to lead, influence and motivate others to achieve policy outcomes, being both politically sensitive and strategically focused;
- Ability to engage and advise Government Ministers on high profile environmental/public health matters and demonstrable knowledge of public sector governance in Wales.

5. How to Apply

We welcome applications in Welsh and English. Applications in Welsh will not be treated less favourably than those made in English. Applications should be submitted via the Welsh Government on-line system and submitted no later than **16:30 on 10 August 2020**. 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.

The vacancy will automatically close at 16:30 on 10 August 2020. If you are in the process of submitting your application and have not completed by the closing time, the system will not allow you to complete the application process.

If you have an impairment which would prevent you from applying on line, please email SCSRecruitment@gov.wales to request an alternative format, or to request reasonable adjustments related to impairment in order to submit your application.

Diversity information

The Civil Service 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 the role and, in particular how you meet the person specification.

Welsh Language

The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status. Although Welsh language skills are not essential for this post they would be a real asset. The post holder must show an appreciation of bilingualism and share our commitment to promoting and mainstreaming the Welsh language. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Questions and Informal Discussion

If you would like to discuss this role further in advance of your application, **please contact Dr Frank Atherton on 03000 259911**

For online technical problems please email **SCSRecruitment@gov.wales**

6. 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 short list meeting. Candidates who proceed to the next stage of selection will be required to complete online psychometric tests and a written brief to present to the selection panel on the day of interviews. Both activities will form part of the overall assessment required for this recruitment exercise in addition to the selection panel interview.

Assessments

Shortlisted candidates will undergo:-

On-line 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. The shortlisting meeting will take place on **17 August 2020**.

Please note- If you have completed the online psychometric tests in the last 2 years it will not be necessary for you to take these tests again for this particular recruitment exercise.

Brief to present to the panel

Shortlisted candidates will be given a topic/brief, on the day of their interview, to prepare a **5 minute presentation** to deliver to the interview panel. Presentations will be delivered without the use of hand-outs or electronic devices; however candidates are welcome to use prompt cards.

Interviews

Interviews are scheduled for **14 September 2020 and it is likely that they will be held via video conferencing facilities**. Interviews will last around 45 minutes. The panel will receive feedback following your psychometric tests 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.

The Panel

The selection panel will be as follows:

- James Owen (Panel Chair), Deputy Director, Land Management Reform
- Dr Frank Atherton, Chief Medical Officer for Wales
- Sanjay Vedi, Independent Inquiry in to Child Sexual Abuse
- Julie Barratt, former Wales Director – CIEH

Biographies for the Selection Panel



James Owen

My current role is Deputy Director for Land Management Reform at the Welsh Government.

I joined the Civil Service in 2001 and have enjoyed a rich and rewarding career ever since. Most of my career has been in the Welsh Government, but I have also worked for the Cabinet Office in Whitehall. I specialise in organisational development and transformational change and have worked in a range of leadership roles to modernise working practice, improve the office environment and 'nudge' people behaviours.

I moved to my new role recently. I was previously Deputy Director for HR, responsible for delivering the strategic people function for the Welsh Government. The best part of this role was helping people from all backgrounds to fulfil their potential. It's great to see the positive difference that our civil servants make, in support of Welsh Ministers, for the people of Wales. This is exactly the reason why I joined the Civil Service and the Welsh Government.

I have a young family and the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a Dad. I'm also an active ally of our Women's and LGBT+ staff networks. This means that I support colleagues from across the organisation, by mentoring individuals and by attending regular events which are designed to celebrate our diversity.



Frank Atherton

Frank took up post of Chief Medical Officer, Medical Director NHS Wales in August 2016.

Frank graduated in medicine from Leeds University and worked in hospital and primary care posts around the North of England for a number of years before undertaking voluntary work as a District Medical Officer in Malawi.

On his return to the UK he completed specialist training in Public Health Medicine in the Yorkshire Region and then worked on international health and development issues for WHO and the UK Department for International Development in various locations including the Former Yugoslavia, Tanzania, and Bangladesh.

From 2002 to 2012 Frank worked as a Director of Public Health in Lancashire and from 2008 to 2012 he also served as President of the UK Association of Directors of Public Health (ADPH).

In 2012 Frank moved to Canada to take up post as the Deputy Chief Medical Officer of Health in the Department of Health and Wellness, Nova Scotia.



Sanjay Vedi

Sanjiv Vedi is the proud son of an economic migrant who arrived in the UK from Nairobi, Kenya.

Sanjiv is a graduate from Cardiff University. He qualified in Law and Politics. He also holds a post graduate Certificate in Leadership. He is currently Assistant Director, Safeguarding Risk Manager working for Welsh Government.

His role involves managing the relationship with Independent Inquiry in to Child Sexual Abuse, establishing Welsh Government as a 'safe' organisation and as an add on he is responsible for Welsh Governments covert surveillance policy and procedure.

His previous roles include:

- Head of Ombudsman liaison and Complaints
- HR Special Projects; (Equalities, Benchmarking and Horizon Setting);
- Deputy Director Borders and Immigration Agency Wales & South West;
- Head of Voluntary Sector and Inclusion Unit.
- He also spent a year on secondment at the Princes Trust, Wales.

He has a formidable history in the voluntary sector having held many roles including:

- First Asian student's union president of a Welsh university (1983);
- Youngest Asian local councillor (1986 – youngest at the time)
- Member of the UK TUC Race Relations Committee and the ETUC Race and Xenophobia working party;
- Founding member of the Anti Racist Alliance.
- Chair of Show Racism the Red Card Wales;
- Director of the Football Association for Wales, Football in the Community Trust.

He is currently Vice Chair of BBC Children In Need Wales; BBC Appeals Advisory Committee and Director of Hendre (Housing and Care Charity) and Chair of it Governance Committee, and Board member of Uprising, and a board member of the FAW grounds appeals committee.

Some of his key achievements include:

- Being awarded an 'Recognising Achievement' honour from the Welsh Government First Minister Rt.Hon. Carwyn Jones AM;
- Making the case to successfully amend the Treaty of Rome, that opened the doors for the commission to issue equality directives;

- Successfully campaigning for the renewal of the African Pacific Caribbean agreement leading to over 100,000 people keeping their jobs in those nations;
- Persuading over 600 of the 635 UK Local Authorities to change their tenancy agreement to evict perpetrators of Racial Harassment;
- Leading a delegation to South Africa meeting the Truth and Reconciliation Commission, Bishop Tutu and President Mandela.



Julie Barratt

Julie Barratt is an Environmental Health Practitioner and a Barrister. She retired from the post of Director, Chartered Institute of Environmental Health Wales in 2018, having held the post for 15 years.

Julie practised environmental health in Northern Ireland, England and Wales for ten years, during the last three of which she studied law through the University of London (External Division). She then qualified as barrister and spent 20 years practising law in private practise and in local government, specialising in regulatory law. She then took up the newly created post of Director Wales for the Chartered Institute of Environmental Health, retiring from that post in 2018 to run her own legal training company. She maintains a high media profile and is a frequent contributor to radio and television programmes as well as presenting papers at national and international conferences.

She is the author of 'Investigation and Prosecution: practical guidance for local authority enforcement officers' and 'Enforcement Notices; practical guidance for local authority enforcement officers' and wrote a monthly legal column in the environmental health journal for 16 years.

Professional roles

Board Member Charter Housing Association /Seren Group 2004-08

Board member Welsh Consumer Council - June 2006 to the Board's dissolution in September 2008.

Consumer representative on the Governing Board of FoodCheck Limited from December 2005 until that company was taken over by SAI Global in 2011, when continuing her role as consumer representative she became Chair of the Governing Board until December 2013. Following a change in company direction she stood down to take up a role as consumer representative in the Integrity Board of Intertec Limited for 3 years.

Member Stakeholder Board UWIC/Cardiff Metropolitan University (2008 – date).

Member of the WHO Collaborating Centre Advisory Group (Investment for Health & Wellbeing) 2019 - date

Personal Achievements

2009 Awarded Honorary Fellowship University of Wales Institute Cardiff (now Cardiff Metropolitan University)

2000 Recipient of Chartered Institute of Environmental Health Presidents' Award

1987 Morley Parry Award winner Young Environmental Health Professional of the Year

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. 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”).

We guarantee to interview anyone who is disabled, whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

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 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 Appendix B

Indicative timetable

The closing date for applications is: **10 August 2020**

Psychometric testing – within 10 days of the shortlisting meeting

Shortlisted Meeting: **17 August 2020**

Interviews: **14 September 2020**

7. Terms of Appointment

This post 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 on

a permanent basis to those who wish to join the Civil Service and to those who wish to apply on a secondment basis.

Remuneration

This role is at Deputy Director level and the salary is **£71,000** per annum rising to **£75,110** after 2 years satisfactory performance. If you are applying for this role on a part-time basis your annual salary will be pro-rata of the full time salary of **£71,000** per annum.

Secondment

This role is available on secondment for up to four years. If you are applying for this role on a secondment basis, you will retain your existing terms and conditions, including salary.

Existing Civil Servants

If you are applying for this post on a lateral basis you will retain your existing annual salary on transfer to the Welsh Government.

Starting pay on promotion into the Senior Civil Service will usually attract a 10% increase in base pay or be at the Senior Civil Service pay band minimum, whichever is greater. However, for staff temporarily promoted from the Grade 6 maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater. The Welsh Government starting pay on promotion policy refers.

Location

The post holder can work from any Welsh Government Office in Wales however, there will be an expectation that due to the nature of the work and the need to meet with Ministers the successful applicant will need to work from Cardiff as required (likely to be about 1-2 days per week).

Relocation

Some assistance towards relocation may be available

Hours and flexible working

This role is available on a part-time or full-time basis. If you apply as an existing job share partnership, this arrangement is in place when submitting your application, so 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.

Smart Working

The Welsh Government encourages Smart Working. Smart Working focusses on how you use your time, and where and how you work, to meet business needs in the most flexible and productive way. Subject to business needs, this provides staff with considerable flexibility on hours and location of working.

Promotion

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 below.

Annual leave

Annual leave entitlement as set out below is based on a full time working pattern. If you work part-time, your annual leave will be calculated in line with your part time work pattern.

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

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

Retirement

There is no mandatory retirement age for Senior Civil Servants.

Terms and Benefits

- Pension Scheme: www.civilservice-pensions.gov.uk
- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
 - Carers' Leave
 - Shared parental leave
 - Paid and unpaid maternity leave
 - Flexible paid paternity 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.

The successful candidate will be required to give up any conflicting interests and his/her 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. It has a target of women making up 50% of the Senior Civil Service by 2020 and to increase the numbers of BAME and disabled people in the SCS by 2025.

To do this we are committed to valuing diversity and celebrating difference within our workforce, with the aim of being an exemplar of diversity and inclusion. 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.

Disabled people, those from a BAME background, women and people identifying as LGBTI+ are under-represented in the Welsh Government Senior Civil Service and we actively encourage you to apply if you are from one of these groups.

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 Peter Kennedy, HR Director via email at peter.kennedy@gov.wales or in writing to Peter Kennedy HR Director, 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.

Pre-appointment checks

Before the appointment of the successful candidate can be confirmed, the Welsh Government will undertake background and security checks. As part of this, we will need to confirm your identity, nationality and immigration status, and criminal record (unspent convictions only). The successful candidate must hold or be willing to obtain security clearance to Security Check (SC) level before taking up post. The time scales for security clearance can vary however from receipt of completed paper work it can take between 8 -10 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>