



Llywodraeth Cymru
Welsh Government

DEPUTY DIRECTOR LAND DIVISION PERMANENT SECRETARY'S GROUP

WELSH GOVERNMENT

JOB AND PERSON SPECIFICATION



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1. Welcome – Peter Kennedy HR Director



I am delighted that you want to know more about the Deputy Director Head of Public Sector Land Division. This is a new strong external facing high profile role that requires professional expertise and excellence to provide advice to Ministers on the Welsh public sector land and buildings asset portfolio. You (or the post holder) will provide the appropriate strategic direction, oversight and guidance to ensure the assets held in the name of Welsh Ministers are managed efficiently and effectively making a difference to the way that property is managed for the people of Wales.

There are certainly exciting and tough challenges ahead. The Welsh Government is looking for first class strategic leaders who will design and deliver successful policies for Wales, provide an excellent service to Ministers, focus resources and the energy and expertise of their teams on delivering Ministerial priorities, and represent the interests of the Welsh Government and of Wales effectively in the UK and beyond. Collaborative engagement and partnership across the public service and with our external stakeholders is a top priority.

There is an abundance of talent, commitment, expertise and professionalism amongst staff in the Welsh Government. But we need to reshape our organisation to work as one government and focus firmly on Ministerial priorities and build the capability we need for the future. Our First Minister has challenged us to work more collaboratively across policy and operational boundaries, to share ideas, and to develop more innovative and effective ways of delivering Ministerial priorities and improving the lives of people in Wales.

We are committed to having a diverse workforce in the Welsh Government – reflecting the rich diversity of communities and because of what we gain as an organisation by bringing together a wealth of ideas, cultures and experience.

I look forward to working with you.

With my best wishes.

Peter

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 Welsh Government set out our priorities for Wales should the UK leave the EU in *Securing Wales' Future* and associated policy documents. Following recent changes in the UK Government and the outcome of the European Parliamentary elections the Welsh Government policy position is that the UK should remain in the EU and a second referendum should be held to achieve that aim. Should the UK leave the EU this will present significant challenges to the Welsh Government, including the economic impact of reductions in market access and changes to migration. Alongside those impacts EU exit presents significant challenges to the devolution settlement and the relationships between the nations of the UK. It is vital that Wales' interests are fully recognised in future UK governance arrangements. Wales is an outward-facing, globally-trading

nation with a strong track record of attracting inward investment. 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 the Post

The Deputy Director for Land Division is a new strong external facing high profile role that requires professional expertise and excellence to provide advice to Ministers on the Welsh public sector land and buildings asset portfolio. It will provide the appropriate strategic direction, oversight and guidance to ensure the assets held in the name of Welsh Ministers are managed efficiently and effectively making a difference to the way that property is managed for the people of Wales.

The Deputy Director for Land Division will lead on the Strategic Asset Management agenda and deliver a step change in the development of public sector land for public policy benefit across Wales. The Deputy Director will lead on the ambition to increase the pace and scale of the work already being taken forward under the 'Ystadau Cymru' (formerly known as National Asset Working Group) banner; working with public sector organisations to improve the management and make the best use of the Welsh public estate. The public sector estate in Wales has a value of circa £12bn and is now recognised as a key resource for delivering public services and supporting economic growth, health and wellbeing, as well as playing an important role in protecting the environment.

The Deputy Director will lead a Division tasked to deliver Welsh Government priorities to accelerate the development of public sector land for public policy benefit and in particular to facilitate an increase in the number of affordable homes built across Wales.

As well as having an important role in respect of the wider public sector, the Deputy Director will also lead on the Welsh Government's Corporate Asset Management Strategy for land and buildings and provide the appropriate strategic direction, oversight

and guidance to ensure the assets held in the name of Welsh Ministers are managed efficiently and effectively.

The Deputy Director will work closely with internal stakeholders across other Welsh Government departments and externally throughout the UK to raise awareness of the contribution that the public sector land and buildings asset base can make to the delivery of policy agendas.

4. Key Tasks

The Deputy Director will be expected to:

- Lead and promote joint working between public sector agencies and other partners to bring forward land suitable for housing schemes and to ensure the necessary arrangements are in place to take forward development on that land;
- Provide strategic direction and advice on the management of the land and property resources of the Welsh Government held in the name of Welsh Ministers, which have a total asset value in the region of £330 million;
- Engage with Chief Executives and senior directors within Local Authorities and public bodies to embed collaborative working on the public sector estate for public policy benefit;
- Work with public agencies to establish sustainable working arrangements designed to ensure that we generate a pipeline of land sites able to support suitable housing schemes into the future;
- Develop a mechanism for sharing expertise across local authorities; highlighting and learning from best practice; and investing in the right sort of commercial skills in order to be able to develop effective deals with commercial developers and construction companies;
- Engage to ensure that public agencies are taking a joined up approach to the management of public land assets given the growing evidence from across the UK as to the difference this can make;

- Ensure that the work of the Division is fully aligned to the National Development Framework and supports the emerging proposals on Local Government Regional working;
- Bring forward proposals on Welsh Government owned land identified for housing development, which offers greater opportunity and flexibility to achieve a wider and greater range of policy objectives and outcomes , in particular carbon reduction and improved sustainability;
- Review site viability and examine the barriers to site readiness for development and develop options for bridging the gap on viability;
- Ensure that appropriate procurement arrangements are established for each of the sites to allow for site preparation and procurement of development partners to proceed;
- Finalise the development of the Digital National Assets Register of public sector land and buildings. This will provide an immediate platform for engaging with as wide a range of potential developers/builders in respect of development opportunities on publicly owned land;
- Undertake a survey of Compulsory Purchase (CPO) skills and capability in Local Authority's and other public bodies and examining the barriers to utilising;
- Examine the case for a potential new 'Land Agency' to undertake land assembly for public purposes across Wales In response to the First Minister's Labour leadership manifesto commitments.
- Responsibility for ensuring that all Welsh Government property assets have clear links to Prosperity for All policy delivery plans and /or programmes and ensuring there are appropriate and robust disposal and acquisition processes / procedures in place for the disposal or acquisition of land and building assets as appropriate.
- Lead on the work to bring the land and buildings asset base and the associated financial benefits and liabilities into the central government budgeting process, ensuring that all resources are being optimised in achieving Prosperity for All goals.
- Develop and embed a *new* process for the cross departmental appraisal of assets and agreement of asset status;

- Establish a *new* process for the continuous assessment of Government policy objectives and prioritisation / reprioritisation of assets to ensure alignment with programmes and projects where they will deliver the greatest benefit; The Division will continue to develop tools/best practice guidance that supports and underpins the collaborative working agenda.

Key Responsibilities

Reporting to the Director for Corporate Services, Permanent Secretary's Group, the Division and its work will fall under the portfolio of the Minister for Finance and Trefnydd and the Deputy Director will also be expected to engage with other Ministers as required, in particular the Minister for Housing and Local Government. The post holder will have responsibility for:

- Managing the resources, financial and people, of the Public Sector Land Division in the delivery of its functions, maintaining a focus on professional standards, good financial management and have proper regard to governance matters.
- Advising Ministers on strategy and policy development and direction -as well as having an enhanced role in respect of the wider public sector, the division would also continue to lead on the Corporate Asset Management Strategy and provide the appropriate strategic direction, oversight and guidance to ensure the assets held in the name of Welsh Ministers are managed efficiently and effectively.
- Provide strategic leadership across the division, communicating and engaging with both internal and external partners to facilitate the delivery of key operational objectives and ensuring the most cost effective and efficient use of Welsh Government assets.
- Providing direct line management, guidance and support to Heads of Branches within the Division, including one member of the senior civil service, and a PA;
- Develop and implement a rolling business plan, to be agreed with senior Directors and Ministers, and subject to regular effective monitoring and evaluation.
- To promote sustainability of investment, maximising leverage and legacy potential;

- Leading collaborative working across Welsh Government and the UK Government. It also requires significant interaction with local government and various delivery bodies, sectors together with professional bodies.
- Developing strategic and operational connections with key partner organisations and sectors in Wales to deliver improved outcomes e.g. environmental and harnessing the potential of the public sector estate for the wider social and economic wellbeing of the people and communities of Wales.
- Representing the Welsh Government in public fora, to consult upon and explain the operation and impact of policies relating to the public sector land and buildings estate.
- Promoting an open and inclusive working environment, encouraging diversity and flexible patterns of working.
- Contributing to the leadership of the Department as a member of the Senior Management Team.

5. Person Specification

The Deputy Director will be required to deliver programmes, which comply with a high standard of quality and programme management in period of reducing resources and challenging aspirations. You will have wide experience of working with government and others at the most senior level on complex policy development issues as well as delivery of major capital and revenue programmes. You will be expected to demonstrate achievement in senior management together with:

- Evidence proven skills in strategic direction and delivery and being able to influence and negotiate providing leadership and foster strong collaborative working across the public sector and within Welsh Government;
- Experience in the property market and qualified to RICS or equivalent; Please attach CPD record for the past three full years (2016, 2017 & 2018)
- Commitment to championing and mainstreaming equality and diversity;
- Sensitivity to the political context in which the Welsh Government works and the ability to work closely with and provide advice to Ministers and their advisers, often on hard choice issues and command their confidence;

- Visible leadership, with drive and energy whilst working as part of a senior management team to ensure corporate aims and objectives of the organisation are achieved;
- A high degree of personal resilience with an ability to operate within a multifaceted environment with numerous competing priorities;
- Highly developed communication, organisational and handling skills with the ability to empower, motivate and influence in order to gain the trust and confidence of internal and external stakeholders.
- Experience of leading and managing dispersed teams comprising a range of job types and skills;
- The ability to work successfully across boundaries in collaboration with a wide range of groups across the public, private and third sectors;
- work directly with Ministers, leading the delivery of the National Assets Working Group and the delivery of integrated asset management planning across the Welsh public service on behalf of the Government;
- Work with public service leaders and senior managers to improve access to data, increase transparency and develop a shared agenda around assets.

6. 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 **23:55, Monday 18 November 2019**. 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 **23:55**. 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 a reasonable adjustment 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.

Documents required

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.
- Completed Equality and Diversity monitoring information

Welsh language

The Welsh Government is a bilingual organisation; legislation is produced in both languages and both languages have equal legal status. Although Welsh language skills are not essential for this post it would be asset. The Deputy Director Land must show an appreciation of bilingualism and share our commitment to promoting appropriate use of the Welsh language. We encourage and support staff to learn Welsh if they do not already do so.

Questions and informal discussion

If you would like to discuss this role further in advance of your application, please contact Peter Kennedy on 03000 251659 or Peter.Kennedy@gov.wales

Online technical problems

Please email SCSRecruitment@gov.wales;

7. 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 on line 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 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.

Please note that if you are a Civil Servant and applying for this vacancy on a lateral basis you will not be required to undergo on line psychometric tests.

Staff Engagement Exercise

Shortlisted candidates will be asked to take part in an engagement exercise with staff **(early January)**. Details will follow.

Interviews

Interviews are scheduled for **Tuesday 14 January 2020**. They will be held in Welsh Government offices, Cathays Park, Cardiff CF10 3NQ. 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:

- Peter Kennedy – HR Director, Welsh Government
- Sioned Evans – Director Business and the Regions, Economy Skills & Natural Resources, Welsh Government
- John Howells – Director of Housing and Regeneration, Education & Public Services, Welsh Government

Biographies for the Selection Panel

Peter Kennedy



My current role is Director, Corporate Services at the Welsh Government.

I joined Welsh Government in 2004 having worked for several years within the Ministry of Defence. I spent 9 years in the RAF within aircraft maintenance and technical training roles.

I am a HR professional with many years' experience of both operational and strategic Human Resources together with experience of ICT, Health and Safety, Facilities Management and Emergency Planning.

I also have additional responsibilities as Lead Sponsor for Welsh Government Sponsored Bodies and, as the Senior Information Risk Owner.

I am married to Jenny and have two grown up children and a Granddaughter. Jenny was diagnosed 5 years ago with Multiple Sclerosis, the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a career.

Sioned Evans



I am a director in Business and Regions, responsible for supporting businesses, nurturing relationships and improving the development and impact of local investment opportunities. Until recently, I was Chief Executive Officer of the Welsh European Funding Office (WEFO) with responsibility for leading the strategic implementation of the £300 million European Structural Fund programmes in Wales and for shaping and implementing Welsh Government regional economic development policies and programmes beyond EU transition.

I am a Chartered Surveyor by background, with over 25 years' experience in public and private sector project delivery. I am a former member of the Welsh Government Board and Chair of the Welsh Government Operations Committee. I am a Director of International Business Wales, Head of Profession (Surveying) for the Welsh Government and provide executive coaching and mentoring support across the wider public sector. I am a Welsh speaker, am a passionate supporter of personal learning

and development and value my role as a senior *Respect* champion and its role in supporting positive and inclusive behaviours throughout the organization.

John Howells



I have been Director of Housing and Regeneration for the Welsh Government since May 2011. My earlier career involved a range of policy roles within the Welsh Government and prior to that, in the Welsh Office. The Housing and Regeneration Department leads on policy with regard to housing and regeneration. The Department has developed a range of initiatives aimed at boosting housing supply. It is leading on delivery of the Welsh Government's commitment to deliver an additional 20,000 affordable homes by 2021. The programme includes a significant investment in zero carbon homes as part of the government's wider response to climate change. The Department was also responsible for the Housing Act 2014 and the Renting Homes Act 2016 and also oversees a number of housing-related support programmes including the Housing Support Grant and Care and Repair Cymru. In 2017 the Department launched the £100 million Targeted Regeneration Investment Programme which seeks to build on the success of earlier urban regeneration programmes. I am also the Senior Responsible Owner for the Valleys Taskforce – a cross-government initiative aimed at revitalising the South Wales Valleys.

Disability Confident

Welsh Government accepts the social definition of disability, in which it is recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new staff) can perform at their best. The Equality Act 2010 uses the medical definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

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

If you 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.

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:

[Core Competencies](#)

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 **23:55, Monday 18 November 2019**.

Psychometric testing – within 10 days of the shortlisting meeting (**2 December 2019**)

Staff Engagement Exercise: early January 2020

Interviews: Tuesday 14 January 2020

8. Terms of Appointment

The 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.

Remuneration

This role is at Deputy Director level and the salary is **£70,000** per annum rising to **£76,550** 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 **£70,000 per annum**.

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 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 may work from any of the Welsh Government offices, however, the applicant must be willing to travel across Wales for meetings and events and be available to support Government business in Cardiff for 2-3 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, by email 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>