



Llywodraeth Cymru
Welsh Government

SENIOR MEDICAL OFFICER, PRIMARY HEALTHCARE HEALTH AND SOCIAL SERVICES DEPARTMENT – DIRECTORATE OF PRIMARY CARE AND HEALTH SCIENCE

WELSH GOVERNMENT

JOB AND PERSON SPECIFICATION



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1. Welcome - Frances Duffy, Director Primary Care and Health Science



Thank you for your interest in the post of Senior Medical Officer, Primary Care and Population Health and I am delighted that you would like to know more about the position.

This is an exciting time in Health and Social Services with the launch last year of A Healthier Wales, our plan for health and social care in Wales. We will make an impact on health and wellbeing throughout life by focussing on preventing illness, supporting people to manage their own health and wellbeing, and on enabling people to live independently for as long as they can, supported by new technologies and by integrated health and social care services which are delivered closer to home.

We have embarked on a national transformation plan and primary care services - our local GPs, dentists, pharmacists and optometrists - will be a key part of this transformation along with supporting the drive to shift health sector resource away from the hospital and into the community. I am looking for a senior medical leader to join me and the team in this exciting and challenging journey.

The Wellbeing of Future Generations Act provides the context for our work and sets out the five ways of working to be embedded in our organisation (<http://futuregenerations.wales/about-us/future-generations-act/>), Collaborative engagement and partnership working with key stakeholders is essential to the role as is our commitment to equality, diversity and inclusion, shaping not only what we do but how we do it.

In partnership with key stakeholders we have set out a vision and plan for implementing a new Primary Care Model for Wales across health and care settings in Wales. This includes the development and implementation of policies which improve the health outcomes for the people of Wales in relation to general medical services; dentistry; pharmacy, prescribing and access to new medicines; optometry, ophthalmology and audiology. It breaks away from traditional models to develop a truly integrated local service that meets the needs of people, improving access to the right care at the right time.

There are challenges with driving a change in behaviours and a shift of resource from hospital to community services in order to develop a system which has previously focussed on treating acute illness in hospital settings rather than prevention and delivering more care closer to home. This post exists as the key interface between primary care, secondary care, social care and public health providing sound professional, clinical advice and leadership to embed change within our health and care system.

The role requires leadership in one of the high profile Divisions of the Department of Health and Social Services and is a fast moving area, with many contentious and ground breaking issues which are influential in developing our reputation. If you think you have the skills, expertise and experience to deliver in this exciting and challenging role for Welsh Ministers, I would be very pleased to receive an application from you.

Frances Duffy

Email - Frances.Duffy@gov.wales;

Phone – 03000 256320

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 Department for Health and Social Services also has a unique role within the Welsh Government in that it is responsible for exercising strategic leadership and management of the NHS in Wales as well as providing support to the Minister for Health and Social services and the democratic processes of the National Assembly for Wales. It achieves this via 7 Local Health Boards and 3 NHS Trusts which are directly accountable to the Minister for Health and Social Services through the Chief Executive of NHS Wales and Director General.

The post reports to the Director for Primary Care and Health Science with a strong link to the Chief Medical Officer. Primary Care Division is responsible for the development and implementation of policies in relation to general medical services; dentistry; pharmacy, prescribing and access to new medicines; optometry and ophthalmology and audiology; diagnostics and therapies. The division also leads on the Reform Programme for the contracts used to commission primary care services from independent practitioners. There is a strong link to the Population Healthcare Division which leads on healthcare quality and patient safety, major clinical pathways improvements, value based healthcare, the national clinical audit programme and children's, women's and older people's health care.

It is a busy and varied division and the wide range of policy areas aimed at improving the health outcomes of the people of Wales, increasing the services available in the community so people receive their care closer to home, by the person best placed to provide the care, with integrated pathways to other services. To achieve this requires close partnership working with a large number of senior partners in Welsh Government, in the NHS and with private contractors.

A Healthier Wales, our long term plan for Health and Social Care published last year, committed to:

- (primary care) clusters continuing to develop models of seamless local partnership working, working closely with Regional Partnership Boards to

promote transformational ways of working, so that they are adopted across Wales; and

- the national primary care contracts being reformed to enable the delivery of seamless local care and support.

The recently adopted National Primary Care Model supports the vision set out in *A Healthier Wales* and sets out a transformational model for primary and community care, which is a whole system approach to sustainable and accessible local health and wellbeing care. Primary Care Clusters are pivotal to the delivery of this Model.

The Strategic Programme for Primary and Community Care sets out how the sector will implement the policies in *A Healthier Wales* and the delivery of the primary care model. These key policies underpin the work of the division.

The post provides professional, clinical advice to the division which comprises five teams with 38 people and includes professional advisors for General Medical Services, Pharmacy, Dentistry and Optometry. The role also works in close partnership with the Population Healthcare Division, Chief and deputy Chief Medical Officers, the NHS Clinical Professional Lead for Primary Care, the NHS National Director and Strategic Programme Lead for Primary Care (both of whom are based in Aneurin Bevan Health Board) and Senior Medical Officers for Maternity and Paediatrics, Mental health and Health Protection. The majority of the team are Cardiff based with currently six in Merthyr and one in Carmarthen.

4. Key Responsibilities

The Senior Medical Officer (Primary Healthcare) will provide professional, clinical advice to the Welsh Government, especially the Health and Social Services Group, in relation to:

- General Medical Practice
- General Medical Services, particularly clinical standards, quality and clinical governance and supporting contracts
- Chronic disease management
- Implementation Groups and Boards for major health conditions
- Prescribing by general medical practitioners
- Health inequalities within primary care
- The interface between primary care, secondary care, social care, and public health
- Postgraduate education, training and continuous professional development within general medical practice
- Professional regulation, appraisal, future revalidation for general medical practitioners

The key responsibilities of the post include:

- Clinical primary care liaison and advice to health service delivery groups;
- Contribute to and advise on independent contractor contract negotiations and implementation;
- Advising on Postgraduate Education and Training and continuing professional development for general practitioners;
- Advising on the professional regulation of general medical practitioners including; maximising clinical performance, revalidation, GP appraisal in Wales and complaints;
- Supporting the development of the strategic framework in relation to primary care workforce planning, in particular general practitioners;
- Specific work on key short-term issues such as recruitment and retention of GPs and the primary care workforce in Wales;

- Advising on and driving change in quality in primary care including clinical governance, risk management and patient safety, clinical audit and clinical standards in general practice;
- Clinical primary care liaison and advice on National Clinical Audits such as; cancer diagnosis, diabetes and COPD;
- Advice on immunisation and screening;
- Developing improved pathways between primary and secondary care, maximising the services that can be provided in the community;
- Developing the primary care voice in health service implementation groups and boards;
- Advising on Out of Hour and In Hour standards;

The role of the Senior Medical Officer (Primary Healthcare) requires a senior clinical background in general medical practice or community based services. Candidates with a background in hospital care will also be considered if they can demonstrate experience and credibility for primary care leadership.

Broad experience and understanding of the wider NHS will be required in order to:

- provide professional medical advice to the Welsh Government to facilitate policy development and effective performance management.
- maintain effective networks across Wales within the NHS, academic medicine and where appropriate within the non statutory sector
- work closely with other government departments in UK and Wales e.g. Department of Health,
- maintain links with other relevant organisations on a UK-wide basis.

Key relationships

The Senior Medical Officer (Primary Healthcare) will:

- Report to the Director of Primary Care and Health Science and be professionally accountable to the Chief Medical Officer (CMO), working closely with the Deputy Director of Primary Care.
- Work closely with Population Healthcare Division and with a wide range of colleagues, including the Health Professionals, within the Health and Social Care Group.
- Support the work of the National Clinical Lead for Primary Care, and work with the National Strategic Lead for Primary Health Care in the NHS
- Work closely and effectively with a wide range of colleagues within the other Health Departments of the UK and internationally.
- Establish and maintain relationships with the medical establishments throughout Wales, including Medical Directors of Local Health Boards, the NPHS and the Directors of Primary Care and Mental Health.
- Establish and maintain relationships with the Welsh Medical Committee and its Specialty Advisory Committees, the Royal Colleges, and the Academy of Royal Colleges in Wales.
- Maintain an effective working relationship with BMA (Wales) and in particular the General Practitioners Committee (Wales).
- Establish and maintain relationships with the GMC, NCAS and PMETB.

5. The Person

The successful applicant will be a fully registered medical practitioner on the Specialist or General Practice Register and have Membership/Fellowship of a Royal College or Faculty.

Applicants will be established medical practitioners with substantial clinical and managerial experience of the NHS at senior level, with credibility in primary and hospital care services, and will be able to command respect from a broad range of stakeholders. In addition, applicants will be able to demonstrate:

- A strong commitment to high quality prudent health services
- The ability to contribute to complex policy development and its implementation.
- Strong analytical, communication and presentational skills.
- An understanding of the health service in Wales.
- The ability to recognise and handle politically sensitive issues.
- The ability to represent Welsh Government policy and requirements persuasively to stakeholders at all levels in and beyond Wales.
- Committed to championing and mainstreaming equality and diversity.

The ability to champion multi disciplinary team working.

The applicant will also be required to demonstrate competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Professional Skills for Government framework. Details of these skill areas, together with more information on the professional knowledge and related experience expected of the potential post-holder can be seen at [Civil Service Competency](#) and follow links to learning and development, core skills and professional expertise. A brief summary of these skills is included at Annex A.

By way of amplification, the competencies of particular importance for the post are as follows:

Leadership

The applicant will be a high impact communicator and networker, able to build productive relationships at the most senior levels in NHS Wales and beyond.

The applicant will be comfortable in negotiating and leading change with stakeholders and in dealing with individuals at all levels in partner organisations. These include senior management teams in the National Public Health Service, Local Health Boards and Trusts, the Deanery and professional groups.

Strategic Thinking

The applicant must be capable of contributing to shaping the corporate aims and objectives of HSSG and of the Welsh Government and should bring intellectual research and negotiating skills of a high order. An ability to adapt; to change direction; to think creatively; to drive for achievement and to shift priorities is essential for this role. The ability to demonstrate an understanding of the issues driving policy towards the health service allied to the capacity to tackle them vigorously and sympathetically is also essential.

Analysis and use of evidence

The post-holder must be capable of taking personal and visible responsibility for delivery – and for demonstrating tangible results – to time and within budget. This is often in conjunction and working collaboratively with HSSG colleagues. The capacity to influence a large number of participants in complex systems, and to negotiate to define beneficial outcomes, is essential. A demonstrable understanding of the legislative and regulatory processes relevant to the health service in Wales and beyond is also important.

People Management

The applicant must be able to ensure that the networks with which the post-holder deals produce clearly beneficial, easily communicable, and continuously improving results. The ability to deliver corporate objectives and standards, and to engage others in doing so – achieving integrated solutions for tough problems – is important for this role. The ability to achieve agreement with partners and make them stick is essential.

Financial Management

The applicant should be comfortable dealing with financial information.

Project and Programme Management

The applicant must be capable of ensuring that broad policy direction is closely linked to processes, which will deliver tangible and practical outcomes in both qualitative and quantitative terms. The ability to shape futures and to define strategic goals in circumstances of turbulence and uncertainty will be essential for this role.

Communications and Marketing

It is essential that the applicant be capable of sharing ideas and information with others and of ensuring that innovation is applied to clear strategic purpose and demonstrably productive results. A commitment to continuously improving quality and standards both internally and externally is essential for this role.

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 on 18 October 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 on 18 October 2019**. 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 SCSRecuitment@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 for Primary care 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 Frances Duffy on 03000 256320 or Frances.Duffy@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. The shortlisting meeting will take place on **24 October 2019**.

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.

Written brief to present to the panel

As part of the selection process, shortlisted candidates will be given a topic or scenario, on a relevant subject, on the same day as the interviews. You will then be asked to present it to the selection panel – further details will follow. Please note that your presentation is to be delivered without the use of hand-outs or electronic devices, however, you are welcome to use prompt cards.

Interviews

Interviews are scheduled for **5 December 2019**. 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:

- Julie Carne – Deputy Director, for HR Operations and Performance, Welsh Government
- Frances Duffy – Director, Primary Care & Health Science, Welsh Government
- Chris Jones - Deputy Chief Medical Officer, Welsh Government
- Cathy White – Head of Localities and Communities, Welsh Government

Biographies for the Selection Panel

Julie Carne



My current role is Deputy Director for HR Operations and Performance at Welsh Government.

I've worked in the Civil Service, firstly in the Department for Employment and then the Welsh Office/Welsh Government in a career spanning over 30 years. During that time I have worked as a Training Adviser, International Links Manager and then, for the past 22 years, in various roles in HR. I've been an HR Business Partner, worked in Equality and Diversity and Recruitment but for the past few years have headed up the HR Policy Team, specialising in employee relations, policy and employment law until recently taking up my current role.

I joined the Welsh Office/Welsh Government in 1990. I was attracted to the organisation as I wanted to be able to work directly on something affecting the lives and prospects of people in Wales. Over the years I have been able to develop the

skills I already have and acquire a number of new ones, working my way up through the grades on the way, and gaining a very broad range of experience.

Working for the Welsh Government means I have benefited from excellent terms and conditions of employment which mean I have been able to balance having a rewarding and fulfilling career with bringing up a family. The flexibility of our working conditions mean I have been able to arrange my work over the number of hours and at locations which have worked both for me and the business in a very supportive environment.

Frances Duffy



My current role is SCS - Director for Primary Care and Health Science, Health & Social Services Group, Welsh Government.

My Directorate focusses on the development and implementation of policies which improve the health outcomes for the people of Wales in relation to general medical services, dentistry, pharmacy and optometry and providing the professional leadership for therapists, healthcare scientists and allied professions, including radiographers, in Wales.

I previously worked in transport policy and delivery - as Director of Transport for the Welsh Government and before that, Director of Strategy and Investment, and then Director of Rail for Transport Scotland. In those roles I was responsible for large portfolios of investment, in road, rail and public transport; setting strategic investment priorities, overseeing project delivery and management of the Rail Franchises.

I joined the Civil Service as a trainee Inspector of Taxes, specialising in large business corporation tax and the life insurance sector. When the new Scottish Parliament was set up, I worked on the implementation of the Scottish Variable Tax powers and then

moved to the Scottish Executive, where I worked on housing policy before moving to transport policy.

I was educated in Scotland and hold a BA Business degree from the University of Strathclyde, Glasgow. I have successfully completed the Major Projects Leadership Academy programme, run by Oxford University Said Business School and the UK Government Cabinet Office and is an accredited IPA Gateway Reviewer.

I currently work part-time benefitting from Welsh Governments policy to support the well being and work/life balance of all staff.

Professor Chris Jones



I am Deputy Chief Medical Officer (DCMO) for Wales, having joined the Welsh Government as Medical Director, NHS Wales in June 2010. Previously I was Medical Director of Cardiff and Vale University Health Board. I am a physician and cardiologist on the GMC specialist register for General Medicine and Cardiology and a Fellow of the Royal College of Physicians of London. I am also a Honorary Professor at Cardiff University.

I qualified in medicine in London in 1981 and undertook clinical and research training in London, Cardiff and the USA. I was appointed as the first Consultant Cardiologist in Bridgend in 1994 and went on to lead the development of a high performing clinical cardiology service over the next 15 years. During this time I spent 4 years as a Senior Lecturer in Cardiology at Cardiff University and published over 80 original peer review papers.

My career in medical management started in 2003 when I became an Associate Board Member of the Bridgend Local Health Board and also Deputy Medical Director of Bro

Morgannwg NHS Trust. I subsequently worked there as Clinical Director of Medicine and then Associate Medical Director of ABM University Trust before moving to Cardiff.

As DCMO and Deputy Director Population Healthcare Division, I support work to improve the health and well-being of the population and the development of health care services that provide high value to patients in terms of outcome and experience.

Cathy White



My current Grade 7 role is the coordinating lead across the Health and Social Services Group for the Welsh Government's strategy for health and wellbeing.

I've worked in the public sector for a career spanning over 30 years. During that time my roles have been within a number of departments, including transport and education and for over half my career, I have been in health and social services. I've specialised in the development and implementation of policy and strategy, such as improving road safety, introducing the National Curriculum and improving survival rates for major health conditions like cancer and stroke.

I joined Welsh Government when it was formed in 1999 moving over from the Welsh Office, which I joined in 1986. , I was attracted to this career as I wanted to be able to work for an organisation that would allow me to acquire and develop a wide range of skills and I saw it as an opportunity to work in areas which make a difference to people's lives in Wales.

I have sight impairment. Working for Welsh Government and the employee terms and conditions along with the adjustments that I have in place allows me to carry out my role. Welsh Government has funded IT equipment and other support through its Workplace Adjustment team

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: **18 October 2019**

Psychometric testing – within 10 days of the shortlisting meeting

Written brief to be presented to the selection panel: 5 December 2019

Interviews: 5 December 2019

8. Terms of Appointment

The post is available for up to 4 years (reviewed after 2 years) and is offered as follows:

Permanent Civil Service employees – you must be an existing Civil Servant recruited through fair and open competition to apply for this vacancy. This post is available on a lateral basis or on temporary promotion for up to 4 years.

- If an employee of the Welsh Government at the end of the posting period you would revert to your substantive grade.
- If on loan from another government department at the end of the posting period you would return to your department and to your substantive grade.

Non Civil Servants

- secondment for up to 4 years where you would retain your existing terms and conditions including salary or
- fixed term appointment for up to 4 years

Remuneration

Secondment: If you are applying for this role on a secondment basis, you will retain your existing terms and conditions, including salary.

Fixed Term Appointment: This role is at Deputy Director level and the salary is **£68,150** per annum rising to **£75,050** 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 **£68,150 per annum**.

Existing Civil Servant: If you are applying for this post on a lateral basis you will retain your existing annual salary on transfer to the Welsh Government. As the terms of appointment above refer, if you apply for this post from another government department you will transfer on a loan for up to 4 years and at the end of the posting period you will return to your employing government department, substantive post and salary.

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 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 (for existing civil servants only)

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>