



Llywodraeth Cymru
Welsh Government

Chief Veterinary Officer for Wales Welsh Government

Senior Civil Service - Director

Climate Change and Rural Affairs Group



Contents

- 1. Message from Tracey Burke, Director General**
- 2. Welsh Government background**
- 3. The Office of the Chief Veterinary Officer**
- 4. The role and key responsibilities**
- 5. Person specification**
- 6. Development opportunities of the post**
- 7. How to apply**
- 8. Selection process**
- 9. Terms of appointment**

Welcome

1. Message from Tracey Burke, Director General, Climate Change and Rural Affairs Group



Thank you for your interest in the post of Chief Veterinary Office (CVO) for Wales, a pivotal role in raising the standards of health and welfare for all animals in Wales. This is an outstanding opportunity and a chance to join the Senior Civil Service team in the Welsh Government at a time of unprecedented challenge.

Our agenda has never been more important and the landscape of what we need to do and who we need to listen to has changed. Our aim is to support the First Minister and Welsh Ministers in building a fairer, more equal and greener Wales within a national, UK and international landscape. A landscape that has changed dramatically over the past year and will continue to do so as we grapple with the challenges of recovering from the global pandemic. We are also working to get the best possible outcomes for Wales outside the European Union and developing new approaches to our work.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/Welsh Parliament. We aim to meet high standards of transparency and openness; and demonstrate honesty, objectivity, integrity and impartiality in everything we do. We also aim to create a working environment which is innovative, stimulating, supportive and representative of the people we serve. The pandemic crisis has strengthened our commitment to new ways of working and you should be capable of leading by example in adopting flexible working practices fit for the post COVID-19 world.

The Chief Veterinary Officer is a unique role which is pivotal to ensuring the continuing and lasting improvement in the standards of animal health and welfare and in protecting public health. This has never been more critical as we emerge from a global pandemic and where the management of disease outbreaks is considered as a national risk requiring new levels of preparedness. This role is fundamental to ensuring 'One Health' is also recognised as an integrated, unifying approach that aims to sustainably balance and optimize the health of people, animals and ecosystems. We cannot deliver professional advice to Ministers without innovative engagement of our key stakeholders and partners in delivery.

We are seeking applications from candidates from diverse backgrounds who can combine political awareness with the professional experience and ability to lead. The successful candidate will be required to motivate and develop teams capable of collaborative, trusted relationships at all levels. The successful candidate will demonstrate these qualities and bring fresh perspectives and lived experience to our work, as well as having a track record of inclusive leadership, achievement, resilience and delivery at a senior and professional level.

Experience of driving change, ensuring value for money and translating strategic challenges into clear objectives and delivery will be critical.

I am looking forward to recruiting a new colleague who has the qualities needed to make the absolute best of this challenging role.

2. Welsh Government Background

The Welsh Government has an annual budget of around £18 billion and is responsible for a range of areas including health, education and skills, the economy and transport, and agriculture and the environment.

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/Welsh Parliament, Wales' legislative body comprising 60 elected Members. Welsh Ministers are supported by 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 small offices in London, Brussels and an overseas network for trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers.

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by: a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. Our Workforce Equality, Diversity and Inclusion Strategy 2021 – 2026 sets out our intent to be an organisation that fully reflects the diversity of Wales at every level, is anti-racist and anti-discrimination of all types. Our anti-racist Wales Action Plan outlines our commitment to building an anti-racist Wales, which we can all be proud to belong to, and thrive in.

The UK's exit from the EU 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. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop.

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. The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status. Applicants must show an appreciation of bilingualism and share our commitment to promoting the Welsh language to achieve a million Welsh speakers by 2050. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

3. The Office of the Chief Veterinary Officer (OCVO)

The Office of the Chief Veterinary Officer (OCVO) sits within the Climate Change and Rural Affairs (CCRA) Group. The CCRA Group was formed in April 2022 as part of a restructuring within the Welsh Government to enable more direct alignment to Ministerial portfolios and Programme for Government delivery.

The Group supports the Climate Change and Rural Affairs Ministers in the delivery of nearly 100 commitments to respond to climate change, enhance our infrastructure, housing and regeneration and rural affairs. The work of the Group is broad in scope, with activities ranging from creating a Net Zero Wales by 2050; delivering 21st Century infrastructure that will move us towards a low carbon transport system; ensuring people have high-quality, warm, secure and energy-efficient homes to live in; the development of a future sustainable farming scheme; and supporting the food and marine sectors.

The OCVO is uniquely placed, both in terms of organisational reach, and depth of expertise, to support the delivery of Ministerial ambitions as we move into the third decade of devolution. The work has evolved and diversified as devolved powers and duties have developed but also as a direct result of the UK leaving the European Union and more recently in response to the global pandemic. In addition, a range of animal disease outbreaks always have the potential to develop and do not respect our natural geographic boundaries either nationally or internationally. The post holder will, therefore, have the opportunity to lead a team to shape the new and emerging approaches required of government whilst holding a significant professional role.

The ambition is for all animals in Wales to be healthy and have a good quality life. These are strategic objectives of the [animal-health-and-welfare-framework.pdf \(gov.wales\)](https://gov.wales/animal-health-and-welfare-framework.pdf) for 2014 – 2024 and a golden thread woven through the policy agenda.

This Framework seeks to protect and improve standards of animal health and welfare for kept animals, protect public health, and contribute to the economy and the environment. In realising these goals, the Framework strives to achieve five strategic outcomes that:

- healthy productive animals
- animals having a good quality of life
- public confidence in the way we produce food and protect public health
- a thriving rural economy
- a high-quality environment.

Partnership working is key to the success of the plan, which relies on strong and long-standing relationships with the farming industry, the veterinary profession, Third Sector organisations, Welsh Local Authorities, delivery and enforcement agencies, scientific communities and our counterparts in the other UK administrations.

Of equal importance, is direct engagement with the people of Wales, through their correspondence, their responses to public consultations or, more fundamentally, through their recognition of the key role they each must play as responsible owners of animals. A fundamental consideration of the plan is to promote education and awareness amongst

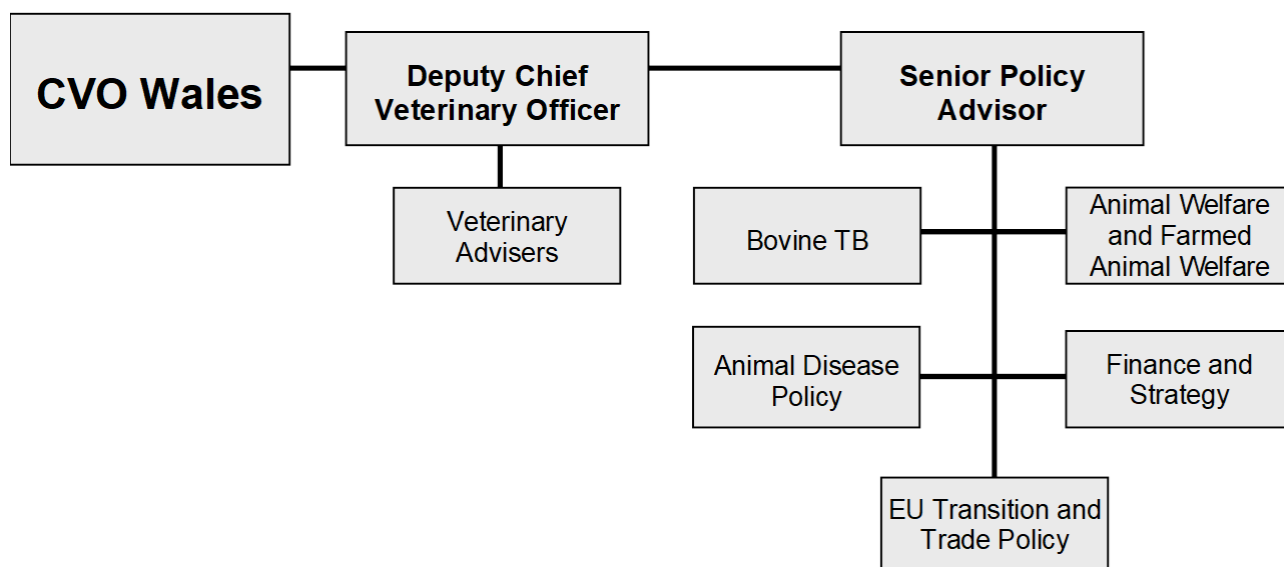
everyone involved in keeping animals. This will not only help provide a good quality of life for animals in Wales, but also do much to ensure future generations of animal keepers will understand how applying best practice makes a positive difference. Wales may be a small country but has high and far-reaching expectations.

Our current Animal Health and Welfare strategies can be found at:

[Animal health and welfare strategy | Sub-topic | GOV.WALES](#)
[Bovine TB eradication programme: overview | GOV.WALES](#)

Further information is also available in [Our Animal Welfare Plan for Wales 2021-26 \(gov.wales\)](#) and in our related implementation plans.

Organisation and functional responsibilities



The OCVO is comprised two branches each led by a senior and experienced Grade 6 colleague who reports direct to the CVO. The Deputy CVO leads a team of professionally qualified vets who provide a wide range of technical information and advice to policy directorates both within the office of the CVO and on occasion on broader environmental and farming policy. The Policy lead heads up a broad portfolio range of policy and delivery responsibilities including the delivery of the TB eradication programme and the Welsh Government's response to any outbreak of animal disease. The Policy lead is also responsible for an extensive level of government business and in handling the public interest in animal health and welfare.

The divisional core responsibilities include: -

Bovine TB - Non-bovines and cattle control policies, wildlife related policies and delivery, statistics, Research and Development.

Animal Welfare - Welfare for companion animals, farm animals and wild animals in captivity. Multiple areas of legislation on animal welfare and farm animal welfare. Artificial Breeding. Wild Animals in Circuses (Wales) Bill.

Animal Disease Policy - Development & Implementation of effective animal disease controls, including, imports & exports, animal movements, animal gatherings, contingency planning and providing an effective response to reported notifiable disease.

Finance and Strategy - Wales Animal Health and Welfare Framework. Divisional knowledge and information, contracts, budgets and corporate commissions. APHA & FSA SLAs, finance, relationship management. Animal Health Planning, Climate Change strategy input

EU Transitional and Trade Policy - Coordinate and manage OCVO work relating to exiting the EU. The team have a role ensuring AH&W is considered at all levels of international business and trade and driven forward in that context.

4. The Role and Key Responsibilities

This unique veterinary role in the Welsh Government offers outstanding opportunities for a leader to bring about sustainable and tangible change for the rural communities and farming sector in Wales. The role required has a visible, high-profile presence in Wales, the UK and at times internationally.

In essence, the purpose of the post is to provide professional advice and senior support direct to the Minister for Rural Affairs.

In addition, as a Director in the Welsh Government, the role is also to be an active member of the senior leadership of the Climate Change and Rural Affairs Group as well as corporately across the Welsh Government.

Key Responsibilities

The post holder will work on a cross-government basis in support of the Minister for Rural Affairs:

- Providing strategic professional advice to Ministers and senior officials across Welsh Government.
- Acting as the Welsh Government's professional spokesperson on animal health and welfare matters including addressing the media.
- Designing and delivering credible evidence-based animal health protection and disease eradication programmes focussed on the key principles of infectious disease control, taking full account of associated welfare implications, contributing to the protection of public health through the One Health agenda.
- Leading the Government response to outbreaks of exotic animal disease.
- Providing expert veterinary advice on the basis for Government intervention on animal disease and on action necessary to mitigate animal disease and/or eradicate disease.
- Provide strategic direction to policy development for the improvement and promotion of animal welfare in all kept species, recognising the One Welfare agenda which makes the link between human well-being and animal welfare.
- Providing leadership and direction to APHA in Wales, ensuring delivery of animal health and welfare policies through a Service level Agreement providing challenge and support especially during emergency response and disease risk mitigation.
- Working in partnership with other governments across the UK, ensuring policies are as consistent and coherent as possible, whilst respecting devolution of animal health and welfare powers, with a shared understanding and representation of the evidence on which those policies are based.

- Acting as Head of Profession for Welsh Government veterinary surgeons, building capability and capacity.
- Engaging proactively at senior level with external veterinary bodies, both on professional standards/capability and capacity, and on the Government's animal health and welfare policies.
- Collaborating with colleagues in other UK administrations promoting interests specific to Wales in the context of UK and EU positions, ensuring governance structures post EU departure, across the UK are effective; with animal health (SPS) and animal welfare standards upheld, through the UK Animal Health and Welfare Common Framework.
- Supporting international trade in animals and products of animal origin, by providing animal health and welfare assurance to trading partners; advising Government on animal health and welfare standards and requirements to protect the livestock population and farming industry now trading as a third country.
- Engaging with delivery partners, veterinary profession, and stakeholders including acting as the prime link between Welsh Government and the School of Veterinary Science, University of Aberystwyth.
- Being an active member of the senior leadership of the Climate Change and Rural Affairs Group as well as corporately across the Welsh Government.
- Working in collaboration with Marine and Fisheries Division, and delivery partner CEFAS (Centre for Environment, Fisheries and Aquaculture Science) leading Welsh Government's response to incidents of fish disease.
- Acting as senior policy customer to the Livestock Identification and Movement Recording programme within the Rural Affairs department.

5. Person Specification

The Welsh Government has a distinctive way of delivering policy and public services based on a 'One Wales' public service ethos and the goals and ways of working of the Well-being of Future Generations Act. The successful candidate will be expected to embrace these ways of working, which are centred on integration, collaboration and involvement, prevention and thinking for the long-term.

The successful candidate will be willing to shape and influence the agenda beyond their own areas of line management responsibility and grasp the opportunities offered in leading the delivery of key public services in Wales.

They will also be expected to work flexibly across the organisation to ensure the work of OCVO contributes to the effective and efficient delivery of the Programme for Government Commitments. They will be expected to communicate purpose and direction, ensuring that teams understand the bigger picture in which they operate.

In everything they do, they will act as a role model and Head of Profession, ensuring that their leadership is consistent with the values of the Welsh Government and the Civil Service and reflects the highest professional standards in the field of veterinary science. They will have the ability to represent Welsh Government interests externally with credibility and authority, commanding the respect of peers.

Essential Criteria

- Must be a Fellow or Member of the Royal College of Veterinary Surgeons or be eligible to obtain membership. The successful candidate must be a member of the Royal College before they can be appointed. This requirement is necessary to meet the legislative requirements of the post including confirmation of disease outbreaks or disease freedom and introducing animal disease controls.
- A recognised expert in the field of veterinary medicine with a practical and proven track record in population animal health and with the gravitas and credibility to operate as head of the profession in Government and internationally as a key representative and spokesperson for the Government.
- Evidence of a strong understanding and experience of animal and public health and animal welfare, the legislative framework and international standards relating to them, and an ability to place such matters in the context of Government policy.
- Evidence of a sound knowledge and understanding of the veterinary profession and the significance of its role in the agri-food industry, rural communities and wider society.
- Demonstrable awareness of the principles of risk management, including hazard identification, risk assessment, risk communication and risk mitigation.

- Senior management experience within a large and complex multidisciplinary organisation, with a track record of formulating, leading and implementing strategies and programmes as well as providing advice and being party to significant decision making. .
- Experience of the commissioning, evaluation and deployment of evidence to inform policy or implementation options.
- Welsh language skills are desirable for this post, or there should be a willingness to learn on appointment. Training, including individual support and coaching will be available
- Experience in leading and managing teams, motivating and getting the best out of team members and collaborators, delivering results, and building productive working relationships with a variety of stakeholders.

It is essential that candidates provide information in their application against each of the selection criteria above.

Desirable Criteria

- Experience of dealing with the media, although training would be available.
- Expertise in a specific field of veterinary population medicine.
- Experience in veterinary practice, or government veterinary fieldwork.

6. Development opportunities for the Post

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

A tailored development programme will be established with the successful candidate to allow them to continue to build capability and skills to meet the requirements of the role and their specific aspirations. Continuing Professional Development in the Veterinary profession is actively encouraged.

7. How to Apply

We welcome applications in Welsh and English. Applications in either language will be treated equally.

Applications should be submitted via the Welsh Government on-line system no later than **15 July 2022**

To apply, you will be asked to register for an account on the online system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment that would prevent you from applying online, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustment in order to submit your application.

As part of the recruitment process, you will be asked to provide the following:

- **A completed application form to include your professional qualifications and relevant professional veterinary experience.**
- **An up-to-date CV** setting out your career history with key responsibilities and achievements.
- **A personal statement of no longer than two sides of A4** explaining how your professional qualifications, skills, qualities and experience are suitable for these roles and, in particular, how you meet the person specification.

Name Free Recruitment

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

Diversity information

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. If you do not wish to provide a response to a particular question, you should complete the 'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

Questions and informal discussion

For a confidential conversation about this post, please contact our nominated executive search partner, Odgers Berndtson and their Cardiff based team on 02920 783050 or email them at

OdgersWalesPractice@odgersberndtson.com. Longlist and shortlist candidates will be asked to engage in an initial Competency based interview with Odgers Berndtson.

In addition, long listed and shortlisted candidates may also have an opportunity to talk to the current Chief Veterinary Officer for Wales to find out more about the role. Please discuss this opportunity with Odgers Berndtson who will be able to advise on this.

Online technical problems should be addressed by email to: -
SCSRecruitment@gov.wales

8. The Selection Process

Overview

Short listing process

The SCS Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of any longlist or shortlist meetings. The shortlist is due to be finalised in the week commencing **25 July 2022**.

Assessments for Shortlisted Candidates Only

Online Psychometric Tests - these will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.

If you have completed the online psychometric tests in the last 2 years, for a post at the same grade, it will not be necessary for you to take these tests again for this recruitment exercise.

Staff/Stakeholder Engagement Exercise – these will take place on **24 August 2022**. Further details will follow.

Ministerial ‘Fireside’ discussion – Shortlisted candidates will be invited to a discussion with the Minister for Rural Affairs and North Wales, and Trefnydd; Lesley Griffiths MS, as part of the assessment process. The Minister has the Office of the Chief Veterinary Officer as part of her portfolio responsibilities. A member of the Civil Service Commission will also be present at these meeting. These are scheduled **for early September** and further details will follow.

The above activities will form part of the overall assessment required for this recruitment exercise in addition to the selection panel interview detailed below.

Panel Interview

Interviews will include a presentation and are scheduled for the week commencing **12 September 2022**. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes.

The Panel will receive feedback on your psychometric tests and staff/stakeholder engagement exercise before you are interviewed. Your interview will consider how your skills and experience as outlined in your CV and personal statement meet the requirements of the role.

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

The selection panel will include:

- Jane Burgess Civil Service Commissioner and Panel Chair
- Dr Robert Huey – CVO Northern Ireland
- Tracey Burke, Director General, Climate Change and Rural Affairs Group
- Peter Kennedy, Director, Human Resources

Biographies

Tracey Burke, Director General, Climate Change and Rural Affairs Group



Tracey has been directly involved in the regeneration of Wales and Ireland for over 20 years working for the Welsh Government, Welsh Development Agency, the Irish Government, the UK Government as well as working with the European Commission.

Tracey was born in Cardiff and joined the Welsh Government in 2006 from the Welsh Development Agency. Since that time, Tracey has held posts in economic policy and transport policy, as well as a wider strategic role across the Economy, Skills and Natural Resources Group. Tracey was appointed to the post of Director General for Education and Public Services in November 2017 and with a budget of over £7bn had responsibility for local government, housing, regeneration and land, school education, communities and tackling poverty as well as the care and health inspectorates in Wales. She was Chair of the Tax Policy Co-ordination Group and remains the Chair of the Welsh Government's Committee for Strategic Investment.

In April 2022, Tracey took up post as Director General for Climate Change and Rural Affairs and currently has responsibility for transport infrastructure and services, climate change adaptation and mitigation, rural affairs, housing and regeneration across Wales. The work is broad in scope, with activities ranging from challenges relating to creating a Net Zero Wales by 2050; ensuring people have high-quality, warm, secure and energy-efficient homes to live in; the development of a future sustainable farming scheme; supporting the food and marine sectors; and delivering 21st Century infrastructure that will move us towards a low carbon transport system.

Jane Burgess, Civil Service Commissioner and Panel Chair



The majority of Jane's career has been in the private sector; and she was formerly Partners' Counsellor and a main Board director at John Lewis Partnership. She is currently a lay member of the House of Commons Committee on Standards and an ordinary member of the Competition Appeal Tribunal.

She has extensive experience of senior executive recruitment and enabling people to have their voice heard. Jane was appointed as a Civil Service Commissioner on 1 October 2017.

Robert Huey, Chief Veterinary Officer, Northern Ireland



Dr Robert Huey took up the position as Chief Veterinary Officer for Northern Ireland on the 11 November 2013.

He was born and raised outside Cookstown, attended Cookstown High School from 1970 to 1978 and graduated as a veterinary surgeon from University College Dublin in 1983.

He joined Veterinary Service in 1989, having spent five years in general mixed veterinary practice in Maghera, County Londonderry. After a period in general field duties, there followed a period teaching 'Animal Health' in Loughry Agricultural College, a general emersion in meat hygiene issues and promotion through various policy and delivery roles.

He holds the RCVS Diploma in Veterinary Public Health (Meat Hygiene), is co-author of the classic textbook 'Meat Hygiene' and has held a range of food safety, public health positions.

Also in 1989, when leaving general practice Robert Joined the Army Reserve as a Veterinary Officer in the Royal Army Veterinary Corps. He retired after 27 years of service at the rank of Lt Col. and the position of Officer Commanding the RAVC Reserve.

Robert has been involved in veterinary politics for many years. He has held the positions of President of the North of Ireland Veterinary Association, the Veterinary Public Health Association and the Union of European Veterinary Hygienists, a specialist section of the Federation of Veterinarians of Europe of which he has held the position of Vice-President and Treasurer.

During 2017 he was awarded a Fellowship from the RCVS and associate Fellowship of the Royal Agricultural Societies.

Robert is married with two grown up children, has a small holding of 13 acres on which he keeps a few horses, cattle and sheep. He enjoys general pottering around the yard and garden and will watch just about any game involving a ball.

Peter Kennedy, Director of Corporate Services, Welsh Government



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 three Granddaughters. Jenny was diagnosed 7 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 carer.

Disability Confident Interview Scheme

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

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

If you have an impairment or health condition, are neuro-divergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email SCSRecruitment@gov.wales as soon as possible and a member of the team will contact you for a discussion.

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

A Great Place to Work for Veterans

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

Competencies

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

For further information about core competencies please access the full document 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 **15 July 2022**

Shortlisted Meeting: week commencing **25 July 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Staff/Stakeholder Engagement Exercise: **24 August 2022**

Ministerial 'Fireside' discussion: **early September (to be confirmed)**

Interview panel: **week commencing 12 September 2022**

All of the above assessments will be held remotely via Microsoft Teams. The above dates may be subject to change.

9. Terms of Appointment

This is a permanent post. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. This post is also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to two years initially.

Eligibility

As part of your application, you will be asked a number of questions. The purpose of these questions is to determine if you are eligible to apply for this opportunity. You will be asked, as part of your eligibility, to confirm your nationality details and that you are legally allowed to work in the United Kingdom. This is a requirement for working within the Civil Service. If you do not meet the eligibility criteria as set out in the application form, your application will not be taken further. If it becomes apparent at a later stage in the process that you are not eligible to apply, your application may be withdrawn, or offer retracted.

Nationality requirements

This job is broadly open to the following groups:

- *UK nationals*
- *nationals of Commonwealth countries who have the right to work in the UK*
- *nationals of the Republic of Ireland*
- *nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS)*
- *relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service*
- *relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service*
- *certain family members of the relevant EU, EEA, Swiss or Turkish nationals*

Further information on nationality requirements

Remuneration

The role is at Director level and the starting salary is **circa £93,000**.

For existing Civil Servants

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

If you are an existing civil servant applying on promotion, the starting pay on promotion will usually attract 10% increase in base pay or be at the pay band minimum, whichever is greater. However, for staff promoted from the Grade 6 pay band maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater.

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

Working hours

Applications are welcome from people who work full-time, part-time, or as part of a job share. It is expected that if you apply as a job share partnership, this arrangement is in place when submitting your application and please make it clear on your application forms that you are applying as part of a job share partnership. The role will require working or being on call outside normal working hours and on weekends particularly when dealing with outbreaks of animal disease.

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

Location

The main office base for this post would be in any of the main Welsh Government offices. The nature of the post means that there is an expectation that you will need to regularly travel across Wales and spend some time in Cardiff for specific events. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

The majority of Welsh Government staff are currently working from home/working remotely and this will continue to some degree so that we can reduce our environmental impact and support people to work closer to the communities they live in.

Relocation Expenses

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

Smart Working

The Welsh Government actively encourages Smart Working. This means focusing on how you use your time, and where and how you work, to meet business needs in the most productive way. This provides staff with considerable flexibility and the expectation is that teams will work from home for a high percentage of the time for the foreseeable future. Smart, flexible working is becoming a permanent feature of working life in Wales and the Welsh Government will lead the way in this.

Annual leave

Length of service

- Up to 1 year – 25 days annual leave entitlement.
- 1 year – up to 2 years – 26 days annual leave entitlement.
- 2 years – up to 3 years – 27 days annual leave entitlement.
- 3 years – up to 4 years – 28 days annual leave entitlement.
- 4 years – up to 5 years – 29 days annual leave entitlement.
- 5 years or more – 30 days annual leave entitlement.

If an existing civil servant is promoted into or within the Senior Civil Service, their annual leave allowance is based on their period of continuous employment in the Civil Service, as shown above.

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

Retirement

There is no mandatory retirement age for Senior Civil Servants.

Terms and Benefits

Pension Scheme: <https://www.civilservicepensionscheme.org.uk>

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
 - Carers' leave;
 - Paid and unpaid maternity leave;
 - Flexible paid paternity leave;
 - Flexible paid adoption leave;
 - Shared parental leave.

Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government. They are required to declare any relevant business interests, shareholdings, 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. We are committed to recruiting women, Black, Asian and Minority Ethnic people and disabled people, who are currently under-represented in the Senior Civil Service.

We are committed to increasing diversity, removing barriers and supporting all our staff to reach their potential. We are a Stonewall Diversity Champion and a Disability Confident Level 3 (Leader) organisation. Key to supporting this work and providing peer support are five Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

The Civil Service Commissioners

The Welsh Government's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Recruitment Principles which can be found at:

<http://civilservicecommission.independent.gov.uk/>

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should email SCSRecruitment@gov.wales in the first instance.

If you are not satisfied with the response you receive from the Welsh Government, you can contact the Office of the Civil Service Commissioners.

Security level

The successful candidate must be cleared to SC (Security Check) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take between 10 and 12 weeks.

Appendices

Appendix A: [CIVIL SERVICE LEADERSHIP STATEMENT](#)

Appendix B: [CIVIL SERVICE CODE](#)