



Llywodraeth Cymru
Welsh Government

SENIOR MEDICAL OFFICER - PRIMARY AND COMMUNITY CARE

Primary Care & Mental Health Directorate

Health and Social Services Group

Welsh Government



Hyrwyddwr Busnes
Cyfrifol Cymru
2020



Responsible Business
Champion Cymru
2020



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Welcome

1. Message from Alex Slade, Director of Primary Care & Mental Health



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

This post is a crucial role in the Health and Social Services Group and helps to advise and deliver on the Welsh Government's Programme for Government. I am seeking a professional leader who can balance clinical and policy advice to Ministers and with the vision to realise and drive transformational service delivery change as set out in 'A Healthier Wales', our ten-year health and social care strategy for Wales.

The role requires the post holder to provide balanced and careful advice and judgement across a range of areas; both directly to the Primary Care portfolio, but equally all other areas of the Health and Social Services Group given the strong interface with Primary Care services. The post holder will engage with professional advisors and Civil Servants across the Group and ensure the alignment of policy aims and strategies.

I am looking for someone who has a breadth of knowledge of the Primary Care landscape; including awareness of the political and policy environment in Wales, most importantly around General Medical Services, and with the ability to sensitively negotiate across multiple sectors. If you think you have the skills, expertise and experience to deliver in this exciting but challenging role for Welsh Ministers, I would be very pleased to receive an application from you.

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 Welsh Government's programme for government sets out a range of commitments over the next five years in order to tackle the challenges that we face and improve the lives of people across Wales. It is founded on the distinctively Welsh values of community, equality and social justice. One of those commitments is to deliver the Digital Strategy for Wales and upgrade our digital and communications infrastructure to rebuild and re-energise our communities, and deliver improvements in public service delivery.

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 role of the Primary Care & Mental Health Directorate

As a large and pivotal Directorate within the Health and Social Services Group which has been recently formed by the appointment of the Director of Primary Care and Mental Health in February 2022. The Directorate leads on a number of Programme for Government commitments, as listed below, whilst also engaging with many other teams across the Group on the delivery of wider commitments:

- Provide treatments which have been delayed by the pandemic.
- Deliver better access to doctors, nurses, dentists and other health professionals.
- Reform primary care, bringing together GP services with pharmacy, therapy, housing, social care, mental health, community and third sector.
- Invest in a pipeline of integrated health and wellbeing facilities.
- Prioritise investment in mental health.
- Prioritise service redesign to improve prevention, tackle stigma and promote a no-wrong door approach to mental health support.
- Roll out child and adolescent mental health services ‘in-reach’ in schools across Wales.

The Directorate is comprised of 2 large Divisions with defined areas of responsibility.

1. Primary and Community Care
2. Mental Health, Vulnerable Groups and Substance Misuse

4. Purpose of Post

The post sits within the Department for Health and Social Services, which is unique within 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 Welsh Parliament / Senedd Cymru. 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 Community, Primary Care, Mental Health and Vulnerable Groups, with professional accountability to the Chief Medical Officer.

The Primary and Community Care Division has a diverse range of duties, including responsibility for:

- 1) 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.
- 2) Ongoing reform for the contracts used to commission primary care services from independent practitioners to enable the delivery of seamless local care and support.

Primary Care is a diverse multifaceted environment, embedded and dependant on joint collaborative working across many disciplines to provide care to an individual in a timely, effective, co-ordinated and prudent manner with that individual at the centre of the care decision-making process.

The post reflects this, and whilst for many working within Welsh Government will be a new environment, the successful applicant will be experienced within different aspects of healthcare provision. A key component will be to effectively communicate and interact within the department, but crucially to bridge across to different areas allowing wider matrix working – see key relationships.

The role itself is consequently busy and wide ranging but at its core is the aim to improve the health outcomes for the people of Wales, increasing the services available in the community so people receive their care closer to home, by the most appropriate person, and with seamless integrated pathways to other services.

This requires close working with different sections of Welsh Government, the NHS and private contractors.

It is not necessarily about having a high profile for the wider ground roots of the profession – that aspect is more the function of the National Clinical Lead.

Key Responsibilities

The Senior Medical Officer (Primary Care) will provide appropriate balanced professional, clinical advice and support to the Welsh Government, especially the Health and Social Services Group, in relation to policy, the ability to implement, and outcomes anticipated. The individual should therefore have a sound grounding of clinical experience, but also have a wider perspective of the health service, public health and experience of management. The main areas will include:

- General Medical Practice;
- General Medical Services, particularly clinical standards, quality and clinical governance and supporting contracts;
- Chronic disease management and disease pathways;
- 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 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;
- Some specific work on key short-term issues such as recruitment and retention of GPs and the primary care workforce in Wales;
- Supporting the shift towards care closer to home.
- 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 Hours and In Hours standards.

5. Person Specification

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

The successful applicant(s) 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 and willingness to champion multi-disciplinary team working.
- Appropriate and demonstrable competency at senior management level.
- Proven ability to deliver results in challenging circumstances.

Welsh Language

Welsh language skills are desirable for this post. If you do not have such skills, you should be willing to make a commitment to learn on appointment. Training, including individual support and coaching will be available.

6. Development opportunities for the Post

This post offers the opportunity to lead the discussions on realising the aims of A Healthier Wales and delivering care closer to home. It affords the opportunity to manage a critical, highly visible area of work for Welsh Government, working closely with Ministers, Special Advisers and senior officials. You will gain experience of working in a high-profile area, building confidence and knowledge with internal and external stakeholders across the Welsh Government and NHS.

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 **23:55 15 August 2022**.

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

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

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

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

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

If you would like to discuss this role further, please email SCSRecruitment@gov.wales

Online technical problems

Please email SCSRecruitment@gov.wales

8. The 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 shortlist meeting which will be held on **18 August 2022**.

Assessments for Shortlisted Candidates Only

The below activities will form part of the overall assessment required for this recruitment exercise:

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

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

- **Media test** - Shortlisted candidates will be asked to complete a Media test. These are scheduled **w/c 5 September**. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled **on 30 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. Candidates will be given at least one week's notice of the presentation topic. 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.

Please note, recruitment adjustments can be made at any part of the recruitment process for candidates with an impairment or health condition, who are neuro-divergent or who use British Sign Language. Please get in touch with SCSRecruitment@gov.wales to discuss adjustments for any part of the process.

The selection panel will include:

- Natalie Pearson, Head of Organisational Development and Engagement, HR (Chair)
- Alex Slade, Director of Primary Care and Mental Health, Welsh Government
- Frank Atherton, Chief Medical Officer, Welsh Government
- Stephen Layne, Deputy Director Fair Work, Welsh Government

Biographies



Alex Slade – Director of Primary Care & Mental Health. Welsh Government.

Alex was appointed to the role of Director of Primary Care and Mental Health for the Welsh Government in February 2022. His role includes supporting Ministerial priorities across primary and community care, mental health, vulnerable groups and substance misuse. Alex is part of the executive leadership of the Health and Social Services Group and leads on a number of Programme for Government commitments, working closely with the Minister for Health and Social Services and the Deputy Minister for Mental Health and Wellbeing to deliver these reforms.

Alex has undertaken a number of operational, strategy, commercial and policy roles in the Civil Service. His career started in the Home Office before he undertook the Civil Service Fast Stream programme – moving to a breadth of challenging roles across a number of areas, before undertaking senior roles in the Health portfolio. Alex has a particular interest in translating policies into impact for patients and citizens, alongside a strong commercial focus in how we manage and oversee service provisions.



Natalie Pearson – Deputy Director of HR Strategy, OD and Engagement at Welsh Government

My career has spanned three civil service professions – HR, Communications and Policy. All of these professional roles have come with different challenges and opportunities and I've learned a huge amount from each of them.

Having worked previously in a number of Whitehall Departments, the private and third sectors I decided to return to my home country of Wales twenty years ago when my three sons were small. I haven't regretted that decision once. Working for the Welsh Government during the first two decades of devolution has been fascinating and hugely rewarding. And Wales beats Crystal Palace hands down as a beautiful and uplifting place to live (sorry South London!).

During the past 20 years I've undertaken some very different roles ranging from Rural Development Plan negotiations to managing crisis and digital communications and leading on support for innovation and employee engagement. One of the huge advantages of working for a small country government is the opportunity to work across a wide span of subject areas during your career. My current role involves working with the Board and Executive Committee on workforce strategy and a variety of people-centred improvement programmes, including the Permanent Secretary's Future-proofing Programme, for which I am the Senior Responsible Officer.

I am also the Deputy Director responsible for workplace equality and it is very important to me that the Welsh Government has put the principles of human rights, equality, fairness, dignity and respect at the heart of its values. As someone who was brought up in a Valleys mining community where I was the first person in my family to go to university, I am a passionate advocate for social mobility and believe the civil service is somewhere people from all backgrounds can thrive and feel welcome.



Stephen Layne, Deputy Director for Fair Work, Welsh Government

Stephen's currently Deputy Director for Fair Work at the Welsh Government. He leads a team responsible for working in social partnership to deliver safe, secure and rewarding work, improving access to trade unions and ensuring the public purse encourages fair work.

Stephen has extensive experience in policy development, government business and working with Ministers, Special Advisors and external partners across a wide range of matters. He joined the Welsh Government in 2000 and since then has worked in a variety of roles and at different grades in the organisation, before being promoted to the senior civil service earlier this year. Prior to joining the Welsh Government, he worked in the financial services sector and graduated with a degree in politics from Cardiff University.

Stephen is passionate about his work and the role of the civil service in translating the priorities of Ministers into policies, interventions and programmes that deliver beneficial outcomes for people, places, public services and businesses in Wales. Outside of work, he values time spent with his family, enjoys reading and is an avid follower of rugby and cricket – although he says he sadly no longer plays either!



Frank Atherton, Chief Medical Officer, Medical Director NHS Wales

Dr Frank Atherton took up post as Chief Medical Officer, Medical Director NHS Wales in August 2016.

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

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

From 2002 to 2012 Frank worked as a Director of Public Health in Lancashire and from 2008 to 2012 he also served as President of the UK Association of Directors of Public Health (ADPH). In 2012 Frank moved to Canada to take up post as the Deputy Chief Medical Officer of Health in the Department of Health and Wellness, Nova Scotia. Frank was knighted in the 2022 New Year Honours list for his services to public health following the leading role he has played in Wales throughout the Covid-19 pandemic.

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 [here](#).

Civil Service Code

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 15 August 2022**

Shortlisted Meeting: **18 August 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Media Test: **w/c 5 September 2022**

Interview panel: **30 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 post is available as a fixed term appointment or secondment/loan for up to 4 years. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a loan basis. This post is also available to those who wish to join the Civil Service on a fixed term appointment and to those who wish to apply on a secondment basis.

Eligibility

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

Nationality requirements

This job is broadly open to the following groups:

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

Further information on nationality requirements

Remuneration

The role is at Deputy Director level and the starting salary is **circa £71,000**.

For existing Civil Servants

If you are a substantive Deputy 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.

Secondments

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. 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 post is pan Wales and the post holder may work from any of the Welsh Government Offices in Wales, although the nature of the post means that you will need to spend time in Cardiff. We are supportive of home working and tailoring patterns to suit individual circumstances. In the short term the majority of post holders will be based at home/working remotely.

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, 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. 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 Ethic 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 contact 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](#)