



Llywodraeth Cymru  
Welsh Government

**Director of Finance**

**Health and Social Services Group**

**Welsh Government**



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## 1. Welcome Message from Judith Paget, Director General for Health and Social Services/ NHS Wales Chief Executive



Thank you for your interest in the post of Director of Finance and I am delighted that you would like to know more about the position. This is a unique and exciting post which forms a pivotal role in my Executive Director Team, which is at the heart of delivering the Welsh Government's programme for government.

I am looking for a resilient and inspirational professional leader who can provide excellent advice to Ministers and have the enthusiasm and innovation to deliver expert services through the delivery of the 'A Healthier Wales', ten year health and social care strategy for Wales. This role is responsible at national level for all financial matters that relate to the financing of the NHS in Wales. It supports achievement of financing the best health and care outcomes for people by providing leadership and support for the NHS finance function in Wales and ensuring that our health service has effective professional financial leadership.

We are looking for an enthusiastic Finance Director with a track record that will enable them to provide professional leadership to the NHS in Wales, which will include developing the finance profession, building teams and being able to maximise efficiencies.

We are looking for applications from diverse candidates who can demonstrate leadership qualities and bring fresh skills and lived experiences to our work. We would particularly welcome applications from women, Black, Asian and Minority Ethnic and disabled people for this role and we are committed to support all staff to thrive in an inclusive working environment.

The role requires a leader who combines strategic policy judgement and political awareness with the experience and ability to lead, motivate and develop teams, work across boundaries and add value in my senior management team. The successful candidate will have a track record of leadership, achievement, resilience and delivery at senior level with experience of driving change, ensuring value for money and translating strategic challenges into clear objectives and delivery.

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 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. Purpose of Post**

The Health and Social Services annual budget is in excess of £9bn, covering both revenue and capital expenditure. The majority of spending occurs within the Welsh NHS although there are also significant funded national programmes supporting social services policy. The way in which the Welsh Government (WG) is funded will continue to change significantly over the coming years. The Welsh Government has moved from being almost wholly reliant on a block grant to a much more complex system in which its budget is derived from a combination of a block grant, borrowing powers and taxes levied on Welsh businesses or citizens. This has meant significant opportunities for Welsh Ministers to use the additional financial flexibilities, but there are also risks to the way the process of change is handled. The postholder will play a key role in optimising and advising on opportunities within the context of the Health and Social Services Group.

The Director of Finance will report to the Director General of HSSG/Chief Executive of NHS Wales and will be a key member of the Executive Director Team. They will provide strong leadership for financial management and planning across the Group with a relentless focus on maximising the efficiency of the Group's financial delivery. The Director of Finance will be responsible for delivering a high quality service, combining robust information and analysis to provide insight and constructive challenge, to effectively support strategic innovation and sound business decisions across the Group. They will maintain and develop a respected and collaborative professional team which commands credibility at all levels and promotes a culture of value for money across the Group and in their dealings with the NHS in Wales.

The Director of Finance will also ensure that the Group adheres to the principles of Managing Welsh Public Money and that the Additional Accounting Officer's position is considered in all relevant decisions.

The post holder will serve as Head of the Finance profession within NHS Wales and, as such, will be expected to provide professional leadership to the NHS in Wales, supporting the Finance Academy to deliver the development and modernisation of the finance function within Wales whilst also promoting the highest standards of probity and corporate governance at every level of the service to ensure best use of resources. The Director of Finance will work through the NHS Executive to set and ensure delivery of the standards of financial management, control and governance expected of NHS Wales.

The Director of Finance will play a key role in supporting the delivery of the Government's ambitions for greater integration across the health and social services sectors and for building a more resilient social care sector as a key partner to the NHS.

#### **4. Key Responsibilities**

The Director of Finance's responsibilities include:

- Budget management, control, reporting, and accounting in respect of the Group's annual budget, which currently stands at over £9 billion, in line with government financial standards.
- Providing direct support and advice to the Minister for Health and Social Services and Deputy Ministers for Social Services and for Mental Health and Wellbeing on all relevant financial matters including Cabinet business, Ministerial Advisory Groups and Policy Boards, ensuring that appropriate cross portfolio connections are identified and factored into the service and advice provided.
- Supporting the Director General HSS Group as Additional Accounting Officer and the Audit, Risk and Assurance Committee (ARAC) through effective risk management, lean business processes and an effective control framework.
- Leading the promotion and delivery of good financial management throughout the NHS to ensure that resources are safeguarded, used appropriately, economically, efficiently and effectively.
- Build and lead a diverse and inclusive team with a focus on positive staff engagement.
- Playing a key role as part of the Group's Executive Director Team and the NHS Wales Leadership Team.
- Provide overall leadership to the Health and Social Services Finance Directorate, ensuring a high quality of financial management, financial governance and expertise to operate to the very highest standard.
- Lead, motivate and empower staff in the Health and Social Services Finance Directorate, supporting their development and health and wellbeing.
- Provide professional financial leadership to the NHS Finance Delivery Unit / NHS Executive Support Function and direct their activities to ensure delivery of financial management, governance and efficiency expectations for NHS Wales.

## 5. Person Specification

The role requires a qualified accountant (CCAB, CIMA or equivalent) with a strong track record of senior leadership and management in a complex organisation.

The position also requires:

- Experience in a role which has required an understanding of Government and/or NHS financial planning and control systems.
- Sensitivity to the political context and an ability quickly to gain the confidence of Ministers, Special Advisers, peers and senior NHS colleagues.
- A proven track record in management accounting, financial advice to policy makers, corporate governance and financial aspects of performance management.
- Well-developed capacity for strategic thinking, together with a track record of making a significant contribution to strategic decision making and to policy formulation and delivery.
- Substantial experience of leading and developing a diverse team of finance professionals and of developing a spirit of teamwork across functional and organisational boundaries in a comparable organisation to deliver an efficient and effective service, with specific experience of driving and improving performance.
- The ability to represent and to influence at the most senior level, to motivate people and broker collaborative working relationships with a range of stakeholders, building partnerships across traditional organisational and sector boundaries.
- Demonstrate commitment to equality and diversity, towards the goals of creating a fairer workplace environment and a fairer Wales.
- An understanding of Wales, its heritage (including the Welsh Language) would be an advantage. Board level experience in a comparable organisation will equally be advantageous.

The following exemplar leadership behaviours are also essential requirements for this role:

- Provide staff with opportunity to flourish by holding self and others to account for delivery rather than over managing from a fixed mind set.
- Builds and leads a collaborative working culture and role models inclusivity.
- Is politically astute and understands the relevant aims and agendas of the governmental, political and public sector organisations and key individuals that interact with their organisation.

## **SCS Knowledge, Skills and Experience - Competencies**

In addition to the role specific essential criteria above, the following are a set of characteristics expected in all members of Senior Civil Service. They won't be assessed directly, however, you may wish to consider these when writing your supporting statement and preparing for interview:

- relationship-management - forming effective relationships in order to generate confidence, respect and collaborative working;
- strategic development and co-ordination – advising, supporting and setting direction in a complex environment, taking account of the organisation's priorities;
- delivering results - translating broad strategic ambitions into clear performance objectives and working with others to improve operational effectiveness and achieve transformational change across boundaries;
- leadership – providing direction, delivering results, building on relationships and capability, motivating and inspiring staff at a time of change and challenge; championing equality and diversity in the workplace.
- teamwork - contributing positively in collegiate settings and creating a culture of high performance and effective people management, developing skills, capacity and capability within your team, across the wider organisation and beyond;
- communications - highly developed communication and interpersonal skills in order to command the confidence of staff, peers and senior organisational leaders;
- financial management - driving quality, efficiency and value for money in the management of budgets;
- personal resilience - the determination and stamina to sustain effectiveness at a senior level in a corporate environment with integrity, honesty, objectivity and impartiality.

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, a copy of which can be found at Annex B.

## **Welsh Language**

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.

## **6. Development Opportunities Offered by the Post**

This post offers the opportunity to lead the NHS Finance Profession across Wales, 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 and be able to shape the future direction of NHS spend in support of the Programme of Government.

The post also offers the opportunity to shape the creation of the new NHS Executive as it provides strategic direction to the NHS to deliver against the Government's priorities and to improve health outcomes for the population of Wales. A key aspect of this will be championing alignment of clinical and financial objectives through an enhanced focus on the delivery of value-based health and care.

## **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 19 October 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](mailto:SCSRecruitment@gov.wales) to request an alternative format, or to request a reasonable adjustment in order to submit your application.

### **Name Free Recruitment**

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

### **Diversity information**

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. You will be asked to confirm some diversity information on your application form. 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](mailto:SCSRecruitment@gov.wales)

### **Online technical problems**

Please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales)

## 8. 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 **25 October 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.

- **Staff / Stakeholder Engagement Exercise** – these will take place on **4 November 2022**. Further details will follow.
- **Fireside Chat** - Shortlisted candidates will take part in a Ministerial 'fireside chat'. **Date to be confirmed**. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled **15 November 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](mailto:SCSRecruitment@gov.wales) to discuss adjustments for any part of the process.

The Selection panel will include:

- Judith Paget – Director General Health and Social Services Welsh Government and NHS Wales Chief Executive
- Glyn Jones – Aneurin Bevan University Health Board
- Peter Kennedy – HR Director, Welsh Government

**Judith Paget - Director General of Health and Social Services/ Chief Executive, NHS Wales**



Judith was appointed to the role of Interim Director General of Health and Social Services/Chief Executive NHS Wales in November 2021. Her role includes both supporting Ministerial priorities for health and social care within the Civil Service structures, and the leadership and oversight of NHS Wales.

Judith's previous post was as Chief Executive of Aneurin Bevan University Health Board. Judith joined the Health Board as Director of Planning & Operations on 1st October 2009 and subsequently became Chief Operating Officer/Deputy CEO before her appointment as Chief Executive in October 2014.

Judith has worked in the NHS since 1980 and has undertaken a variety of operational, planning and commissioning roles in a number of NHS organisations across south, mid and west Wales. Judith was appointed to her first CEO role in April 2003. Judith has a keen interest in partnership working across public services; primary care and community development; value based healthcare and staff development and engagement.

Judith was awarded a Companionship of the Institute of Health Service Managers in 2012 and in June 2014 won the Institute of Directors – Director in Public Service Award for Wales. In June 2019 Judith was awarded a CBE in the Queen's Birthday Honours for her services to delivery and management in NHS Wales.

## **Glyn Jones – Aneurin Bevan University Health Board**



Glyn started in the NHS in 1989, joining the NHS Wales financial management training scheme. He has spent most of his career working in the NHS in Wales and the South West of England. However, he also spent four years working for Jobcentre Plus where he was involved in developing finance business partnering, before returning to the NHS in 2010 as Assistant Finance Director in Aneurin Bevan Health Board.

Glyn has twice attended Harvard Business School, where he studied performance measurement in not-for-profit organisations and value measurement in healthcare. His previous roles have included NHS Finance Director posts in the Rhondda, Bristol, Carmarthenshire and Powys. He is also the voluntary treasurer and trustee on the board of Blaenau Gwent & Caerphilly Citizens Advice Bureau.

Glyn has worked as Aneurin Bevan University Health Board's Director of Finance, Procurement and Performance and Deputy Chief Executive since 2016, most recently occupying the role of interim Chief Executive.

## **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](mailto: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 19 October 2022**

Shortlisted Meeting: **25 October 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Stakeholder Engagement Exercise: **4 November 2022**

Fireside Chat: **Date to be confirmed**

Interview panel: **15 November 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 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

This role is at Director level and the salary is circa £150,000 with discretionary enhancement for an exceptional candidate;

#### **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.

### **Secondment**

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

### **Location**

You may work from any of the four Welsh Government offices based in Wales, which are located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. 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 to 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.

### **Working hours**

This is a full-time post and is available on a full-time or job share basis. 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 form that you are applying as part of a job share partnership.

### **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 Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

### **The Civil Service Commissioners**

This appointment is being overseen by Margaret Edwards Civil Service Commissioner on behalf of the Civil Service Commission.

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](#).

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](mailto: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](#)