



Llywodraeth Cymru
Welsh Government

Candidate Brief and Job Description

Chief Nursing Officer for Wales

Health and Social Services Group



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Welcome

1 Message from Dr Andrew Goodall, Director General for Health and Social Services/ NHS Wales Chief Executive



Thank-you for your interest in the post of Chief Nursing Officer for Wales 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 professional matters that relate to the Nursing and Midwifery workforce. It supports achievement of the best health and care outcomes for people by providing leadership and support for the professions in Wales and ensuring that our health service has effective professional leadership.

We are looking for an enthusiastic, inclusive professional Nursing and Midwifery Council registrant 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 most public services in Wales.

The First Minister of Wales, Mark Drakeford and his Cabinet lead the Welsh Government and are accountable to Senedd Cymru/ the Welsh Parliament. The Cabinet has set a culture of working as one Welsh public service, in particular with local government and other public services and through social partnerships with the trade unions, businesses and the third sector.

The Welsh Government was elected in May 2016 and our priorities are to achieve a greener, more prosperous and more equal Wales. The next Senedd elections will be in May 2021.

The UK's exit from the EU at the end of January 2020 has significant implications for Wales and the Welsh Government. Our relationship with the UK Government and the other devolved governments continues to develop. Along with other public bodies in Wales, our work is founded on the Wellbeing of Future Generations Act which sets an internationally recognised framework for policy and delivery focussed on wellbeing and the long term.

Welsh Ministers are supported by a workforce of around 5,000 civil servants, approximately half of whom were previously located in Cardiff, with the remainder based in Welsh Government offices across Wales. Nearly all our staff are now home working and will be doing so for the foreseeable future. The Welsh Government has small offices in London, Brussels and an overseas network for trade and investment work.

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 staff and disabled staff at all levels and

women at senior levels). We are committed to the social model of disability and to making recruitment and workplace adjustments to ensure equality for disabled staff. We have recently published our strategy on Inclusion and Diversity in Public Appointments and are developing our Equality, Diversity and Inclusion Strategy 2021-2025.

The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, which have equal legal status. We follow statutory standards for the Welsh language in public administration. Applicants must share our commitment to promoting the Welsh language. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

3 Purpose of Post

The Chief Nursing Officer (CNO) is the head of the nursing and midwifery professions in Wales and as such sets the professional agenda and future direction for these professions. Given the impact of the professions on improving health and delivering world class safe and effective healthcare, the role supports the achievement of the best health and care outcomes by providing transformational leadership of the professions. The post holder is the senior adviser to the Welsh Government on all matters related to nursing and midwifery education and practice.

The CNO provides expert professional advice on nursing and midwifery matters in health and social care, including legislation – specifically the Nurse Staffing Levels (Wales) Act 2016. The Office of the Chief Nursing Officer (OCNO) also has policy responsibilities in relation to maternity and breast feeding services, quality and safety of care in NHS Wales (in tandem with the Chief Medical Officer) and promoting the health of learning disabled people. The officials within the OCNO work with a number of other directorates within the Health and Social Services group providing expert professional advice to support delivery of Welsh Government priorities.

As a Director within the Welsh Government, the CNO is accountable to the Director General Health and Social Services/ Chief Executive NHS Wales and as a member of the Health and Social Services Group Executive Directors Team will participate fully

in the corporate management of the Welsh Government's Health and Social Services Directorates.

The CNO has clear responsibility of part of that leadership team to drive forward delivery of the Welsh Government objectives for Health and Social Services set out in 'A Healthier Wales', ten year strategy, as well as performance of services measured against the national performance framework. The post holder performs a significant professional role in the Welsh Government's oversight of the NHS Wales' delivery and performance as a whole.

The CNO provides leadership of the Nursing and Midwifery professions within Welsh Government and externally, collaborating effectively with senior leaders across NHS Boards, Council of Deans Wales, Trade Unions, Professional Organisations, Care Home sector, UK government directorates, UK wide professional organisations, the Nursing & Midwifery Council and other UK wide regulators, as well as other partners to support and ensure the delivery of Welsh Government priorities.

The CNO will have responsibility for approximately 15 staff.

4 Key Responsibilities

The CNO will provide high quality, comprehensive and well considered advice to Welsh Government Ministers, the Director General and other government officials on all matters pertaining to the portfolio.

Their responsibilities include to:

- Ensure high profile leadership of the professions across Wales and supporting delivery of A Healthier Wales, 10 year strategy.
- Lead work to ensure national delivery and extension of the Nurse Staffing Levels (Wales) Act 2016. In 2021 the first three year report on implementation must be laid before Welsh Parliament.
- Set the policy direction for maternity services, including implementation of the five year Vision for Maternity Service (2019) and delivery of the National Breast

Feeding action plan (2019). Key work in 2021 will be the establishment of a new national maternity dashboard to aid system performance management and review.

- Support the health and well-being of children through development and implementation of policies related to health visiting services, school nursing services as part of the Whole School policy agenda, and community children's nursing services
- Promote the health of learning disabled people, which will include working with Directors in the Health and Social Services Group to determine specific cross cutting actions. A key area of work in 2021 will be to implement the recommendations from the secure unit review (2020) and continue to lead work to reduce inequality in health outcomes.
- Set and monitor the annual work programme to be carried out by the NHS Safeguarding Network and safeguarding team in Public Health Wales in NHS Wales, in association with the executive nurse directors in NHS Wales;
- Promote high quality and safe compassionate care, including: review of the health and care standards; framework for reporting patient experience; hospital visiting; standards for spiritual care in NHS Wales; hospital catering and patient nutrition & hydration; continence management; prevention of falls; preventing healthcare acquired infections and promoting good infection prevention and control measures (along with the Chief Medical Officer); and prevention of tissue damage (NHS, community and care home settings).
- In association with Public Health Wales, continue the programme of work under the Nursing Now Wales! campaign to increase diversity in the nursing and midwifery workforce. Support the national Train, Work, Live recruitment campaign.
- Support the roll out of learning from the Neighbourhood Nursing pilots, and work with Primary and Community Care Directorate and the National Clinical Lead Nurse to help deliver increased care in the community.
- Establish and maintain effective nursing communication networks on behalf of Welsh Government and the professions, across all parts of the NHS in Wales, other statutory and independent sectors and the public, including use of media skills.

- Provide an effective UK contribution to nursing, midwifery and health policy in an international arena, including the ICN, World Health Organization and its global networks, ensuring that the interests of Wales are fully represented.
- Work collaboratively with the Director of Workforce & OD to plan and design extended and enhanced roles, which will improve clinical practice and integrated care across the NHS in Wales. Provide professional advice on education commissioning for health workers. Contribute actively to conferences, stakeholder groups and public speaking engagements, as well as presenting professional evidence to/on behalf of Ministers.
- Author articles for the nursing and midwifery press to detail work in Wales or discuss issues of professional importance.
- Undertake media engagements – radio, TV, podcasts, web chats and newspaper articles as required.
- Offer an annual conference for front line nursing and midwifery staff to promote the sharing of good practice. Award the Betsi Cadwaladr scholarship at this event.
- Manage delegated budgets, procurement and programme expenditure in line with WG financial Standing Operating Procedures. Contribute to corporate decisions on financial controls and discussions on priority spending.
- Lead, motivate and empower staff in the OCNO, supporting their development and health and wellbeing.

5 Person Specification

The post requires a current registration with the Nursing and Midwifery Council as a nurse or midwife, education to a minimum of Masters level and a proven track record of leadership at senior level in the nursing and midwifery fields. In addition, the post holder must be able to demonstrate current knowledge, continuous professional development and experience of health and healthcare at a senior, strategic level; an understanding of how nursing and midwifery can contribute to and improve the experience and health of patients and the public; and an understanding of the professional culture and political environment in order to achieve desired change. The post holder must have personal credibility with the professions and service at large.

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;
- 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 a commitment to learn Welsh on appointment

6 Development Opportunities Offered by the Post

Welsh Government is committed to supporting the development of its employees. In this post you will be provided opportunities to develop skills and expertise as a senior civil servant, enabling you to work with a range of Ministers and across a number of policy areas in Welsh Government. You will gain greater insight into how devolved government works and how health and social care policy and legislation is formulated and delivered in Wales. In addition to this, Welsh Government is committed to support its health professionals to maintain their professional registration requirements. You will therefore be supported to undertake development opportunities to meet your revalidation and registration requirements with the Nursing and Midwifery Council throughout your employment.

7 How to apply

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

Applications should be submitted to the Welsh Government on-line system and submitted no later than **Monday 15 February 2021 at 13:00**. 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 online, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustment related to impairment in order to submit your application.

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting diversity 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.

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

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

Anonymised Recruitment

All applications for this vacancy will be anonymised at the sift stage. The panel will take into account your personal statement and CV but, **these documents should be anonymised when you submit your application.**

Questions and Informal Discussion

If you have any questions about this role in advance of your application, please email Dr Andrew Goodall on Andrew.Goodall@gov.wales who will respond to any points of information of clarification.

Online technical problems

Please email the SCSRecruitment@gov.wales

8 Selection Process

Overview

The Recruitment Team will acknowledge your application via the Welsh Government online system and when appropriate you will be advised about the outcome of the short list meeting.

Assessments

The shortlisting meeting will take place on **24 February 2021**.

Shortlisted candidates will undergo online psychometric tests that will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these online 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 particular recruitment exercise.

Media Assessment Test

Shortlisted candidates will take part in a media exercise **w/c 15 March 2021** via Microsoft Teams.

Fireside Chat

Shortlisted candidates will take part in a Fireside Chat with the Minister for Health and Social Services **w/c 15 March 2021** via Microsoft Teams.

Interviews

Interviews will take place **late March/early April 2021**. 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 media assessment test 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.

If candidates are required to prepare a presentation for the interview they will normally be given at least one week's notice of the topic.

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

The Selection panel will include:

- Margaret Edwards – Civil Service Commissioner (Chair)
- Dr Andrew Goodall – Director General Health and Social Services Welsh Government and NHS Wales Chief Executive
- Professor Charlotte McArdle – Chief Nursing Officer, Northern Ireland
- Alex Howells – Chief Executive, Health Education and Improvement Wales
- Peter Kennedy – Director, Corporate Services, Welsh Government

Biographies

Margaret Edwards



Margaret has held senior roles in the public sector, including Chief Executive roles in the NHS and as Director General in the Department of Health. She had a successful career with Mckesson International. Currently Margaret is Chair of the Civil Service Pension Board.

She has a track record of designing and delivering public sector reform and delivering national targets. She is particularly interested in aligning individual and corporate objectives and the design of total reward packages.

Margaret was appointed as a Civil Service Commissioner on 1 October 2017.

Dr Andrew Goodall, Director General of Health and Social Services/ Chief Executive, NHS Wales



I was appointed to the role of Director General of Health and Social Services/Chief Executive NHS Wales in June 2014. My role includes both supporting Ministerial priorities for health and social care within the Civil Service structures, and the leadership and oversight of NHS Wales.

Including this current role, I have been an NHS Chief Executive in Wales for 14 years, my previous post being that of Chief Executive of Aneurin Bevan University Health Board, a position held from the Health Board's inception in October 2009 until 2014.

During my 28 year NHS career, I have held planning and operational positions across a number of NHS organisations across South Wales as well as national roles. I have particular areas of interest in improving patient safety, quality and patient experience; partnership working across Public Services; and delivering frontline services through service improvement and modernisation.

I have a law degree from Essex University and a PhD in Health Service Management from Cardiff Business School. I was awarded a CBE in the 2018 New Year Honours for services to Health, to Social Care and to public service in Wales.

**Professor Charlotte McArdle, MSc BSc PGCert RGN, IHI Improvement Advisor –
Chief Nursing Officer, Department of Health**



Charlotte McArdle, Chief Nursing officer (CNO) for Northern Ireland who, as the head of the Nursing and Midwifery professions, is responsible for the professional leadership, performance and development of the Professions in Northern Ireland which includes AHPs, The Chief Allied Health Professions (AHP) Officer is part of the CNO group

The Office of the CNO sets strategic direction for nursing, midwifery and health visiting services, agreeing programmes of action, setting goals and targets and ensuring that progress is monitored and evaluated. This includes chairing the Department's Central Nursing and Midwifery Advisory Committee, and the

development and oversight of policies for nursing and midwifery in Public Health, for example, the Family Nurse Partnership Programme (FNP), the Northern Ireland Action Plan for Learning Disability Nursing, a Northern Ireland Framework for Patient Experience and the District Nursing Review Framework. In undertaking this role, the post holder works closely with the Directors of Nursing and counterparts in other UK countries.

During the time that Charlotte has been in the role of Chief Nurse she has led a number of policy initiatives which underpin professional practice such as: Person Centred Standards for Record Keeping Practice; Policy Imperative - Delivering Care: Nurse Staffing Levels in Northern Ireland. Supporting Q2020, Charlotte played a key role in the development of the Attributes Framework for Leadership in Quality Improvement and Safety. Charlotte also chairs the NI Key Performance Indicator Advisory Board for Nursing and Midwifery. The Office of the Chief Nurse leads on policy for patient experience and nutrition and for developing models of practice for Co-production in line with the Department of Health's statutory responsibility for Personal and Public Involvement.

Charlotte is a Visiting Professor at Ulster University Faculty of Health Science.

Charlotte has obtained a fellowship from Queens Nursing Institute and is a fellow of the faculty of Nursing and Midwifery at Royal College of Surgeons of Ireland.

Alex Howells, Chief Executive, Health Education and Improvement Wales



Alex started working in the NHS as a graduate management trainee and has held a number of senior management, Director and deputy CEO roles across south Wales over the last 22 years, including as Director of Planning, Director of Primary, Community and Mental Health Services and Chief Operating Officer.

Alex was appointed as CEO to set up Health Education and Improvement Wales in February 2018, and the new organisation was launched in October 2018. This is a Special Health Authority responsible for workforce planning and development, education and training, leadership development and careers.

Peter Kennedy, Director, 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 a Granddaughter. Jenny was diagnosed 5 years ago with Multiple Sclerosis, the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a career.

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 of the post. 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”).

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

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email **scsrecruitment@gov.wales** as soon as possible and a member of the team will contact you to discuss your concerns and requirements.

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

Competencies

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

For further information about core competencies please access the full documents 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 **Monday 15 February 2021 at 13:00**

Psychometric testing – within 10 working days of the shortlisted meeting

Shortlisting Meeting – **24 February 2021**

Media Assessment test – week commencing **15 March 2021**

Fireside Chats with Minister for Health and Social Services - week commencing **15 March 2021**

Interview panel – **late March/early April 2021**

Media Assessment Test, Fireside Chat with the Minister and Interviews will all be held remotely.

The above dates are 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 non-Civil Servants on a permanent basis and, to those who wish to join on a secondment for up to 4 years. If the successful candidate takes up appointment on a secondment basis they would retain their existing terms and conditions including salary.

Remuneration

This role is at Director level and the salary is circa £93,000 per annum.

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.

The starting pay on promotion into the Senior Civil Service will usually attract 10% increase in base pay or be at the Senior Civil Service pay band minimum, whichever is greater. Refer to the Welsh Government's starting pay on promotion policy.

Relocation expenses

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

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 some time in Cardiff. There is an expectation that regular travel across Wales and UK is part of the role. 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.

Working hours

This role is available on a full-time or job-share basis. It is expected that if you apply as a job-share partnership that this arrangement is in place when submitting your application and you should make it clear on your application forms 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.

Successful candidates 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, BAME 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 currently ranked 8th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status from a:gender in 2018.

Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Prism (Lesbian Gay Bisexual Transgender Intersex +) and Women Together.

The Civil Service Commissioners

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

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

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact Peter Kennedy, HR Director, Permanent Secretary's Group, Welsh Government, Cathays Park, Cardiff CF10 3NQ in the first instance.

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

Security Level

Successful candidates 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

A – Appendix A – Civil Service Leadership Statement

The leadership statement can be found here:

<https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement>

B – Appendix B – Civil Service Code

The Civil Service Code can be found at:

<https://beta.gov.wales/civil-service-code>