



Llywodraeth Cymru  
Welsh Government

## Candidate brief and Job Description

# CHIEF EXECUTIVE HEALTHCARE INSPECTORATE WALES (HIW) WELSH GOVERNMENT



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## **1. Welsh Government Background**

The Welsh Government has an annual budget of around £18 billion and is responsible for most public services in Wales. Elected in May, 2021, the First Minister of Wales and their Cabinet lead the Welsh Government and are accountable to Senedd Cymru, the Welsh Parliament.

The UK's transition 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 will continue to evolve as our future outside the EU becomes a reality. Along with other public bodies in Wales, all our work is underpinned by the Wellbeing of Future Generations Act, which sets an internationally-recognised framework for policy and delivery focused on our Well-being Goals for Wales and five ways of working which include involvement, collaboration, prevention and long-termism.

Welsh Ministers are supported by a civil service workforce of around 5,500 staff, 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 working remotely and we expect flexible, 'smart' working to be part of our operating model for the longer term - helping us reduce our environmental impact and allowing us to work within the communities we serve. 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 vibrant diversity networks are supported by senior champions, including an Equality and Diversity Champion on our management Board. We have set ambitious diversity targets to improve the numbers of staff we employ from under-represented groups (for example, Black, Asian and Minority Ethnic colleagues 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 our disabled colleagues. Earlier this year we published our strategy on Inclusion and Diversity in Public

Appointments, and have developed a new Equality, Diversity and Inclusion Action Plan for 2021-2026 as a core part of our Future Workforce Strategy. Following the recent consultation on the Race Equality Action Plan we are working on the steps we will need to take to help make Welsh Government anti-racist, and in this role you will have the opportunity to make a very significant contribution to this important agenda across the Welsh public service.

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. We are committed to our Cymraeg 2050 strategy and achieving our vision of becoming an exemplar bilingual organisation. We believe the Welsh language is an asset and encourage and support all our staff to learn, develop and use their Welsh language skills in the workplace.

## 2. Healthcare Inspectorate Wales

Healthcare Inspectorate Wales (HIW) is the independent inspectorate and regulator of health care in Wales. HIW inspects NHS services and regulates independent healthcare providers against a range of standards, policies, guidance and regulations to highlight areas requiring improvement. Through its work it aims to:

- Provide assurance: provide an independent view on the quality of care.
- Promote improvement: encourage improvement through reporting and sharing of good practice.
- Influence policy and standards: use findings to influence policy, standards and practice.

HIW's goal is to encourage improvement in healthcare by doing the right work at the right time in the right place; ensuring what it does is communicated well and makes a difference. HIW knows it is achieving its goal when:

- Services improve the care they provide to patients as a result of its work.
- People have confidence HIW will identify when standards are not met and appropriate action will be taken.
- People are better informed about HIW's work.
- HIW effectively delivers its work programmes, making the best use of its resources.

HIW regulates and inspects independent healthcare and inspects the NHS in Wales. Independent healthcare includes a wide range of providers: private hospitals, clinics, hospices and beauty salons that use laser treatments. HIW's coverage in the NHS ranges from dentistry and general practice to hospitals and health boards.

The work of HIW is guided by the Wellbeing of Future Generations (Wales) Act 2015 which requires public bodies in Wales to work better with people and communities, and prevent persistent problems such as health inequalities. In making decisions about the work HIW undertakes through inspection, review and follow up, it

considers the short term and long term needs of patients and works collaboratively with partners, patients and the community to support improvement.

HIW checks people in Wales receive good quality health care and services provide safe and effective care in line with the seven themes in the Health and Care Standards. Each theme includes a number of standards, and collectively, they describe how a service provides high quality, safe and reliable care centred on the person.

HIW also works with bodies to examine healthcare in other settings, such as the clinical review of deaths in prison settings undertaken with the Prison and Probation Ombudsman, and the reviews of Youth Offending Teams led by Her Majesty's Inspectorate of Probation.

HIW puts the patient at the heart of what it does and makes sure its work promotes and protects equality and human rights. HIW has a specific responsibility to consider the rights of vulnerable people, such as those who are being cared for under the Mental Health Act or the Mental Capacity Act, Deprivation of Liberty Safeguards. Our responsibilities in relation to mental health span both the NHS and the independent sector.

HIW carries out its functions on behalf of Welsh Ministers and, although part of the Welsh Government, protocols have been established to safeguard its operational and professional autonomy.

More information is available at [hiw.org.uk](http://hiw.org.uk), including annual reports, Strategy and Operational Plans, national, thematic and local authority reports, statistics and inspection reports.

### **3. The Role of the Chief Executive of HIW**

The Chief Executive will have day to day management responsibility for HIW operations and annual work programme. The post holder will lead HIW on the full range of its responsibilities, and will have responsibility for matters of good practice, probity and corporate accountability; and the profiling and positioning of HIW to outside bodies, the NHS and the public in Wales.

The Chief Executive has the authority to provide independent assessments of and judgments about healthcare in Wales, which will include (but not exclusively) publishing reports, making public statements and setting HIW's priorities and annual work programme.

This is a high profile role and the post holder will have a strong track record of achievement at a senior management level with experience of working within a national framework.

The post holder will:

- provide leadership for the organisation to further develop its strategic direction;
- be adept at getting to grips with a diverse range of complex issues and be both resilient and politically astute;
- operate at the very senior level and have excellent communication, negotiation and influencing skills
- contribute robust and reliable professional advice to Ministers and their supporting policy teams, including through published reports, in conjunction with other inspectorates wherever necessary, and giving evidence before Committees of the Welsh Government whenever required;
- command respect and credibility with a wide variety of audiences including the public, patients, service users, patient representative groups, health professionals, Ministers and Members of the Senedd;
- operate with a high degree of autonomy, maintaining the independence of the inspectorate, while working collaboratively towards shared aims in terms of improved outcomes and maintaining constructive relations with others.

This role brings together a challenging breadth of responsibility. It combines leadership, strategy development, change management, relationship-building, performance management and standard setting. The Chief Executive will work closely with a range of different stakeholders to build commitment, set standards for the work of HIW and deliver results across healthcare organisations.

The successful candidate will have a real opportunity to make a significant difference to the healthcare people in Wales receive in their everyday lives through being a driving force for the continuous improvement of the quality and safety of healthcare services.

As one of the leaders among the 'family' of regulatory and inspection bodies in Wales, the Chief Executive also has a wider corporate role in promoting collaboration between those bodies with a view to increasing their efficiency and effectiveness in improving public services.

## 4. Key Responsibilities

### Internal

The Chief Executive will:

- Take overall responsibility for formulating and developing HIW's forward work programme and annual operating plan ensuring it focuses on risk, current priorities and concerns.
- Ensure HIW operates within and complies with its delegated statutory frameworks and responsibilities.
- Take overall management responsibility for HIW staff, budget, operations and the delivery of the annual operating plan.
- Work corporately with others to ensure HIW is a powerful force for improvement in quality, safety, equity, access to health services and the effective and efficient use of NHS resources in Wales.
- Ensure HIW is an organisation that visibly supports and demonstrates a commitment to safety and quality in the exercise of its functions and in the selection and management of its own workforce.
- Ensure the publication and effective communication of the results of HIW's inspection, regulation and investigation activities and an Annual Report that provides both an account of HIW's work and describes the state of healthcare in Wales.
- Provide HIW staff with professional leadership on the full range of their responsibilities.
- Be responsible for matters of good practice, probity and corporate accountability and the principal advisor in HIW on strategy and approach.
- Provide accountable governance of HIW, set priorities and plan effectively, and secure the highest standards of stewardship in the use of the public money allocated to HIW – particularly in relation to financial management, compliance, and value for money.
- As a Director of the Welsh Government, take responsibility for collective functions and obligations as a member of the Senior Management Team of the Education and Public Services Group.

## External

The Chief Executive will:

- Demonstrate a commitment to ensuring HIW is a powerful and impartial inspectorate and a force for improvement in the safety, quality and equity of, and access to, NHS services and healthcare in Wales generally.
- Maintain HIW's reputation and credibility as an organisation with integrity, committed to quality and safety improvement; which is highly professional in the way it conducts its work programme and relationships; and fair in its dealings with NHS and other healthcare organisations.
- Maintain HIW's reputation and credibility as an independent and authoritative inspectorate with patients, service users, the public, healthcare organisations and professionals, and Welsh Ministers.
- Ensure the quality and content of HIW's communications are respected by patients, the public and those who work within the NHS and Independent Healthcare sector.
- Promote and represent HIW publicly, and be publicly accountable for its performance.
- Develop and sustain good working relationships with a wide range of other organisations both within Wales and the UK more widely including NHS bodies, Independent Healthcare providers, the Medical Royal Colleges), Professional Regulators, health professional representative bodies and other third sector organisations, Audit Wales, Community Health Councils, the Equality and Human Rights Commission, and the Older People's and Children's Commissioners.
- Be responsible for maintaining and further developing high quality relationships, collaboration and joint working with other inspectorates (devolved and non-devolved) including the arrangements for sharing information and intelligence, with a view to increasing the efficiency and effectiveness of regulation and inspection across public services.
- Identify joint opportunities to work with other Welsh Inspectorates (in particular Care Inspectorate Wales and Estyn), to promote system improvement and improved outcomes for the Welsh public.

- Sustain a high public profile and contact with the media that ensures confidence, credibility and authority in HIW's work.
- Represent HIW at the UK and European levels and develop effective collaborative arrangements with other health inspectorates, including benchmarking of HIW's inspection approaches and methodologies.

## 5. The Person Specification

The successful candidate will be an experienced leader, who can demonstrate their ability to balance the distinctive nature of this role – to be both independent and autonomous in the work of HIW, whilst working collaboratively with partners and within Welsh Government on corporate management issues. They must have a strong drive to ensuring HIW continues to be a powerful and impartial inspectorate and a force for improvement in the quality, safety and equity of NHS services and healthcare in Wales generally. The person will also be credible with a wide range of stakeholders and be able to evidence their ability to serve the whole community, with a strong commitment to inclusion, diversity and anti-racism, positively welcoming and listening to diverse opinions and challenges.

### **ESSENTIAL**

- A track record of formulating and communicating clear strategic direction and the leadership capacity to take that forward and adjust innovatively to the pressures for improvement and change in the wider environment.
- Strong operational management and accountable governance experience, particularly in relation to planning, financial management, compliance, and value for money.
- Effective organisational development leadership which demonstrate the ability to build and motivate teams, including generalists and highly-qualified, specialist professionals.
- Evidence of the ability to reach independent, credible and accurate professional judgments and maintaining impartiality whilst working in a complex or ambiguous environment or during periods of sustained pressure and scrutiny.
- Welsh language skills or a commitment to learn Welsh on appointment.
- Commitment to ensuring the principles of equality, diversity and inclusion are embedded in the work of HIW and be able to reflect on and learn from their own lived experiences
- Experience of working collaboratively with a wide range of stakeholders at senior level to achieve complex outcomes which reach beyond the boundaries of a single organisation.

- Very good communication and representational skills including the ability to handle high profile exposure through the media.

## **DESIRABLE**

- Knowledge and understanding of how healthcare is organised and delivered.
- Evidence of playing a key role in delivering culture change within an organisation aimed at achieving significant service improvement and efficiency.

The applicant will be required to demonstrate competency against the full range of SCS core skills identified for Senior Civil Servants as part of the Professional Skills for Government framework. As part of that, shortlist stage candidates will be assessed against the essential and desirable criteria.

## **Strategic Cluster – Setting Direction**

### *Making Effective Decisions*

Create clear long-term strategies focused on adding value to the citizen and making real, lasting change beyond the Civil Service

### *Changing and improving*

Create and encourage a culture of initiative, flexibility and responsiveness, mobilising the Directorate to respond swiftly to changing priorities

### *Making effective decisions*

Navigate and balance a range of political, national and international pressures to shape the Department's strategy and priorities

Identify and evaluate risks and options and develop Department wide strategies to manage and mitigate

## **People Cluster – Engaging People**

### *Leading and communicating*

Be highly visible and credible at the most senior levels across and outside the Civil Service, communicating purpose and direction with clarity and enthusiasm

Negotiate with and influence external partners, stakeholders and customers successfully at the highest levels

### *Collaborating and partnering*

Drive a diverse and collaborative working culture which encourages openness, approachability and is supportive of challenge however uncomfortable

## **Performance Cluster – Delivering Results**

### *Delivering value for money*

Be fluent at interpreting a wide range of financial and performance information and use this to determine policy and strategy delivery

### *Managing a quality service*

Create a culture of working with and through delivery partners to achieve outcomes, establish and negotiate service levels and deliverables

### *Delivering at pace*

Drive a performance culture across the Department giving teams space and authority to deliver objectives whilst, resolutely holding them accountable for outcomes.

## 6. 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 and submitted no later than **23:55 on 30 May 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 related to impairment in order to 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.

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.

## **Questions and informal discussion**

If you would like to discuss these roles further in advance of your application, please contact [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales)

## **Online technical problems**

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

## **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 details on nationality rules can be found at:

<https://www.gov.uk/government/publications/nationality-rules>

### **Name Free Recruitment**

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

### **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.

## **7. Selection Process**

### **Overview**

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

### **Assessments**

Shortlisted candidates will undergo online psychometric tests that will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting. The shortlisting meeting will take place on **9 June 2022**

**If you have completed the online psychometric tests in the last 2 years, for a civil service 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**

Shortlisted candidates will be asked to take part in an engagement exercise with Staff/Stakeholders **week commencing 20 June 2022**. Further details will follow.

## **Media Test**

Shortlisted candidates will be asked to take part in a media test **week commencing 20 June 2022**. Further details to follow.

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

## **Interviews**

Interviews are scheduled for **8 July 2022** and will be held remotely. Interviews will last around 45 minutes. The panel will receive feedback on your psychometric tests, Staff/Stakeholder Engagement Exercise and media test before you are interviewed. Your interview will be a competency based interview that will consider how your skills and experience as outlined in your CV and personal statement meet the requirements for the post.

If candidates are asked to prepare a presentation for their 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.

In the event of the panel finding candidates of equal merit the desirable criteria will be brought into play to determine the merit order.

## **Selection Panel**

The Selection Panel are as follows:

- June Milligan, Civil Service Commission
- Tracey Burke, Director General, Climate Change and Rural Affairs Group, Welsh Government
- Judith Paget, Interim Director General of Health and Social Services/Chief Executive NHS Wales
- Peter Kennedy, HR Director, Welsh Government

### **June Milligan, Civil Service Commission**



June has extensive experience as a senior civil servant, her last role was Director General Local Government and Communities and Board member in the Welsh Government. She has also held roles as a diplomat and as Head of Department at the Foreign and Commonwealth Office. She is currently a member of the Court of the University of Glasgow and was, until May 2019, an Equality and Human Rights Commissioner.

June's areas of interest and expertise are people-centred: in leadership, diversity, governance and ethics.

June was appointed as a Civil Service Commissioner on 1 June 2017.

## Tracey Burke



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

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

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

## **Judith Paget CBE**



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.

## **Peter Kennedy**



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 carer.

### **Disability Confident Interview Scheme**

The Welsh Government works on the basis of the social model of disability. We recognise that disabled people are disabled not by their impairments, health conditions or because they are neuro divergent or use British Sign Language but by

barriers that exist in society or the workplace. If you experience any barriers in recruitment, we are committed to removing those barriers and will make reasonable adjustments to ensure that the recruitment process is fair and accessible for you.

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 wish to discuss how we will support you 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 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 Servants as part of the Civil Service competency framework.

For further information about core competencies please access the full document via the hyper link below:

<https://gov.wales/sites/default/files/inline-documents/2019-10/civil-service-competency-framework-2012-2017-update-en.pdf>

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, please see APPENDIX B

## **Indicative timetable**

The closing date for applications is **23:55 on 30 May 2022**

Psychometric testing – within 10 days of the shortlisted meeting

Shortlisting Meeting: **9 June 2022**

Staff Engagement/Stakeholder Exercise: **week commencing 20 June 2022**

Media Test: **week commencing 20 June 2022**

Interview panel: **8 July 2022**

**All of the above assessments will be undertaken remotely. The above dates may be subject to change.**

## **8. Terms of Appointment**

The post is available, on a permanent basis to those who wish to join the Civil Service, existing civil servants and **those who wish to join on a secondment basis for up to two years where you would retain your existing terms and conditions including salary (subject to approvals).**

### **Remuneration**

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

#### **For existing Civil Servants**

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

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.

### **Relocation Expenses**

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

### **Location**

The successful candidate will be expected to work from a Welsh base. The Welsh Government has four main offices located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. There will be an expectation that you will be required to spend some time in Merthyr Tydfil and to travel across Wales to meet with stakeholders and directorate staff.

(In the short term the majority of staff will be based at home/working remotely).

## **Working hours**

This post is available on a job-share and on a full-time 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 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.

Successful candidates will be required to give up any conflicting interests and his/her other business and financial interests may be published.

Candidates are also subject to the Business Appointment Rules when they leave the Civil Service. See link below:

[Advisory Committee on Business Appointments - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **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 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 Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance via email at **scsrecruitment@gov.wales** or in writing to Sally-Ann Efstathiou, 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 Security Check (SC) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take approximately 12 weeks.

# **Appendices**

## **Appendix A: Civil Service Leadership Statement**

The leadership statement can be found here:

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

## **Appendix B: Civil Service Code**

The Civil Service Code can be found at:

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