



Llywodraeth Cymru  
Welsh Government

## Candidate Brief and Job Description

### Deputy Director Legal Services

### Welsh Government



Hyrwyddwr Busnes  
Cyfrifol Cymru  
2020



Responsible Business  
Champion Cymru  
2020



## **Contents**

- 1. Foreword by the Counsel General and Minister for the Constitution**
- 2. Welcome from Andrew Slade, Director General, Economy, Treasury and Constitution Group**
- 3. Welcome from Helen Lentle Director of Legal Services**
- 4. Welsh Government Background**
- 5. Legal Services Department Background**
- 6. The Role and Background**
- 7. Key Responsibilities**
- 8. Person Specification**
- 9. How to Apply**
- 10. Selection Process**
- 11. Terms of Appointment**
- 12. Appendices**
  - A - Civil Service Leadership Statement**
  - B - Civil Service Code**
  - C - Legal Professional Skills for GLS Deputy Directors**

**1. Foreword by the Counsel General and Minister for the Constitution Mick Antoniw MS**



Thank you for your interest in this Deputy Director of Legal Services post. Legal Services is critical to the work of the Welsh Government and lies at the heart of most of our governmental priorities supporting Ministers in the delivery of the Programme for Government, the legislative programme and other statutory and regulatory roles. Our culture is for lawyers to work in a closely integrated way with policy colleagues and Ministers to help support the delivery of the Government's agenda.

Public law is our strong focus and we contribute substantially to the production of the Government's legislative programme. We seek an individual combining a commitment to upholding the rule of law whilst being creative and pragmatic in finding legal mechanisms to achieve the objectives of the Welsh Government. There is considerable variety in our work, frequently involving high profile constitutional and public law issues, the challenges of a busy legislative programme, public law advice in devolved areas, a very busy portfolio of commercial, employment and transactional work, and involvement in the more significant and important litigation workloads involving the Welsh Government.

The Welsh Government emphasises diversity and gender equality – this is reflected in the distribution of ministerial portfolios - and we welcome applications from applicants from all backgrounds and all parts of the UK.

Pob lwc/good luck

Mick Antoniw MS, Counsel General & Minister for the Constitution

## 2. Welcome from Andrew Slade, Director General, Economy, Treasury and Constitution Group



Thank you for taking an interest in this important and exciting role in the Welsh Government's Legal Services Department.

The work of the Legal Services Department plays a critical role in the delivery of the Welsh Government's Programme for Government and in the further development of the devolution settlement in Wales. This is an opportunity for you to help shape and influence that agenda, working within a fast paced dynamic and challenging environment. The professional, corporate and managerial components of this post offer the opportunity to shape and deliver results:

- **Constitutional law** – the opportunity to influence our rapidly evolving constitution; embedding the settlement derived from the Wales Act 2017 and helping shape the new constitutional arrangements in the UK post-EU Exit.
- **Public law** – dealing with the complex, at times novel and endlessly varied, public law issues arising in the context of devolved responsibilities.
- **Legislation** – working within the wider legislative powers devolved to the Senedd, the chance to help shape and deliver an ambitious legislative programme, including the resolution of complex issues of legislative competence.

- **Departmental** – an opportunity to contribute to the leadership of the largest public sector legal department in Wales, responsible for the delivery or oversight of all legal services to the Welsh Government.

We are looking for an individual with the leadership qualities and legal insight to advise at senior levels of Government, who can inspire by professional example and bring the strategic vision, interpersonal skills and expertise to lead and develop the Division and contribute to the development of the wider Department.

We think Wales is a great place to work, visit and study and we promote the country for all these purposes. We have an amazing natural environment, proud, rich and diverse arts and cultural heritage, and we excel in a range of sports.

The Welsh Government prizes highly core Civil Service values, and we have our own values of creativity, fairness, partnership and professionalism. We make a real difference to people's lives in the work that we do. And we aim to create a working environment which is stimulating, supportive, diverse, challenging, flexible, and – we hope – fun too. Legal Services have a strong track record in embracing diversity and promoting flexible working and we are aiming to appoint a Deputy Director who will help in taking the Departmental even further forward in these areas. Along with my WG Board colleagues, I am personally committed to ensuring Welsh Government becomes even more representative of the communities that we serve, and that all colleagues can be themselves and give of their best in the workplace.

If you have the attributes and approach to make a success of this role we will be pleased to receive an application from you. Good luck, and best wishes!

Andrew Slade

### 3. Welcome from Helen Lentle Director of Legal Services



Thank you for your interest in the post of Deputy Director of Legal Services. This is an opportunity to make a substantial contribution to delivering high quality legal advice and support at the heart of government and devolution in Wales. The Legal Services Department is the largest public sector legal department in Wales with over 200 staff and is responsible for the delivery of all legal services to the Welsh Government.

It is an exciting time to join us and be involved in taking forward the devolution settlement further into its third decade of enhanced powers. Your experience will give you a unique understanding of the devolution settlement in Wales. It offers, through this senior post, a unique opportunity to work within a dynamic environment that would place you at the heart of devolved government, projects of national significance and profile, at the cutting edge of major constitutional developments as well as being at the forefront of the policy and law making process.

You will provide legal advice in a fast paced, public law environment where often the issues are high profile and significant in terms of the developing UK constitution. You will work in a team situation, gaining experience of working with lawyers, policy clients and Welsh Ministers to shape policy in Wales. This is an exciting time to be joining the Welsh Government and to be able to play an important part in the delivery of the Welsh Government's Programme for Government and Legislative Programme. I look forward to receiving your application.

#### **4. 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 had significant implications for Wales and the Welsh Government and our relationship with the UK Government and the other devolved governments continue to evolve now the UK is outside the EU . 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.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/Welsh Parliament. Everyone who works at the Welsh Government is joined together by the single common purpose of supporting Ministers to build a better Wales. We aim to meet high standards of transparency and openness; and demonstrate honesty, objectivity, integrity and impartiality in everything we do. Creativity, fairness, partnership and professionalism are our core values, guiding us in our decision-making and in our interactions with each other, providing a clear set of expectations to drive the outcomes we want to see. We also aim to create a working environment which is innovative, stimulating, supportive and representative of the people we serve.

Equality, diversity and inclusion are important principles 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. 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 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.



## **5. Legal Services Department Background**

### **(i) Legal Services Department and its values**

Over 200 lawyers and support staff provide legal advice and services to Ministers across all Welsh Government Cabinet portfolios. The Department also directly supports the Counsel General, the law officer within the Welsh Government.

The Department currently comprises 8 Divisions each headed by a Deputy Director and the Divisions coalesce in collegiate groups that operate together to deliver in specific subject areas and across Ministerial Portfolios. The Divisions currently comprise a total of 25 legal subject teams. The collegiate groups, divisions and teams are:

#### **❖ Climate Change Collegiate Group:**

##### **Division 1 – Planning, Housing, Transport and People Safety**

- Planning Team
- Housing and Regeneration Team
- Transport Team
- Building Safety Team

##### **Division 2 – Environment, Agriculture, Food and Fisheries**

- Agriculture Team
- Environment Team
- Food and Fisheries Team

#### **❖ Local Government, Education, Health and Well-being Collegiate Group**

##### **Division 3 – Local Government, Education, Welsh Language and the Arts**

- Education Schools, Culture, Tourism and Sport Team
- Education Schools and Welsh Language Team
- Education HE/FE Team
- Local Government Team

#### **Division 4 – Health and Well-being**

- Social Care, Cafcass, CIW and HIW Team
- Health Team
- Primary Care and Mental Health Team

#### **❖ Economy, Constitution and Social Justice Collegiate Group**

#### **Division 5 – Economy and Finance**

- Economy Team
- Commercial Property Team
- Commercial Team
- Treasury and Procurement Team

#### **Director's Office:**

#### **Division 6 Director's Office – Counsel General, Constitution, Senedd Reform, Elections and Litigation**

- Counsel General, Constitution, Human Rights (Competence), Justice and Tribunals Team
- Senedd Reform Team
- Senedd and Local Government Elections Team
- Litigation Team

#### **Division 7 Director's Office – Operations and Public Inquiry**

- Equalities, Human Rights policy, Prosperous Futures Social Cohesion and Information Law Team
- Employment, Social Partnership, Well-being of Future Generation, Ethics and Covid Recovery and Restart Team

#### **Division 8**

- Covid Public Inquiry Team

These Divisions, and the legal team portfolios, are designated from time to time by the Director of Legal Services and may be the subject of change to reflect the wider organisation of the Welsh Government, the business needs of the office or to facilitate professional development within the office.

The Legal Services Department is responsible for the delivery of all legal services to the Welsh Government, including advice on complex matters of public law, the preparation of legislation, the delivery/oversight of commercial legal services and the handling of high-profile litigation.

Deputy Directors assist and support the Director of Legal Services in the provision, management and delivery of high quality legal advice and services to the Welsh Government. The post will be part of the Senior Civil Service. You will be a member of the Management Board of the Legal Services Department and you will report directly to the Director of Legal Services.

Deputy Director posts are generic posts and subject to changes in portfolio responsibilities from time to time. The specific portfolio to which the successful candidate will be initially allocated will be confirmed prior to taking up the post.

The Legal Services Department's Management Board provides strategic leadership and is collectively responsible for delivering the department's organisational objectives. It plays a key role in ensuring that the department is equipped to ensure the provision of legal advice and support of excellent quality, where legal analysis is objective, risk based, well-judged and proportionate to the task.

**(ii) Supporting the Counsel General and Minister for the Constitution**

The Counsel General for Wales is the Welsh Government's Law Officer. The Counsel General is also Minister for the Constitution within the Welsh Government. The office is currently held by Mick Antoniw MS.

In his capacity as Counsel General, the Counsel General and Minister for the Constitution ("the Counsel General") is the Welsh Government's Law Officer and its chief, authoritative legal adviser.

The Counsel General provides legal advice and support to Ministers on the full range of the Welsh Government's responsibilities including legislative competence in respect of Senedd Bills, international obligations and human rights. The Counsel General oversees Welsh Government litigation both civil and criminal. The Counsel

General may, from time to time, take on responsibility for certain aspects of legal-policy. A principal aspect of the role of the Counsel General is to uphold and maintain the rule of law including ensuring that legislation meets the requirements of good and effective law. The Counsel General also has a role in protecting the integrity and accessibility of the law, including the 'Welsh' statute book.

The Legal Services Department supports the Counsel General and the wider Welsh Government and provides an opportunity to work as part of a committed and highly skilled group of public sector lawyers advising and assisting on a range of high profile, often novel and highly complex projects, cases and situations. The Department is a vibrant legal environment operating at the cutting edge of law, politics and the Welsh devolution settlement.

## **6. The Role and Background**

There are two Deputy Director Vacancies that are currently available (Divisions 5 and 7). We ideally require one role as welsh essential.

Working to the Director of Legal Services the post holders will within the Divisional portfolio allocated and as otherwise specified by the Director from time to time:

- act as the senior legal advisor responsible for the legal advice to Ministers the Counsel General and Policy Departments on matters falling within a specified Legal Division. The Legal Division will contain teams of lawyers. The legal portfolios of the Division and its teams will be specified by the Director on appointment and subject to change thereafter.
- oversee and be responsible for the preparation of all subordinate legislation produced within the Division, for the production of instructions to the Office of the Legislative Counsel on proposals for Senedd Bills and for the production of representations to Whitehall Departments or instructions to the Office of Parliamentary Counsel on primary legislation proposals affecting Wales.

- have personal responsibility for difficult and controversial legal matters arising either within the Division or as directed by the Director.
- assist and support the Director, as the Solicitor to the Welsh Government, in the management and delivery of high-quality legal services to the Welsh Government; in particular to have direct managerial responsibility for the organisation and performance of the Teams.
- give purpose and strategic direction to the organisation and delivery of legal services to the Welsh Government (including as required liaison with outsourced legal advice and services) focusing on delivery and with a view to obtaining value for money and client satisfaction.
- to be a member of the Legal Services Management Board and to be responsible for such management responsibilities within the Department as may be allocated from time to time by the Director.

## **7. Key Responsibilities**

### **(i) Legal**

Through personal professional performance, and through the management of the Division, to ensure (on those matters falling within the portfolio of the Division and on such other matters as may be assigned by the Director of legal Services from time to time):

- the provision of clear, coherent, authoritative and timely legal advice and services of excellent quality to the Welsh Government; such advice and services to be well judged, objective and proportionate and including an appropriate analysis of legal risk.
- the provision of personal legal advice and support as required.

- the provision of timely and effective legal support of excellent quality to the formulation and delivery of relevant Bills within the Welsh Government legislative programme; including the provision of well-judged and proportionate instructions to the Office of Legislative Counsel and the provision of well-judged proportionate risk based legislative competence reports to the Counsel General.
- the timely and effective production of Welsh Government relevant subordinate legislation; such subordinate legislation to be produced bilingually (though this post itself does not require Welsh language skills), mindful of the reader and the statute book, and drafted in plain and simple language.
- the timely and effective production of instructions or legal commentary on relevant Parliamentary Bills having Welsh content; such support to be sound, robust and designed to facilitate the achievement of Welsh Government interests.
- when relevant to matters assigned to the Deputy Director, the provision and/or oversight of timely and effective commercial legal advice and services of excellent quality to the Welsh Government; including the provision and/or oversight of commercial agreements and property agreements in the discharge of Welsh Government functions.
- when relevant to matters assigned to the Deputy Director the timely and effective conduct and/or oversight of litigation and other legal proceedings involving or affecting the Welsh Government; such support to be managed actively and effectively, firmly grounded in a thorough understanding of relevant court/tribunal rules and practice, adhering to any relevant Welsh Government policy or code, and undertaken in a sound, proportionate and risk based manner.

- the provision, where required, of an intelligent client function to the Welsh Government in relation to any relevant outsourced specialist legal advice or service.

**(ii) Key Relationships**

- The maintenance of strong and effective personal and Divisional relationship with the Counsel General ensuring legal support and assurance arrangements.
- The maintenance of strong and effective personal and Divisional working relationships with relevant Welsh Government Groups and Departments, including the maintenance of effective business planning arrangements to ensure that resources are focused on Welsh Government priorities.

**(iii) Organisational**

- The provision of a strong and effective contribution to the management of the Legal Services Department and to the wider corporate management of the Welsh Government, taking part in management or corporate activities as may be designated from time to time.
- The development and embedding within the Division of the strategic vision for the Department.
- Leadership to all staff working within the Division.
- The development and maintenance of a culture of excellence in the delivery of legal support and services, expressed through consistent patterns of performance which are objective, risk based, well-judged and proportionate to the task being addressed.
- The promotion of a culture which is proactive and customer facing, within which risk is managed with confidence.
- The promotion of an open and inclusive working environment, encouraging diversity and flexible patterns of working.

## **8. Person Specification**

### **Professional Qualifications and Experience**

- Applicants must be an experienced lawyer qualified as a Solicitor or Barrister entitled to practice in England and Wales.
- Applicants must be able to show evidence of a significant and proven track record working successfully in Government or other complex public and/or private sector organisation.
- Applicants must be able to show evidence of significant practical post qualification experience in public law practice areas.

### **Leadership and People Management**

- Committed to championing and mainstreaming equality and diversity
- The ability to lead, motivate and manage a team with agility and imagination.
- The ability to manage change effectively, building engagement and shared ownership of outcomes.
- The ability to give authoritative risk-based advice that commands confidence. In identifying legal risk, the ability to constructively engage in how best the legal risk might be managed to achieve Government objectives.

The ability to work collaboratively, building trust and confidence with colleagues, including the ability to work effectively with external lawyers to ensure delivery of objectives and value for money.

### **Strategy**

- The ability to develop and implement solutions to challenging and complex problems.
- The ability to be creative and innovative in the provision of legal support to achieve strategic objectives.



- The ability to develop and maintain a culture of excellence and continuous improvement.

### **Resilience and Personal**

- The ability to demonstrate strong personal and professional integrity.
- The ability to maintain resilience under pressure in a fast moving working environment, and to contribute to a resilient organisation and culture where wellbeing is prioritised.

### **Legal Skills**

- The ability to show excellent knowledge of constitutional and administrative law with a well developed understanding of devolution, human rights law and one or more practice area(s) falling within devolved competence.

An awareness, understanding and ability to make effective legal contributions towards:

- Commercial arrangements and developments in a Government context.
- Information law.
- The development and interpretation of primary legislation.
- The development and interpretation of statutory instruments and their legal status
- Domestic civil litigation rules and procedures (in particular Administrative Court).
- Prosecutions
- Public procurement and commercial transactions
- Regulatory regimes

**A senior post of this significance requires** competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service Success Profiles framework to Level 5 and also those required by the Legal Professional Skills for GLS Deputy Directors , both at [APPENDIX C.](#)

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

## **Welsh Language**

The Welsh Government is a bilingual organisation; legislation is produced in both languages and both languages have equal legal status. The Deputy Director must show an appreciation of bilingualism and share our commitment to promoting appropriate use of the Welsh language. We encourage and support staff to learn Welsh if they do not already do so. As is the case in respect of other requirements, reasonable adjustments can be discussed.

## **9. How to Apply**

We welcome applications in Welsh and English. Applications in either language will be treated as equitably as possible, including the opportunity to undertake part of your assessment for this post in Welsh. The application form will ask you to confirm your preferred language for assessment. Applications in Welsh will be translated into English prior to sift. Applications should be submitted via the Welsh Government on-line system and submitted no later than **midday on 6 June 2023**. To apply, you will be asked to register for an account on the online system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment which 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 adjustments related to impairment 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 on-line **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. Any information submitted in your Personal Statement **in excess of two pages, will not** be considered by the panel.
- Completed Equality and Diversity monitoring information

### **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 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)

## 10. Selection Process

### Timetable

- The closing date for applications is **6 June 2023**. All applications will be acknowledged and considered by the selection panel.
- Shortlisting meeting will be held **13 June 2023**.

**Short listed candidates** will be required to undertake the following:

### Assessments

**A leadership assessment**, which will involve a series of on-line psychometric tests will include a discussion with a psychologist to explore leadership capability and personal resilience. **You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.**

**Staff Engagement Exercise** – Week commencing 26 June 2023 - further details to follow to short listed candidates. This exercise will be held remotely via Microsoft Teams

**Briefings** - Shortlisted candidates will be offered the opportunity for an informal discussion about the role with Helen Lentle Director of Legal Services.

**Final interviews and presentations:** these are scheduled to take place week commencing 10 July 2023. These will take place face to face at the Cathays Park Office in Cardiff. The interview will last around 1 hour and 30 minutes. The Panel will receive feedback on your psychometric tests and staff 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 the presentation topic 30 minutes before interview. Please note that presentations are to be delivered without the use of hand-outs or electronic devices unless as part of a reasonable adjustment, however, you are welcome to use prompt cards.

**The Selection panel is as follows:**

- Peter Kennedy, Director of HR
- Helen Lentle, Director of Legal Services, Welsh Government
- Sioned Evans, Director of Business and the Regions

**Biographies for the selection panel**

**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 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.

## **Helen Lentle**



I am Director of Legal Services at the Welsh Government and have been in the role since 2019. I am also Head of the Legal Profession for Welsh Government. I was previously Deputy Director of Legal Services and worked for the Welsh Government in Cardiff for over 20 years joining the organisation as a Grade 7 team lawyer. My 35-year legal career has mostly been in the public sector in Wales advising in statutory frameworks. In the 1990s I worked for 2 large local authorities in Wales working with senior local authority officers and members across all local authority statutory functions. Having a real interest in public sector delivery and delivery of legal advice in a statutory framework I believe in the real difference that sound and pragmatic legal advice can make to delivery of public services.

I have advised Welsh Government Ministers about policy and the development of legislation across many different portfolios from local government to culture and economic development and am now responsible for advising, and delivery of legal advice, across all Ministerial portfolios. I lead a small management board, managing what is the largest public sector legal department in Wales supporting the government across all ministerial portfolios. I am a member of the Welsh Government's Civil Service Board and Executive Committee.

I am committed to equality and diversity and I was previously also a member of the Diversity and Inclusion Steering Group and a Diversity Champion for the Office of First Minister and am also an ally of the Welsh Government's LGBTQ+ Staff Network. Over many years I have been committed to the development of new legal talent and have supported trainees and other junior lawyers to develop their careers. As a trained executive coach and mentor I have also been supporting public sector employees through coaching and mentoring across the wider Welsh public sector and the Civil Service. Currently I am a trustee of a dyslexia charity

and also a charity supporting former coal miners and their families from across the coalfields. I work compressed hours which helps me to have a full and busy life when I'm not thinking about the law and devolved powers...

### **Sioned Evans**



Sioned is Director Business and Regions, within the Welsh Government leading a team responsible for supporting businesses, nurturing relationships and improving the development and impact of local investment opportunities. Business & Regions is home to the Business Wales platform and Government sponsor for the Development Bank of Wales and Cwmni Egino (Trawsfynydd) of which Sioned is a Board member. She is the Government Senior Responsible Owner for the Welsh City and Growth Deals.

Until June 2017, Sioned was Chief Executive Officer of the Welsh European Funding Office (WEFO) with responsibility for leading the strategic implementation of the £300 million European Structural Fund programmes in Wales and for shaping and implementing Welsh Government regional economic development policies and programmes beyond EU transition.

A Chartered Surveyor by background, Sioned has over 25 years' experience in public and private sector project delivery, is a former member of the Welsh Government Board and Chair of the Welsh Government Operations Committee. Sioned is a Director of International Business Wales, Head of Profession (Surveying) for the Welsh Government and provides executive coaching and mentoring support in both Welsh and English, across the wider public sector.

## **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](#)

## **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 at midday 6 June 2023

Shortlisted Meeting: 13 June 2023

Psychometric testing: within 10 days of the shortlisted meeting

SEE: Week commencing 26 June 2023

Interview panel: Week commencing 10 July 2023

All necessary Microsoft Teams invites and interview details will be sent ahead of the proposed timings above. The above dates may be subject to change.

## 11. 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 and to those who wish to join the Civil Service.

### Eligibility

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

#### Nationality requirements

This job is broadly open to the following groups:

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

[Further information on nationality requirements](#)

### Remuneration

The role is at Deputy Director level and the starting salary is circa £73,000.

### For existing Civil Servants

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

If you are an existing civil servant applying on promotion, the starting pay on promotion will usually attract 10% increase in base pay or be at the pay band minimum, whichever is

greater. However, for staff promoted from the Grade 6 pay band maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater.

### **Working hours**

Applications are welcome from people who work full-time, part-time, or as part of a job share. It is expected that if you apply as a job share partnership, this arrangement is in place when submitting your application and please make it clear on your application forms that you are applying as part of a job share partnership. We welcome applications from people who work part-time and if someone who wants to work part-time is successful, we will make proportionate adjustments to the responsibilities of the post.

### **Location**

The 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).

### **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 people and disabled people, who are currently under-represented in the Senior Civil Service.

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

## **The Civil Service Commissioners**

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

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

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance via email at [scsrecruitment@gov.wales](mailto: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.

## **12. 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>

### **Appendix C:**

Success Profiles – Civil Service Behaviours - Success Profiles - Civil Service Behaviours  
([publishing.service.gov.uk](https://publishing.service.gov.uk))

### **Legal Professional Skills for GLS Deputy Directors**

## Appendix A: Civil Service Leadership Statement

# Welsh Government Civil Service Leadership Statement

As a leader in the Welsh Government, I am responsible for the effective delivery of the Cabinet's priorities, living the Civil Service's values and serving the people of Wales.

**Inspiring**  
about our work and  
our future

- I will show pride in and passion for the Welsh public service, communicating purpose and direction with clarity and enthusiasm
- I will value and model professional excellence and expertise
- I will reward innovation and initiative; avoiding blame and ensuring we learn from what could have been done differently when things don't work out

**Confident**  
in our engagement

- I will be open and honest in my communications, especially when making decisions that affect others
- I will give clear, honest and regular feedback, supporting teams to succeed
- I will be a team player and will not tolerate un-collaborative behaviour which protects silos and departmentalism

**Empowering**  
our teams to deliver

- I will trust teams to deliver, giving them the space and authority to meet their objectives and the flexibility to get their work done in the most effective way possible
- I will be visible across Wales, approachable and welcome challenge, however uncomfortable
- I will champion equality, fairness and external experience, recognising the value they bring to our organisation
- I will invest in my own capability and the capabilities of others, to ensure we have the skills we need for now and in the future

## APPENDIX C:

**Success Profiles – Civil Service Behaviours - [Success Profiles - Civil Service Behaviours \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)**

### Legal Professional Skills for GLS Deputy Directors

Legal Professional Skills for Senior Civil Service (SCS) Pay Band 1 Lawyer		
You will be a barrister or solicitor fully qualified to practice in England & Wales, complying with professional CPD requirements		
Indicator	Can	Example Evidence
Brings wider legal experience and knowledge to bear	<p>Understand and explain how legal developments are likely to impact on the work of the clients</p> <p>Use wider experience and knowledge to influence delivery of the Department's business appropriately</p>	<p>Demonstrating a high level of up-to-date and relevant legal knowledge</p> <p>The effective application of legal knowledge to the benefit of clients and in the context of business objectives</p>
Effectively manages legal risk	Understand legal risk and manage and avoid/mitigate the legal risks arising during a project	Demonstrating timely recognition of legal risk and effective risk mitigation
Provides sound legal direction to the team and takes responsibility for the professional work of the team.	Demonstrate an awareness of the distinctive contribution of legal staff to Departmental goals	<p>Being recognised by team members as a source of sound legal advice</p> <p>A willingness to take</p>



	Explain effectively the role of the legal team to clients	<p>ownership of the team's work – even when the advice is unpopular</p> <p>Being an advocate of the team's contribution to departmental objectives</p> <p>Proactively seeking opportunities to represent the team in departmental forums</p>
Contributes to corporate objectives and, where appropriate, to the wider GLS	<p>Understand the strategic implications in the business model in respect of the delivery of legal services and the underpinning strategies and policies</p> <p>Influence the delivery of legal targets and the future structure and shape of departmental legal services</p> <p>Contribute to the wider GLS community</p>	<p>Keeping abreast of wider developments, e.g. departmental strategy, wider policy issues, environmental concerns, economic issues, etc. and contributing where appropriate</p> <p>Being able to consider the longer-term implications of wider policy developments and the likely impact on the delivery of legal services</p> <p>Being an active contributor to GLS fora and working groups</p>
You will act in accordance with the duties and responsibilities of civil servants, the Guidance Note for Government Lawyers and the Codes of the professional bodies		