

# Candidate Brief and Job Description



Llywodraeth Cymru  
Welsh Government

Director General, Public Services and Welsh Language,  
Welsh Government

Closing date: **30 May 2023**



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# 1. Welcome

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## **Message from Andrew Goodall, Permanent Secretary, Welsh Government.**

**This is an outstanding opportunity: the chance to join the top leadership team of the Welsh Government as our Director General, Public Services and Welsh Language at a time of unprecedented challenge.**

Our agenda has never been more important and the landscape of what we need to do and who we need to listen to has changed. Our aim is to help the First Minister and Welsh Ministers to build a fairer, more equal and greener Wales within a national, UK and international context that has also changed dramatically over the past year. We will maintain that focus as we grapple with the huge challenges of our country's economic and social recovery from the global pandemic, including responding to the cost-of-living crisis and the impact of the war in Ukraine. We are also working to get the best possible outcomes for Wales outside the European Union and develop our own ways of delivering what we used to do in partnership with the EU. We are 18 months into the current administration and our Government has an ambitious programme of priorities to deliver.

Our Director General, Public Services and Welsh Language will join us at an exciting time, helping to shape the focus of our senior team and leading the organisation through the third decade of devolution. The whole team will be critical to ensuring that the Welsh Government's civil service is equipped to support our First Minister and Cabinet both now and for the difficult years ahead.

This role is chief policy adviser for the portfolio and leads the Group which brings together all aspects of education, skills and lifelong learning and our leadership role for local government and civil contingencies alongside our work to help create fairer, safer and more equitable communities and workplaces. The Group's work is underpinned by "Cymraeg 2050" and our aim of a million Welsh speakers.

Education in Wales is changing. We have a national mission for improvement which is based on international good practice and engaging leading experts and practitioners at all levels. Your role will be to provide strategic and operational leadership to ensure delivery, in a fast-paced and ever-changing environment. The Welsh language is an integral part of our reform programme and to the Government-wide objectives of building resilient communities and promoting and protecting Wales' place in the world. You will have an affinity for Wales, the Welsh language and our culture, with a deep appreciation of the communities we serve and an understanding of their needs and aspirations. The postholder will work closely with local government to meet the shared challenges we face so they deliver the right range of effective services to benefit their communities. They will also have a significant

national leadership role for the emergency services and other organisations to plan for and manage the Welsh Government and public sector response to crises.

The successful candidate will play a critical role at a time of great challenge and change. They will provide effective support to Ministers, coordinate development of policy, enable collaboration across public services and ensure the delivery of high-quality services to the Welsh population.

To be effective in this role you will have deep experience in delivering large-scale system change and be able to integrate measures which enhance outcomes and the quality of user experience with those that improve efficiency, productivity and performance. You will also be able to respond quickly, effectively and with compassion when the challenges come. We are looking for an exceptional individual with a track record of leadership, achievement, resilience and delivery at senior level with experience of changing cultures and systems, ensuring value for money and translating strategic vision and challenges into clear objectives and delivery.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/ Welsh Parliament. 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.

The pandemic crisis has strengthened our commitment to new ways of working and you should be capable of leading by example in adopting flexible working practices fit for the post COVID-19 world.

We work hard to create a supportive and inclusive environment for all our staff to grow and perform to the best of their ability. We particularly welcome applications from women, Black, Asian and Minority Ethnic people and disabled people, who are all under-represented in our Senior Civil Service. We are committed to supporting all our colleagues to thrive in an inclusive working environment.

If you're an effective and resilient leader who can take people with you to deliver positive and sustainable change then I look forward to your application.

**[Click here to view a video message.](#)**

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## 2. Welsh Government Background

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The Welsh Government lies at the centre of Wales' network of public services with an annual budget of around £18 billion. It is responsible for a range of areas including health, education and skills, the economy and transport, and agriculture and the environment.

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/Welsh Parliament, Wales' legislative body comprising 60 elected Members. Welsh Ministers are supported by around 5,000 civil servants, approximately half of whom are located in Cardiff, with the remainder based in Welsh Government offices across Wales. The Welsh Government also has small offices in London, Brussels and an overseas network for trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers.

Everyone who works at the Welsh Government is joined together by the single common purpose of supporting Ministers to build a better Wales. Our core values of creativity, fairness, partnership and professionalism support our interactions with each other and help us with our judgements and our decision-making. Through our values and behaviours framework we have a clear set of expectations to drive the outcomes we want to see.

Equality, diversity and inclusion are important principles of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. Our Workforce Equality, Diversity and Inclusion Strategy 2021 – 2026 sets out our intent to be an organisation that fully reflects the diversity of Wales at every level, is anti-racist and anti-discrimination of all types. Our anti-racist Wales Action Plan outlines our commitment to building an anti-racist Wales, which we can all be proud to belong to, and thrive in.

The UK's exit from the EU and the subsequent international negotiations – both on the future UK/EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop.

In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales. The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status.

Given the specific leadership responsibility of this role for the Welsh Language, applicants must show an appreciation of bilingualism, share our commitment to promoting the language to achieve a million Welsh speakers by 2050 and have a deep affinity for Wales and our culture. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

For more information about the Welsh Government see [www.gov.wales](http://www.gov.wales)

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### 3. The role of the Public Services and Welsh Language Group

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This Director General role will have leadership responsibility for more than 1,000 staff with 6 permanent Directorates and 2 temporary Directorates.

The Public Services and Welsh Language Group brings together all aspects of education, skills and lifelong learning alongside our work to help create fairer, safer and more equitable communities and workplaces. The Group's work is underpinned by "Cymraeg 2050" and our aim of a million Welsh speakers, supporting the Welsh culture and building the profile of Wales. Leadership of our relationship with Local Government is provided by the Group, including providing the annual financial settlement and shaping local taxation to make authorities more financially resilient so they are able to deliver the right range of effective services. Planning and managing the Welsh Government and public sector response to crises and oversight of risk, resilience and community safety is also led by the Group.

The Group is responsible for a significant number of Programme for Government commitments in support of a more prosperous, equal and greener Wales. These include but are not limited to:

- Raising standards and high aspirations for all through implementation of our world-leading Curriculum for Wales, embedding a new approach to Additional Learning Needs provision and strengthening professional learning support for all educators.
- Increasing Welsh medium provision in all education and childcare settings.

- Driving work to protect and grow the Welsh Language and our culture.
- Enhancing skills and employability to improve labour market outcomes for disabled people, Black, Asian, and Minority Ethnic people, women, young people, older workers over 50, carers and those with low skills.
- Embedding social partnership as the way we do business, supported by having social partnership on a statutory footing through the Social Partnership and Public Procurement (Wales) Bill.
- Leading action to help people to live in safer and more cohesive communities, tackling child poverty and driving cross-cutting measures to promote prosperity.
- Leading on Human Rights, inequality and inclusion.
- Reforming local elections and making council tax fairer.

The Group acts as the focal point for a number of cross-Welsh Government programmes, for example, the humanitarian response to the conflict in Ukraine, responding to the cost-of-living crisis and risk and preparedness planning.

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## 4. Key Responsibilities

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**The key responsibilities of this role include, but are not limited to:**

- Leading the Public Services and Welsh Language Group, providing a shared purpose and narrative for the Group and encouraging collaborative leadership, which drives a high performing work culture, cutting through silos and organisational boundaries.
  - Enabling the efficient operation of the Group by ensuring effective support for each portfolio Minister in delivering the commitments set out in the Programme for Government.
  - Ensuring sound management practices in relation to resourcing, finance and governance for the Group, including addressing resourcing priorities, taking action on the results of the staff survey and responding to audit findings.
  - Working with Directors to agree individual and Directorate plans to deliver the Programme for Government, overseeing the progress of all the commitments for the Group and taking action where needed.
  - Quickly building effective relationships and networks with Ministers and senior colleagues across Groups with multiple lines of accountability; communicating effectively with Ministers, in a context of high accountability and transparency.
  - To lead, motivate and energise the Welsh Government's development of policies to support the Welsh language, in education and other public services; and (more specifically) to lead work on our "Cymraeg 2050" goal of a million speakers and increasing the use and visibility of the Welsh language.
  - Engaging with partners and stakeholders in other public, voluntary and private sector organisations, the trade union movement and other UK government departments to develop common purpose and a shared agenda for change.
  - Ensuring the Group can deliver the highest standards of advice to Ministers, objective and well evidenced, to support the delivery of the Programme for Government and Ministerial objectives and aspirations.
  - Leading policy and delivery for Ministers across a range of areas including:
    - Raising the attainment of disadvantaged learners and tackling the aspiration gap; placing learner wellbeing at the centre of our reforms, strengthening Wales' lifelong learning offer to all citizens to become a Second Chance nation.
    - Taking forward significant reforms already underway including the Curriculum for Wales, Additional Learning Needs reform and implementation, Pedagogy, Leadership and Professional Learning and long-standing issues where COVID- 19 has delayed action.
    - Supporting our goals for "Cymraeg 2050" to increase the number of Welsh speakers and the everyday use of Welsh by ensuring equal access to Welsh medium education and giving every person an opportunity to reach whatever level of competence they aspire to.
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- Implementing the Commission for Tertiary Education and Research for post-16 education and skills and leading policy, strategy, delivery and funding for all further and higher education, adult learning and training, including supporting delivery of relevant apprenticeship.
  - In line with Welsh Government's Employability and Skills Plan, reviewing and revising employability and skills programmes following the demise of European funding to ensure alignment with Ministerial aims and objectives.
  - Leading action to help people to live in safer and more cohesive communities, focusing on safeguarding and supporting vulnerable people, including leading work on anti-slavery, domestic abuse, gender-based violence and sexual violence.
  - Lead Wales' risk planning, resilience, civil contingencies and emergency planning, working within Government and with partners across the public sector to develop effective and joined up approaches to emergency preparedness and response.
  - Championing action to create an anti-racist Wales and supporting cross government action to improve outcomes and enhance the rights of disabled people, people who are LGBTQ+ and gypsy and traveller communities.
  - Driving work to make Wales a fair work nation; leading our social partnership approach and embedding socially responsible procurement. Building upon a tradition of partnership working, underpinning with legislation to put social partnership structures on a statutory footing and providing the leadership to create fairer work.
  - Delivering the £5 billion annual revenue and capital settlements for local government and the police.
  - Working with Local Government to create the conditions for better, more diverse democratic representation which will help shape services to respond best to local demand, bringing together services within and across councils and from other organisations.
  - Through Academi Wales, providing training and development and leadership programmes across public services.
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## 5. Person Specification

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Welsh Government has a distinctive way of delivering policy and public services based on our 'One Wales' public service ethos and the goals and ways of working we are committed to through the Well-being of Future Generations Act. All Directors General are expected to embrace this way of working, which is centred on integration, collaboration and involvement, prevention and thinking for the long-term. We are looking for someone who is willing to shape and influence the agenda beyond their own areas of line management responsibility, and to grasp the opportunities offered in leading the delivery of key public services in Wales.

The postholder will work flexibly across the organisation to ensure their areas of direct responsibility contribute to the effective and efficient running of the whole Government. You will be expected to communicate purpose and direction and drive delivery in these key areas, and to work holistically, ensuring that your teams understand the bigger picture in which they operate.

As both Head of Group and Additional Accounting Officer, the postholder will encourage and enable compliance with common and streamlined services, standards and processes across the Welsh Government, with a view to improving the quality, efficiency and transparency of work produced by the Welsh Government Civil Service.

As members of Executive Committee and the Board, all Directors General hold a number of corporate roles including sponsoring one of the Welsh Government's staff Equality and Diversity Networks. The Welsh Government has strong commitment to promoting and supporting equality, diversity and inclusion across the organisation. In all you do, you will act as a role model, ensuring that your leadership is consistent with our values of creativity, fairness, partnership and

professionalism and meeting the broader Civil Service principles of integrity, honesty, objectivity and impartiality. You will be able to reflect on and learn from your own lived experiences and use this experience of working effectively and of leading a team successfully during periods of sustained pressure, scrutiny and ambiguity.

This DG post has responsibility for promotion of the Welsh language and Welsh culture externally and will play an important leadership role internally in encouraging Welsh language attainment within the organisation, supporting bilingual working and modeling exemplar behaviour in promotion of the the Welsh language.

### What are we looking for?

The Civil Service has a defined set of behaviours as part of our approach to **Success Profiles**, which inform the design of selection processes at this grade. Those most relevant to this role are *Leadership, Communicating and Influencing, Working Together, Making Effective Decisions, and Seeing the Big Picture*.

For further information about the Civil Service behaviours please access the full document here **[Success Profiles – Civil Service Behaviours \(publishing.service.gov.uk\)](#)**

We will want to talk to shortlisted candidates more at interview about those behaviours and how you embody our values of creativity, fairness, partnership and professionalism. But the key themes we are looking for are:

- Personal leadership with immediate credibility – a personal and professional approach to leadership that builds trust, motivates and empowers staff and that will command the confidence of a range of stakeholders including Ministers and senior officials.
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- Excellent communication and influencing skills, with clear confidence around sharing difficult, unexpected, or challenging messages to the most senior Welsh Government colleagues and external stakeholders. The role requires the ability to connect with the communities this post serves and develop an understanding of their needs and aspirations and make a credible impact.
- A willing exchange of expertise, know-how and skills – listening and working inclusively to continuously explore the best solutions for Government and the public sector, operating effectively across the system to bring multidisciplinary teams together.
- An ability to fully engage with senior leaders from across government and the public sector to support strategic decision making. The role requires the ability and appetite to shape the role and purpose of the Department in delivering priorities which are in the national interest and meet the diverse needs of all stakeholders. This must include the use of data and insight to underpin all strategies.
- An ability to give unbiased evidence-led advice to Ministers and other senior colleagues based on extensive robust analysis, translating strategic objectives into practical interventions that improve performance, while ensuring alignment to broader commitments. This must involve early involvement and partnership working with the right stakeholders when making recommendations or decisions.

## Relevant Experience

The Civil Service is open to talented people from anywhere in the world, and from any career background. We seek to identify transferable skills from the individual's experience.

To help you succeed in this role, you will likely have:

- A proven track record of successful functional delivery within a large-scale organisation – ideally with a clear element of transformation.
- The ability to succeed in a high-pressure change environment, with experience of working under direct scrutiny.
- Demonstrable experience of building high performing teams of diverse leaders from across disciplines, delivering through others by orchestrating and empowering.
- Leadership experience at Executive Team and Board level in large organisations and networks, working in partnership with senior stakeholders.
- An ability to balance competing requirements across a complex landscape.
- A commitment to innovation, including an understanding of how technology and digitalisation can be leveraged for organisational and citizen advantage.

## Welsh Language

The successful candidate will be the most senior officer responsible for the “Cymraeg 2050” policy across Welsh Government. Welsh language skills will, therefore, be required for this role – ideally from the beginning. However, candidates with little or no language ability are eligible and are encouraged to apply. A successful candidate who has few or no skills will be assessed and will be expected to make a commitment to develop Welsh language skills to an appropriate level. Support will be provided to do this, with comprehensive training available. As is the case in respect of other requirements, reasonable adjustments can be discussed.

## 6. How to Apply

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

Applications should be submitted via the Welsh Government on-line system no later than 23:55 on 30 May 2023. To apply, you will be asked to register for an account on the on line system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

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

### Name Free Recruitment

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

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

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

### Diversity information

The Welsh Government is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. You will be asked to confirm some diversity information on your application form. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. If you do not wish to provide a response to a particular question, you should complete the 'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

### Questions and informal discussion

If you would like to discuss this role further, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales)

### Online technical problems

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

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## 7. The Selection Process

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### Overview

The Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of the shortlist meeting. A shortlist meeting will take place on 8 June 2023.

### Assessments for Shortlisted Candidates Only

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

- **Online Psychometric Tests** – this will involve an online test and a discussion with a psychologist. You will receive a link to an on-line test within 10 working days from the shortlisting meeting.

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

- **Staff/Stakeholder Engagement Exercise** – this will take place on w/c 19 June 2023. Further details will follow.
- **Informal Conversation** – Shortlisted candidates will take part in a Ministerial informal conversation. These are scheduled w/c 19 or 26 June 2023. Further details will follow.

- **Panel Interviews & Presentation** – these are scheduled on 4 July 2023. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes. The Panel will receive feedback on your discussion with the psychologist and staff/stakeholder engagement exercise before you are interviewed. Your interview will consider how your skills and experience as outlined in your CV and personal statement meet the requirements of the role. Candidates will be given at least one week's notice of the presentation topic. Please note that presentations are to be delivered without the use of hand-outs or electronic devices unless as part of a reasonable adjustment, however, you are welcome to use prompt cards.

All of the above assessments will be held remotely via Microsoft Teams.

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

The selection panel will include:

- Paul Kernaghan, Civil Service Commissioner (Chair).
  - Dr Andrew Goodall, Permanent Secretary Welsh Government.
  - Christina HARRY, Caerphilly County Borough Council's Chief Executive.
  - Susan Acland-Hood, Permanent Secretary, Department for Education.
  - Aled Edwards, Non-Executive Director, Welsh Government.
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## 8. Biographies

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### **Paul Kernaghan**

Paul Kernaghan CBE, QPM is retired from an extensive career in the police, which culminated in a 9 year tenure as Chief Constable of Hampshire Constabulary (1999-2008). Following his retirement in 2008, he served throughout 2009 as the Head of Mission for the European Union Co-ordinating Office for Palestinian Police Support. He was appointed as the first ever House of Lords Commissioner for Standards in June 2010, a role which he held until 2016. He was the Judicial Appointments and Conduct Ombudsman (2016-2021).

Paul was appointed as a Civil Service Commissioner on the 1st of October 2021.



### **Dr Andrew Goodall**

Dr Andrew Goodall was appointed to the role of Welsh Government Permanent Secretary in November 2021 and leads the Welsh Government Civil Service in delivering the priorities of the First Minister and acts as the Principal Accounting Officer for the Welsh Government. Prior to this he was Director General of Health and Social Services/Chief Executive NHS Wales, a position he had held since June 2014.

Dr Goodall has been an NHS Chief Executive in Wales for 16 years. Previous posts include Chief Executive of Aneurin Bevan University Health Board, a position held from the Health Board's inception in October 2009 until 2014 after NHS re-organisation to the integrated Health Board model.

During his 30 year NHS career, Dr Goodall has held planning and operational positions across a number of NHS organisations across South Wales as well as national roles. He has particular areas of interest in improving patient safety, quality and patient experience; partnership working and collaboration across Public Services; and delivering frontline services through service improvement and modernisation.

Dr Goodall has a law degree from Essex University and a PhD in Health Service Management from Cardiff Business School. Dr Goodall was awarded a CBE in the 2018 New Year Honours for his services to the NHS and public services.

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## Christina Harrhy

Christina Harrhy is Caerphilly County Borough Council's Chief Executive.

Christina joined the Corporate Management Team in Caerphilly County Borough Council in 2015 as Corporate Director for Communities, after more than 25 years' experience in local government, before taking up the position of Interim Chief Executive in January 2018 and became permanent in 2020.

Nurturing and empowering staff and communities, Christina has led the transformation of the Council, whilst shining a beacon of light through the COVID pandemic. These achievements were recently recognised nationally with the Council shortlisted in the following national awards: Council of the Year 2021 (LGC awards), Council of the Year 2022 (MJ awards) and Most Improved Council 2022 (LGC awards). Christina was highly commended finalist as MJ Chief Executive of the Year 2021.

Christina is Vice Chair of SOLACE Wales and lead SOLACE Education Chief Executive, working closely with Government to develop national policy and practices across the Education & wider public service sectors. She is also the Electoral Regional Returning Officer.

Christina is a Chartered Civil Engineer and Fellow of the Institution of Civil Engineers and Fellow of Chartered Institute of Highways and Transportation.

Following completion of her Masters Degree in Public Administration and her Leadership studies, at the prestigious Harvard University in Boston. Christina developed an award winning, innovative, value-based Leadership in Public Services Masters degree programme. In recognition of the success of the programme, coupled with her overall contribution to public services leadership, Christina was awarded the Leading in Wales, Leader of the Future Award in 2011. Christina has since led the development of a collaborative leadership programme "MeUs" between the Council and Gwent Police.

Christina lives in Monmouthshire with her husband and daughter and in her spare time enjoys walking her dog and travelling.

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## **Susan Acland-Hood**

Susan Acland-Hood has been the Permanent Secretary at the Department for Education (DfE) since September 2020.

Her civil service career began in the then Department for Education and Employment in 1999. Before taking on the role at DfE, Susan was Chief Executive of Her Majesty's Courts & Tribunals Service. From 2015 to 2016 she was Director of Enterprise and Growth at HM Treasury, responsible for policies on growth, energy, the environment, business, infrastructure, exports, competition and markets. She was Director of the Education and Funding Group at DfE from 2013 to 2015, and before that held a range of posts covering education and justice policy, including in the Prime Minister's Office in No.10, the Home Office, the London Borough of Tower Hamlets, and the Social Exclusion Unit.



## **Aled Edwards**

Canon Aled Edwards OBE became a Welsh Government Non-Executive Director in 2022. He recently retired as CEO of Cytun: Churches Together in Wales and brought to a close over twenty years' service as the Secretary of the Interfaith Council for Wales. In that interfaith role he focused on community cohesion being made an OBE in 2006 and receiving the Welsh Government's Recognition of Achievement Award in 2010. From 1979 until 1999 he served as a parish priest with the Church in Wales working in bilingual settings in Gwynedd and Cardiff.

Aled is a first language Welsh speaker and has worked closely since 2021 with the Urdd (Welsh League of Youth) around hosting Afghan and Ukrainian refugees. He has served as Chair of the Welsh Refugee Council and Displaced People in Action initiating the process that led to Wales becoming a Nation of Sanctuary.

He was appointed Wales's Commissioner for Racial Equality (2006-2007) and served as a member of the Wales Committee of the Equality and Human Rights Commission (2007-2017). He also served as a member of the Executive Committee of the All Wales Convention on the National Assembly's powers (2008-2009) and as a devolution adviser to the UK Bill of Rights Commission (2011-2012).

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## 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, who are neurodivergent or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

If you have an impairment or health condition, are neuro-divergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) as soon as possible and a member of the team will contact you for a discussion.

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

## A Great Place to Work for Veterans

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

### 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: **30 May 2023.**

Shortlisted Meeting: **8 June 2023.**

Psychometric testing: within 10 days of the shortlisted meeting.

Stakeholder Engagement Exercise: **w/c 19 June 2023.**

Informal conversation: **w/c 19 or 26 June 2023.**

Interview panel: **4 July 2023.**

**All of the above assessments will be held remotely via Microsoft Teams. The above dates may be subject to change.**

## 9. Terms of Appointment

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**This is a permanent post. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. This post is also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to five years initially.**

### Eligibility

As part of your application you will be asked a number of questions. The purpose of these questions is to determine if you are eligible to apply for this opportunity. You will be asked, as part of your eligibility, to confirm your nationality details and that you are legally allowed to work in the United Kingdom.

This is a requirement for working within the Civil Service. If you do not meet the eligibility criteria as set out in the application form, your application will not be taken further. If it becomes apparent at a later stage in the process that you aren't eligible to apply, your application may be withdrawn, or offer retracted.

### Nationality requirements

This job is broadly open to the following groups:

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

- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service;
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals.

### **Further information on nationality requirements.**

### Remuneration

The role is at **Director General** level and the starting salary is **circa £125,000**.

### For existing Civil Servants

If you are a substantive **Director General** 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.

**Secondment** – If you are applying for this role on a secondment basis, you will retain your existing terms and conditions including salary (subject to approvals).

## 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

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

The nature of the post means that there is an expectation that you will need to regularly travel across Wales, working with colleagues and meeting with key stakeholders and partners, you will also work closely with partners and stakeholders outside of Wales.

## Smart Working

The Welsh Government is embracing Smart Working, focusing on how you use your time, and where and how you work, to meet business needs in the most productive way. We have adopted hybrid working as a core Smart Working principle, balancing remote working and face-to-face meetings. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

The majority of Welsh Government staff are currently working from home/working remotely and this will continue to some degree as part of our hybrid working pilot so that we can reduce our environmental impact and support people to work closer to the communities they live in.

## Relocation Expenses

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

## Annual leave

### Length of service

- **Up to 1 year:** 25 days annual leave entitlement;
- **1 year – up to 2 years:** 26 days annual leave entitlement;
- **2 years – up to 3 years:** 27 days annual leave entitlement;
- **3 years – up to 4 years:** 28 days annual leave entitlement;
- **4 years – up to 5 years:** 29 days annual leave entitlement;
- **5 years or more:** 30 days annual leave entitlement.

If an existing civil servant is promoted into or within the Senior Civil Service, their annual leave allowance is based on their period of continuous employment in the Civil Service, as shown above.

The successful candidate will be appointed on the modernised Senior Civil Service terms and conditions.

## Retirement

There is no mandatory retirement age for Senior Civil Servants.

## Terms and Benefits

Pension Scheme:

[www.civilservicepensionscheme.org.uk](http://www.civilservicepensionscheme.org.uk)

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
  - Carers' leave;
  - Paid and unpaid maternity leave;
  - Flexible paid paternity leave;
  - Flexible paid adoption leave;
  - Shared parental leave.

## Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government.

They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy

arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

## Official Secrets Act

The post is covered by the Official Secrets Act.

## Diversity and Equality

The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. Our goal is to ensure that these commitments are embedded in our day-to-day working practices with all our customers, colleagues and partners. The Board has an Equality Champion and receives regular updates on equality and diversity. We are committed to recruiting women, Black, Asian and Minority Ethnic people and disabled people, who are currently under-represented in the Senior Civil Service.

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

## The Civil Service Commissioners

The Welsh Government's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the **Civil Service Commissioners' Recruitment Principles**.

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact **SCSRecruitment@gov.wales** in the first instance.

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

## Security level

The post holder will be required to undergo vetting to Developed Vetting (DV) level. Please note that 10 years UK residency is needed for DV clearance.

## Appendices

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Appendix A: **CIVIL SERVICE LEADERSHIP STATEMENT**

Appendix B: **CIVIL SERVICE CODE**

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