



Llywodraeth Cymru  
Welsh Government

## Candidate Brief and Job Description

**Director, Academi Wales  
(Deputy Director)**

**Education and Public Services Group**



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# 1. Message from Tracey Burke, Director General, Education and Public Services Group, Welsh Government

I am delighted that you want to know more about the role of Director of Academi Wales in our Education and Public Services Group. As we move through challenging times for Wales and the UK, this Deputy Director post plays a critical role in the Group's senior leadership team and contributes to the wider leadership of the Welsh Government Civil Service. It is instrumental in delivering the Welsh Government's programme 'Taking Wales Forward' and our national Strategy 'Prosperity for All'.



As we continue to manage the impact of austerity; the UK's exit from the European Union; increasing demand for high quality and innovative public services; and new powers flowing from the Wales Act 2017, we face some really exciting but tough challenges. This requires first class leaders who can formulate and deliver successful policies for Wales and provide excellent service to Ministers. Along with an unrelenting focus on resources and the energy and expertise of their teams, they need to deliver Ministerial priorities effectively and represent the interests of the Welsh Government and Wales across the UK. This is why the work of this post and Academi Wales is so important.

Our Group deals with a number of key Welsh Government policies almost all of which are completely devolved, including education, housing, local government, community safety, civil contingencies and emergency planning. In some areas, we have developed productive working relationships with Whitehall. In all areas we work closely with devolved and non-devolved public services in Wales. The Group serves a number of Ministers and Deputy Ministers who make sure our work is always at the centre of the Government's delivery agenda and most aspects have a high media profile, whether that is reform of public services, the delivery of a new curriculum or planning how to deliver 20,000 affordable homes.

I am personally committed to creating a more diverse workforce which better reflects our communities. As Director General, I'm looking for people from diverse backgrounds with the potential for strategic leadership, corporate engagement and a deeply collaborative approach to working, which will help drive more creative policy making and rigorous delivery.

**Tracey Burke**

## **2. Welsh Government background**

The Welsh Government is the devolved government for Wales. With an annual budget of around £15 billion, the Government is responsible for key aspects of public life in Wales including health, education and skills, the economy and transport, and agriculture and the environment. The Welsh devolution settlement has evolved dynamically since the establishment of the National Assembly in 1999, and will continue to expand through new powers in the Wales Act 2017 which will come on stream in the coming year.

The current First Minister of Wales is the Rt. Hon. Mark Drakeford, AM who is supported by a team of Welsh Ministers and a Counsel General serving in his Cabinet, which is the main decision-making body of the Welsh Government. Welsh Ministers are accountable to the National Assembly for Wales, the legislative body that comprises 60 elected Members and is based in Cardiff.

Welsh Ministers are supported by a workforce of 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 offices in London, Brussels and an overseas estate geared towards trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers. The Permanent Secretary is directly supported by four Director Generals who each lead a distinct but wide-ranging portfolio of government business.

The Welsh Government has an equality objective to aim to be an exemplar employer in the equality, diversity and inclusion agendas and this approach is embedded in the organisation – from having a Board Equality and Diversity Champion, and vibrant diversity networks supported by senior champions, to setting diversity targets to improve the numbers of under represented groups for example BAME and disabled staff and women at a senior level. We have an established team which supports disabled staff to have the reasonable adjustments they need in place to do their job. A number of senior leaders act as sponsors of our diversity groups and across departments.

The Welsh Government elected in May 2016 has outlined its priorities in its Programme for Government, Taking Wales Forward which will be delivered via a national Strategy – Prosperity for All. This aims to address significant challenges during its five year mandate and offers a progressive agenda for improving the quality of life in Wales. The overall strategic ambition is to build a Wales which is a self-confident, prosperous, healthy nation and a society which is fair to all. In light of the Wales Act 2014 and the Wales Act 2017, significant changes are being made to the fiscal powers of Welsh Ministers, including the devolution of tax and borrowing powers. Going forward, more than 25% of the

£15bn spent by the Welsh Government will come from Welsh taxes. This is a very important further step in the devolution journey with major implications for the National Assembly, the Welsh Government and a range of other public sector bodies. A Welsh Revenue Authority has been established to collect and manage devolved taxes.

The Welsh Government set out our priorities for Wales should the UK leave the EU in securing Wales' Future and associated policy documents. Following recent changes in the UK Government and the outcome of the European Parliamentary elections the Welsh Government policy position is that the UK should remain in the EU and a second referendum should be held to achieve that aim. Should the UK leave the EU this will present significant challenges to the Welsh Government, including the economic impact of reductions in market access and changes to migration. Alongside those impacts EU exit presents significant challenges to the devolution settlement and the relationships between the nations of the UK. It is vital that Wales' interests are fully recognised in future UK governance arrangements. Wales is an outward-facing, globally-trading nation with a strong track record of attracting inward investment. 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.

### **3. Welcome from Reg Kilpatrick, Director for Local Government & Public Services, EPS**

Thank you for taking an interest in this role in my Senior Team. Academi Wales is a key part of Local Government Department which together aims to help build high quality public services that are responsive to people's needs, better integrated with one another, are aimed at people who need them most and which are developed in partnership with citizens. Underpinning our policy ambitions are the principles of strengthening local democracy, supporting service delivery and shaping the good governance that is necessary for it. But we also recognise that little of this is achievable - or certainly sustainable - without powerful and effective leadership.



As Director of Academi Wales you will be leading the prime organisation in Wales which is working to build visionary, collaborative, cutting edge and successful leadership, with a relentless focus on driving improvement. In view of the challenges public services have faced in the last decade, leaders with these qualities are more valuable than ever.

We are a department of around 120 staff spread over five offices across Wales. We work to four Ministers, all of whom have ambitious reforming and delivery agendas, aiming to reshape and modernise many aspects of the public services in their portfolios. Within this Academi Wales is a team of some 30 colleagues consisting of a mixture of Welsh Government staff and inward secondees from, for example, local government and the health service. Most of the team's work focuses on developing, delivering or commissioning training, as well as organising the (always oversubscribed) Winter and Summer Schools and a range of ad hoc summits and conferences. However, the team also provides advice and support to other administrations across the UK, more traditional advice directly to Welsh Ministers along with to a range of policy departments across the Welsh Government.

This post has become vacant at a particularly exciting time. The First Minister is putting renewed emphasis on the concept and practice of One Welsh Public Service. There is an increasing interest and emphasis on the range, quality and fit of leadership training across Wales, and the Wales Centre for Public Policy is engaged on a review of Welsh and international practice. Ministers are keen to use this changing context as an opportunity to consider whether the current operating model for Academi Wales remains the right one and whether it can deliver its aims and aspirations more effectively into the future.

This is a very busy, high profile role in which working with the most senior leaders in Wales is the norm. You will need authority and credibility to deal with these very active stakeholders and to manage their ambitions and requests in a measured and collaborative way, matching them with your energy and enthusiasm. This is an exciting and rewarding post made even more so by the unusual and unpredictable times we are operating in. Add to that the potential to grow and develop the organisation and this post is undoubtedly one of the most exciting, cross public sector opportunities available.

**Reg Kilpatrick**

#### **4. The Role**

To provide effective leadership for all aspects of the Academi Wales function, working with leaders across Welsh Public Services to improve organisational performance and build management and leadership capacity. Working to the Minister for Housing and Local Government and First Minister, it will take the lead on the cultural and behavioural development of One Welsh Public Service and setting the direction for Leadership and Management Development within the legislative context and the Programme for Government within Wales.

Through the team, the role develops and sets the public service leadership development agenda for Wales, working across Welsh Government, the Public Sector and the Third Sector. It is a very busy and varied, mostly externally, facing role which requires the postholder to develop and nurture high trust based and collaborative relationships with senior leaders across the whole of Wales. There is a significant opportunity over the term of the post to shape the One Welsh Public Service leadership agenda and to develop the Academi Wales function, its cross sector engagement and delivery work programme in its current field - but also more widely.

The role also provides professional leadership and organisational development expertise, offering advice, consultation and mentoring to both leaders and their organisations. It is supported by the Academi Wales Advisory Board which comprises representatives from the most senior levels of public service.

The role also has responsibility for the national reputation and impact of Academi Wales, working with other home nations on progressive development agendas on matters of public service leadership, building and maintaining relationships with the Scottish Executive, Greater Manchester and the Cabinet Office Centre for Public Service Leadership.

## **Key Tasks**

- Support Ministers to deliver the Programme for Government with a specific focus on One Welsh Public Service, the underpinning values of the public sector and the creation of the Welsh Public Service senior leadership.
- Set national standards for leadership quality and competence; continue to develop the Academi Wales brand; maintain and build its excellent reputation; act in a critical friend, professional advisory and quality assurance role on all aspects of leadership and organisational development for the Welsh Public Sector.
- Enable the public service reform and change agenda through cross-boundary and collaborative organisational development activities, using professional and specialist expertise to support all sectors and organisations within the Welsh Public Service.
- Deliver a programme of leadership development activities and create a series of opportunities for those in current leadership roles including political, non-executive, executive and professional leaders including supporting cross cutting leadership requirements of Public Service Boards.

- Identify, nurture and develop future leadership talent across communities and sectors, reflecting and promoting diversity and equality at political, non-executive and executive level succession planning.
- Create a culture of 'continuous improvement' practice across Wales with partners, leading the All Wales Community of Practice and setting national standards for skills improvement practitioners across the public service.
- Maintain the highest standards of reputation and recognition for Academi Wales, the continuing professional development of its staff, its Advisory Board and Stakeholder Champions, demonstrating the values of the Welsh Public Service and the Welsh Government in all aspects of governance, probity, accountability, delivery and communication.

## **5. Person Specification:**

### **Person Specification**

- Professional qualifications in the field of leadership, organisational development and effectiveness are highly desirable.
- Experience of working in and across multiple sectors, managing and delivering leadership training is desirable.
- Experience of managing budgets, procuring and commissioning training and development activity is essential.
- Ability to think and act strategically developing innovative and long term approaches to development, behaviour change and service improvements.
- Ability to understand multiple complex environments and cultures, manage relationships and influence beyond positional power.
- Sensitivity to the political context and priorities of key stakeholders, working closely with and, advising Ministers, Welsh Government and Senior Public Servants.
- Ability to build and maintain a strong, trusted network of collaborative relationships across Wales and the wider UK.
- Demonstrate visible credible leadership, providing expertise, energy, drive and direction.

- Working from within the Education and Public Services Group of Welsh Government as a senior manager, contributing to the culture, development and delivery of its corporate aims and objectives.
- Highly developed communication, organisational and leadership skills with the ability to empower, motivate and influence others at all levels of organisation and across multiple and varied stakeholders.
- Committed to championing and mainstreaming equality and diversity.
- Experience or qualifications in the field of leadership, organisational development and Effectiveness and experience of working across multiple sectors would be desirable.

## 6. How to Apply

We welcome applications in Welsh and English. Applications in Welsh will not be treated less favourably than those made in English. Applications should be submitted via the Welsh Government on-line system and submitted no later than **3 December 2019**. 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.

The vacancy will automatically close at **23.55 on 3 December 2019**. If you are in the process of submitting your application and have not completed by the closing time, the system will not allow you to complete the application 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.

### Diversity information

The Civil Service is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application.

If you do not wish to provide a response to a particular question, you should complete the 'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

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

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

## **Welsh Language**

The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status. Although Welsh language skills are not essential for this post they would be an asset. The Deputy Director must show an appreciation of bilingualism and share our commitment to promoting, mainstreaming and learning the Welsh language. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

## **Questions and Informal Discussion**

If you would like to discuss this role further, in advance of your application, please contact

**Reg Kilpatrick on 0300 025 0913.**

## **Online technical problems**

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

# **7. Selection Process**

## **Overview**

The Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of the short list meeting. Candidates who proceed to the next stage of selection will be required to

complete online psychometric tests and to attend a Stakeholder Engagement Exercise. Both activities will form part of the overall assessment required for this recruitment exercise in addition to the selection panel interview.

### **Assessments**

Shortlisted candidates will undergo online psychometric tests that will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting. The shortlisting meeting will take place on **12 December 2019**.

**Please note that if you are a Civil Servant and applying for this vacancy on a lateral basis you will not be required to undergo on line psychometric tests.**

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

### **Stakeholder Engagement Exercise**

Shortlisted candidates will be asked to take part in an engagement exercise with stakeholders on **8/9 January 2020**. Details will follow.

### **Interviews**

Interviews are scheduled for **20 January 2020**. They will be held in Welsh Government offices, Cathays Park, Cardiff CF10 3NQ. Interviews will last around 45 minutes.

The panel will receive feedback following your psychometric tests before you are interviewed. Your interview will be a competency based interview that will consider how your skills and experience, as outlined in your CV and personal statement, meet the requirements for this post.

If candidates are asked to prepare a presentation for their interview, they will normally be given at least one week's notice of the topic. Please note that your presentation is to be delivered without the use of hand-outs or electronic devices, however, you are welcome to use prompt cards.

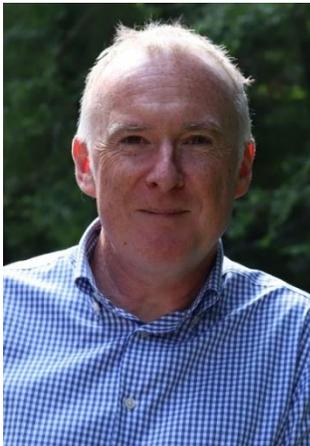
## The Panel

The selection panel will be as follows:

- **Julie Carne – Deputy Director, HR Operations and Performance, Welsh Government**
- **Reg Kilpatrick, Director Local Government, Education & Public Services, Welsh Government**
- **Amina Rix, Lawyer Social Care Team, Office of the First Minister, Welsh Government**
- **Jo-Anne Daniels, Director of Mental Health, Vulnerable Groups & NHS Governance**

## Biographies for the Selection Panel

### Reg Kilpatrick



I began my career with British Airways as an aircraft engineer before gaining a degree in Behavioural Sciences. On graduating, I joined the Welsh Office as a statistician and worked in a range of areas including demography, education statistics and directing the Wales Cancer Registry. I moved out of the profession to manage the NHS Wales budget and health authority allocations before moving to sponsor the National Museum of Wales in the Culture, Welsh Language and Sport policy division. I worked closely with the Wales Millennium Company during its development phase to secure political and financial approval for the project and saw the building phase begin.

After a short spell in Economic Policy Department sponsoring the Wales Development agency, I headed Financial Planning Division where I oversaw financial strategy and policy and managed the annual spending reviews. I moved to Local Government Policy before becoming Director of Local Government and Public Services department in 2011 where I am responsible for local government finance, performance and governance, as well as the fire service, community safety, civil contingencies and emergency planning.

As a father, I have benefited from a range of Welsh Government policies which allowed me to work flexibly when my children were young so I could balance caring responsibilities with busy and rewarding roles.

## **Julie Carne**



My current role is Deputy Director for HR Operations and Performance at Welsh Government.

I've worked in the Civil Service, firstly in the Department for Employment and then the Welsh Office/Welsh Government in a career spanning over 30 years. During that time I have worked as a Training Adviser, International Links Manager and then, for the past 22 years, in various roles in HR. I've been an HR Business Partner, worked in Equality and Diversity and Recruitment but for the past few years have headed up the HR Policy Team, specialising in employee relations, policy and employment law until recently taking up my current role.

I joined the Welsh Office/Welsh Government in 1990. I was attracted to the organisation as I wanted to be able to work directly on something affecting the lives and prospects of people in Wales. Over the years I have been able to develop the skills I already have and acquire a number of new ones, working my way up through the grades on the way, and gaining a very broad range of experience.

Working for the Welsh Government means I have benefited from excellent terms and conditions of employment which mean I have been able to balance having a rewarding and fulfilling career with bringing up a family. The flexibility of our working conditions mean I have been able to arrange my work over the number of hours and at locations which have worked both for me and the business in a very supportive environment.

## **Amina Rix**



I qualified as a solicitor in 2002 and worked for a local authority practising in Family law and advising on mental health and homelessness matters. I joined the Welsh Government's Legal Services in 2005 and spent several years providing advice in relation to education law, drafting subordinate legislation and advising on Assembly Bills. In 2015 I moved to the Social Care Legal Team where I am the lead lawyer responsible for advising the Healthcare Inspectorate Wales. I also advise the Care Inspectorate Wales.

The Welsh Government is a great place to work with policies that enable me to work productively in a flexible manner to achieve a work/family balance.

Jo-Anne Daniels



My current role is Director of Mental Health, Vulnerable groups and NHS Governance at Welsh Government.

I joined the civil service in 1998 working for the Treasury in a variety of roles, mainly relating to public spending and public service reform. I briefly left the civil service for roles in the private and third sector but soon found

myself drawn back to Government because of the unique and exciting jobs available and the chance to make a difference.

I joined Welsh Government in 2010 and I am currently responsible for policy areas relating to mental health, the health needs of vulnerable groups such as refugee and asylum seekers, gypsy and traveller communities and issues linked to homelessness. My teams also lead on substance misuse including the introduction of minimum pricing for alcohol. We also work to ensure that the NHS is well governed with the skills and support necessary to lead and manage complex organisations. It is a diverse portfolio which I love, every day there is something new to learn, a new challenge and an opportunity to reflect on the direct impact we can make to the citizens of Wales

We all need to balance work and home life whatever our circumstances. I am a strong believer and passionate advocate for smart working to enable all of us to give our best in work and out of work. I am an ally of our LGBT+ staff networks and I have been mentored by a disabled colleague. Reverse mentoring has given me a new perspective on how this organisation looks and feels from the point of view of others and how we can all take action to celebrate diversity and enable all staff to feel they can give their best.

### **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. Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best.

The Equality Act 2010 uses the medical model definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

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

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

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

### **Competencies**

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

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

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

### **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: **3 December 2019**

Shortlisted meeting – **12 December 2019**

Psychometric testing – **within 10 days of the shortlisting meeting**

Stakeholder Engagement Exercise: **8/9 January 2020**

Interviews: **20 January 2020**

## 8. Terms of Appointment

The post is available for 2 years, and will be reviewed at the end of that period, and is offered as follows:

**Permanent Civil Service employees** – you must be an existing Civil Servant recruited through fair and open competition to apply for this vacancy. This post is available on a lateral basis or on temporary promotion for 2 years.

- If an employee of the Welsh Government at the end of the posting period you would revert to your substantive grade.
- If on loan from another government department at the end of the posting period you would return to your department and to your substantive grade.

### Non Civil Servants

- secondment for 2 years where you would retain your existing terms and conditions including salary or
- fixed term appointment for 2 years

### Remuneration

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

**Fixed Term Appointment:** This role is at Deputy Director level and the salary is £70,000 per annum. If you are applying for this role on a part-time basis your annual salary will be pro-rata of the full time salary of £70,000 per annum.

**Existing Civil Servant:** If you are applying for this post on a lateral basis you will retain your existing annual salary on transfer to the Welsh Government. As the terms of

appointment above refer, if you apply for this post from another government department you will transfer on a loan for 2 years and at the end of the posting period you will return to your employing government department, substantive grade and salary.

### **Promotion**

Starting pay on promotion into the Senior Civil Service will usually attract a 10% increase in base pay or be at the Senior Civil Service pay band minimum, whichever is greater. However, for staff temporarily promoted from the Grade 6 maximum, the increase will be capped at 5% or be at the Senior Civil Service pay band minimum, whichever is the greater. The Welsh Government starting pay on promotion policy refers.

### **Location**

The post is pan Wales and the post holder may work from any of the Welsh Government Offices. However, there is an expectation that due to the nature of the work and the need to meet with Ministers the successful applicant will work from Cardiff 2-3 days a week.

### **Relocation**

Some assistance towards relocation may be available

### **Hours and flexible working**

This role is available on a part-time or full-time basis. If you apply as an existing job share partnership, this arrangement is in place when submitting your application, so 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.

## **Smart Working**

The Welsh Government encourages Smart Working. Smart Working focusses on how you use your time, and where and how you work, to meet business needs in the most flexible and productive way. Subject to business needs, this provides staff with considerable flexibility on hours and location of working.

## **Promotion (for existing civil servants only)**

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 below.

## **Annual leave**

Annual leave entitlement as set out below is based on a full time working pattern. If you work part-time, your annual leave will be calculated in line with your part time work pattern.

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

## **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

## **Retirement**

There is no mandatory retirement age for Senior Civil Servants.

## **Terms and Benefits**

- Pension Scheme: [www.civilservice-pensions.gov.uk](http://www.civilservice-pensions.gov.uk)

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
  - Carers' Leave
  - Shared parental leave
  - Paid and unpaid maternity leave
  - Flexible paid paternity leave
  - Flexible paid adoption 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. It has a target of women making up 50% of the Senior Civil Service by 2020 and to increase the numbers of BAME and disabled people in the SCS by 2025.

To do this we are committed to valuing diversity and celebrating difference within our workforce, with the aim of being an exemplar of diversity and inclusion. We are currently ranked 8th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status from a:gender in 2018. Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together. Disabled people, those from a BAME background, women and people identifying as LGBTI+ are under-represented in the Welsh Government Senior Civil Service and we actively encourage you to apply if you are from one of these groups.

### **The Civil Service Commissioners**

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

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact Peter Kennedy, HR Director, by email [peter.kennedy@gov.wales](mailto:peter.kennedy@gov.wales) or in writing to Peter Kennedy, HR Director, Permanent Secretary's Group Welsh Government, Cathays Park, Cardiff CF10 3NQ in the first instance.

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

### **Pre-appointment checks**

Before the appointment of the successful candidate can be confirmed, the Welsh Government will undertake background and security checks. As part of this, we will need to confirm your identity, nationality and immigration status, and criminal record (unspent convictions only). The successful candidate must hold or be willing to obtain security clearance to Security Check (SC) level before taking up post. The time scales for

security clearance can vary however from receipt of completed paper work it can take between 8 -10 weeks.

## **Appendices**

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

The leadership statement can be found here:

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

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

**The Civil Service Code can be found at:**

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