



Llywodraeth Cymru
Welsh Government

Director of Risk, Resilience and Community Safety

Risk, Resilience and Community Safety Directorate Covid Recovery and Local Government Group

Welsh Government



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1. Welcome

Message from Director General, Reg Kilpatrick

The Welsh Government's Programme for Government sets out the ambitious and radical commitments we will deliver over this five-year government term to improve the lives of people across Wales. The Programme is founded on the distinctively Welsh values of community, equality and social justice. It puts collaboration ahead of competition, showing how we will act to maximise fairness for all, develop a sustainable economy and eliminate inequality at every level of society.



We want to create a stronger, greener, fairer Wales for current and future generations. In Covid Recovery and Local Government (CRLG) group we also want to create communities that are safe and protected. To do that, we need to understand and anticipate the risks that face Wales and its citizens – for example from the consequences of climate change to the impact of international terrorism - so that we can work with our partners to prepare for them. With the support of our partners, we are engaged with fundamental change across most areas of our work, reshaping how females and young people in the justice system are treated, strengthening the way we work with the police and other emergency services and developing our approach to preparing for civil contingencies and responding to emergencies.

This is a challenging, high-profile role which combines strategic policy development with fast moving operational response providing leadership within the Welsh Government and across the public sector. In addition to the policy development element of the role, there is a requirement to work with colleagues within and beyond government at times of crisis when events emerge unexpectedly and demand rapid and decisive leadership. Furthermore, the review of civil contingencies functions provides an opportunity for sector wide change to a number of critical functions and that will only be possible through strong relationships, a focus on performance management and effective delivery. I am looking for an exceptional Director who can work confidently with Ministers to develop strategic policy and deliver an operational response in high pressure, fast paced multi partner situations.

If you think you fit this bill and can lead, challenge, change and collaborate to help create safer and more sustainable communities, I look forward to reading your application.

2. Welsh Government Background

The Welsh Government has an annual budget of around £18 billion and 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.

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic 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.

Applicants must show an appreciation of bilingualism and share our commitment to promoting the Welsh language to achieve a million Welsh speakers by 2050. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

3. The role of the Risk, Resilience and Community Safety Directorate

The Covid Recovery and Local Government Group (CRLG) is a new Group created by the recent changes to the Welsh Government structures. It consists of two directorates: the Local Government Directorate and the Risk, Resilience and Community Safety Directorate

The Risk, Resilience and Community Safety Directorate delivers a broad range of cross cutting policy goals, objectives and programmes across the operational community safety and justice agendas using well developed and effective partnerships, working closely with a range of stakeholders from local government, the emergency services, the armed forces, the third sector and other public services as well as other government departments.

The overall aim of the Local Government Directorate is to make local authorities more financially resilient, so they deliver the right range of effective services to their communities and provide good leadership which promotes the well-being of their areas. It seeks to create the conditions for better, more diverse democratic representation which will help shape those services to respond best to local demand, bringing together services within and across councils and from other organisations.

This compliments the work of the Risk, Resilience and Community Safety Directorate's main work areas relating to policing, fire and rescue services, armed forces and leading the Welsh Government's resilience, civil contingency and emergency planning functions

This is an exceptionally busy and varied Directorate with a broad set of cross cutting policy responsibilities that involve working closely with departments across the Welsh Government; public and emergency services across Wales at the most senior level; and numerous Whitehall departments. There is a high level of Ministerial interest in the work of the Directorate and currently, it works to the First Minister on risk and preparedness matters; the Minister for Social Justice on community safety and policing matters; the Deputy Minister for Social Justice on fire service and armed forces.

The Directorate covers three broad but closely related functional elements. It has oversight for policy in relation to the day to day operation of crime and justice in Wales, including Youth Justice, and contributing to the wider crime and justice agenda through work with partners including the Home Office, the Ministry of Justice and Her Majesty's Prison and Probation Service in Wales, linking with relevant policy colleagues across Welsh Government. There is close liaison with the four Police forces at Chief Constable and Police and Crime Commissioner level, and through the strong and productive relationships created by the Policing Partnership Board for Wales the Directorate helps to set the strategic agenda for policing in Wales. Although policing is not a devolved service, the operational relationship with the Welsh Government and other devolved public services is critical to the effective delivery of many government policies and the safety of Welsh communities. This role is vital to making sure that relationship works well.

The Directorate also has responsibility for policy of the devolved Fire and Rescue Service, driving Ministers' priorities around securing economy and effectiveness, while maintaining the highest standards of health and safety for fire fighters and the public. The Directorate has oversight of the Welsh Government's relationship with the Armed Forces, including veterans, an exciting area which offers possibilities to support service personnel and veterans in Wales, working with the recently appointed UK Armed Forces Veterans' Commissioner.

The second element leads the Welsh Government resilience, civil contingency and emergency planning functions and the Directorate provides leadership for the corporate preparedness arrangements required to support policy departments in the event of a rising tide or rapidly developing emergency. It also leads the risk assessment function, working with colleagues across government and the public sector to create a comprehensive overview of the risks facing Wales and its communities and then to develop plans to respond to those risks. That includes working closely with the UK Government Cabinet Office as part of the National Security Risk Assessment process.

Learning the lessons from Brexit and Covid, a fundamental review of civil contingencies and emergency preparedness is underway which will provide a significant opportunity to review and reform the strategic approach to this area. The Directorate also works closely on policy with the UK Government on areas such as counter terrorism, counter extremism, serious and organised crime, and serious fraud. Although these are non-devolved matters the mitigations, preparedness and response rely on devolved services and are very closely linked to Welsh Government policies.

Finally, the Directorate has been central to co-ordinating the Welsh Government response to Covid-19, managing the civil contingency response, leading the 21 Day Review of regulations, measures and mitigations to advise Ministers on their approach to addressing the pandemic. It also led the policy development on recovery and the implications for Welsh Government policy more widely and planned the transformation from alert status to business as usual. Covid-19 continues to be a threat which Ministers take very seriously therefore the Restart and Recovery element of the Directorate has an ongoing role in providing assurance that the government is ready and able to respond quickly and decisively to any emerging new variant.

Purpose of Post

This is not a typical policy post. The Director is critical to the Welsh Government and public sector preparedness, readiness and response to civil emergencies and other critical incidents. They need to be ready and able to respond quickly and effectively, advising Ministers and Cabinet at pace often on the basis of limited information, while providing authoritative leadership and guidance to senior officers in responding agencies. This demands high levels of credibility with senior partners and Ministers and a well-developed understanding of delivering an – often sustained – operational response and balancing the risks that come with it.

There are significant policy and implementation elements to the role which need to be managed alongside the civil contingency functions. The Director will need to understand and successfully navigate the devolution settlement, recognising the complex issues of politics, governance and accountability between the UK nations.

Key purpose of the Director role is to:

- Oversee policy and strategy to identify, understand and mitigate national risks, the creation and maintenance of a Wales National Risk Register and the Welsh Government contribution to the UK National Security Risk Register.

- Direct Wales' resilience, civil contingencies and emergency planning, working within and with partners across the public sector to develop effective and joined up approaches to emergency preparedness and response.
- Provide visible, engaged leadership for operational responses to critical incidents, emergencies, or civil contingency situations, working at gold level with Category 1 and 2 responders to mobilise arrangements quickly and effectively.
- Oversee Welsh Government interests in UK policy on counter terrorism and counter extremism and the operational implications as they relate to Wales.
- Develop the Welsh Government cyber response working closely with the National Cyber Security Centre.
- Lead the Welsh Government input to Operation Bridges.
- Oversight of multi-organisation programmes to improve services for youth justice and female justice along with operational policy on crime and policing in Wales.
- Lead policy in relation to Fire and Rescue Services, including reform of the services.
- Oversight of the Welsh Government's support for the Armed Forces Community in Wales and veterans, including our approach to the MoD Veterans Strategy and Defence Estate Review.
- Budget management of £37.8m revenue and £2.1m capital.

4. Key Responsibilities

- To provide a single authoritative source of advice to Ministers during a major incident or civil emergency along with authoritative leadership to responding partners across the public sector.
- Formulate and communicate clear strategic direction and leadership, adjusting innovatively to the demands for improvement and change, including culture change to achieve policy shift and service improvement.
- Effective organisational leadership, building and motivating teams, including generalists and highly qualified, specialist professionals.
- Provide accountable governance, securing the highest standards of stewardship in the use of the public money, particularly in relation to financial management, compliance, and value for money.
- Promote the goals and ways of working of the Future Generations Act, ensuring that addressing inequality is a core principle in policy making and service delivery.
- Maintain the Welsh Government's reputation, integrity and credibility as an organisation that is highly professional in the way it conducts its work and relationships and fair in its dealings with other organisations.
- As a Director of the Welsh Government, take responsibility for collective functions and obligations as a member of the Senior Management Team of the Covid Recovery and Local Government and contributing to the wider development of Welsh Government.

5. Person Specification

We are looking for a senior leader who can operate effectively at senior levels across multiple organisations, challenging current approaches to drive constant improvement, collaborate and bring consistency to often conflicting viewpoints and provide composed and authoritative advice at times of considerable flux.

This is a high-profile role and the post holder will have a strong track record of achievement at a senior management level and combine a range of skills and experience to lead the Directorate effectively. The successful candidate will be able to demonstrate:

Essential

- High levels of personal and professional resilience and a proven ability to remain calm and measured when working under pressure, possibly for long periods.
- Strong organisational leadership and the ability to build, motivate and sustain teams.
- Excellent communication, negotiation and influencing skills, particularly to motivate and influence senior stakeholders.
- Able to develop strong and productive personal relationships and earn the confidence of senior colleagues within and outside Welsh Government.
- Experience of working at senior level on policy development, with an ability to develop policy in complex areas.
- The ability to work successfully in collaboration with a wide range of devolved and non-devolved partners including local government, NHS, voluntary sector and the emergency services to achieve complex outcomes which reach beyond the boundaries of their own responsibilities.
- Working as an integral part of a senior management team to deliver Group aims and to maximise their contribution to delivery of the Welsh Government corporate aims and objectives.
- An understanding and experience of emergency planning, preparedness and risk assessment, and the legal and policy framework around civil contingencies in the UK is essential.
- An understanding of the political context in which the Welsh Government works and the ability to work effectively with Ministers and Cabinet advisors and command their confidence and respect.
- 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.

Desirable

- Relevant expertise and experience in crime and justice policy, and knowledge of the fire service would be highly advantageous, but not essential.

Competencies

The applicant will be required to demonstrate competency against the SCS core skills identified as part of the Professional Skills for Government framework.

Strategic Cluster – Setting Direction

Seeing the Big Picture

- Clarify and shape the Department's role and purpose in delivering Civil Service priorities for the national interest, public and economic good.

Changing and Improving

- Seek out opportunities for innovation and have the courage to take risks and make step changes to how things are done.

Making Effective Decisions

- Involve the right stakeholders and partners in making recommendations or decisions early on and continue to engage them.

People Cluster – Engaging People

Leading and Communicating

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

Collaborating and Partnering

- Confront issues and challenge assumptions at the highest levels with delivery partners, stakeholders and clients in an assertive yet constructive way.

Performance Cluster

Delivering Value for Money

- Maintain a clear focus on maximising resource efficiency, continually questioning the value of activities against strategic priorities.

Managing a Quality Service

- Define and integrate clear structures, systems and resources required across the Department to promote efficient service delivery.

Delivering Results

- Set, maintain and ensure a clear direction for the Department, with highly focused priorities and project outcomes.

Welsh Language

Welsh language skills are not essential for this post, but they would be an asset. We expect the successful candidate to develop their Welsh language skills on appointment and we will fully support them with a bespoke training package. As is the case in respect of other requirements, reasonable adjustments can be discussed on appointment.

6. Development Opportunities for the Post

The Welsh Government is committed to investing in leadership and professional development both within the organisation and across the wider public service. The postholder will be supported and encouraged to focus on their own development and that of their teams.

7. How to Apply

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

Applications should be submitted via the Welsh Government on-line system no later than **23:55 on 14 December 2022**. 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 that would prevent you from applying online, please email 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

Online technical problems - Please email SCSRecruitment@gov.wales

8. The 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 shortlist meeting which will be held on **19 December**.

Assessments for Shortlisted Candidates Only

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

- **Online Psychometric Tests** - these 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. 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** – these will take place **19 January 2023**. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled for **the beginning of February 2023**. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes. The Panel will receive feedback on your psychometric tests and 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.
- **Fireside Chat** - Shortlisted candidates will take part in a 'fireside chat' with the First Minister. These are scheduled for **mid- end January 2023**. Further details will follow.

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 to discuss adjustments for any part of the process.

The selection panel will include:

- **Martin Spencer**, Civil Service Commissioner and Panel Chair
- **Reg Kilpatrick**, Director General, Covid Recovery and Local Government Group
- **Tim Moss**, Chief Operating Officer, Permanent Secretary's Group
- **Sioned Evans**, Director of Business and Regions, Economy, Treasury and Constitution Group

Biographies

Martin Spencer, Civil Service Commissioner and Panel Chair

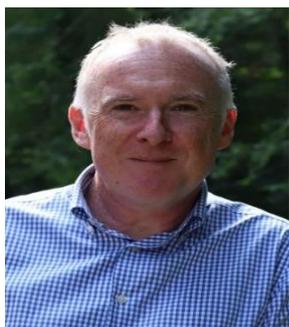


Martin has a background in economics, technology consulting, business transformation and business leadership. Most recently Martin was Senior Vice President at NTT DATA, a global IT services business that delivers some of the world's largest digital infrastructure and transformation projects.

Previously, Martin has held UK and European leadership roles with Capgemini and KPMG Consulting. Martin was also a director at Detica, the international business and technology consulting firm specialising in data analytics and information intelligence.

Martin is a Non-Executive Director at the NHS Counter Fraud Authority, Companies House, Ofsted and the Serious Fraud Office. Martin was appointed as a Civil Service Commissioner on 1st October 2021.

Reg Kilpatrick, Director General, Covid Recovery and Local Government Group



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 sponsoring 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 spell in Economic Policy Department sponsoring the Wales Development Agency, I headed Financial Planning Division where I directed the government's financial strategy and managed the annual spending reviews. I moved to Local Government Policy before becoming Director of Local Government and Public Services department responsible for local government finance, performance and governance, as well as the fire service, community safety, civil contingencies and national security matters.

I directed preparations for a no deal Brexit and was appointed as Director General in 2020 to coordinate the cross-government response to the Covid Pandemic and, more recently as Director General for the Covid Recovery and Local Government Group.

Tim Moss, Chief Operating Officer, Permanent Secretary's Group



Tim was appointed as the Chief Operating Officer in September 2022, prior to that he was the Chief Executive at the Intellectual Property Office, where he was responsible for advising Ministers on all IP policy matters and for the operation of the Office. Tim came to the IPO from Companies House where he was the Registrar of Companies for England and Wales and Chief Executive. He worked at Companies House from 2002 where he held many senior positions within the organisation. His extensive work portfolio included leading on the digital agenda, operational delivery, business strategy and corporate policy. Tim also held the position of president of the Corporate Registers Forum (an association of over 60 registries worldwide) from 2013 to 2017. Tim's career also includes 12 years in senior operational roles in the manufacturing industry; he has a Natural Sciences degree from Cambridge University, an MBA from Swansea University and lives on a farm in South Wales and is married with two children. He was awarded a CBE in the 2016 Queen's Birthday Honours list for services to the economy and the people of Swansea

Sioned Evans, Director of Business and Regions, Economy, Treasury and Constitution Group



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 Eginio (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, are neuro-divergent 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 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.

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 [here](#).

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 **14 December 2022 at 23:55**

Shortlisted Meeting: **19 December 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Staff & Stakeholder Engagement Exercise: **19 January 2023**

Fireside Chat: **Mid - end January 2023**

Interview panel: **Beginning of February 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

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 two 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*
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[Further information on nationality requirements](#)

Remuneration

The role is at **Director** level and the starting salary is **circa £95,000**.

For existing Civil Servants

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

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.

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

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. However, in an emergency you will be required to arrive promptly on-site at the Cardiff office.

The nature of the post means that there is an expectation that you will need to travel across Wales and spend time in Cardiff for specific events and potentially prolonged periods of time.

The majority of Welsh Government staff are currently working from home/working remotely and this will continue to some degree 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.

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.

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: <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, shareholdings, 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 immediately on taking up post.

Appendices

Appendix A: [CIVIL SERVICE LEADERSHIP STATEMENT](#)

Appendix B: [CIVIL SERVICE CODE](#)