



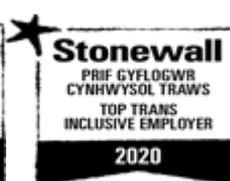
Llywodraeth Cymru  
Welsh Government

## Brief and Job Description

Director

Chief Digital Officer

Permanent Secretary's Group



## **Contents**

- 1. Message from Shan Morgan, Permanent Secretary, Welsh Government**
- 2. Welsh Government and Digital Wales Background**
- 3. Purpose of Post**
- 4. Role and Key Responsibilities**
- 5. Person Specification**
- 6. Development Opportunities offered by the Post**
- 7. How to Apply**
- 8. Selection Process**
- 9. Terms of Appointment**

## **Appendices**

**A - Civil Service Leadership Statement**

**B - Civil Service Code**

## 1. Welcome from Shan Morgan – Permanent Secretary, Welsh Government



Thank you for taking an interest in this important and exciting role in the Welsh Government's senior leadership team.

The Welsh Government has an important Digital, Data and Technology agenda for Wales. There are digital and data programmes included within every Minister's portfolio, and the Government is responsible for a growing number of digital and data services provided directly to the Welsh public. Recent reports have provided some exciting and ambitious challenges for Wales to grasp the opportunities offered by data driven digital technologies to transform public services, and to maximize new opportunities for the Welsh economy.

The Welsh Government's Chief Digital Officer role was established in 2015 with a small strategic team (Office of the Chief Digital Officer). Over its first 4 years the focus of the team has been on a successful internal transformation. This has seen the insourcing of services and the creation of new internal Digital, Data and ICT teams. Much of the Welsh Government's legacy infrastructure has been removed, through an ambitious and ground breaking move to cloud based platforms which has delivered a transformed desktop experience for all staff. There is a great deal of work remaining to sustain the new model and achieve our goal of being a modern Digital Government. However, platforms are now established to build modern services quickly and cost effectively, and the organisations is in a very strong position to find efficiencies and transform ways of working.

Going forward, our ambition is to consolidate and build on the progress made internally, moving focus onto an externally facing agenda – Digital Wales and transformed Digital Public Services, rather than simply Digital Welsh Government

*This role is very important to Ministers in taking forward their Digital Agenda for the citizens of Wales. We are **not** looking for a Technician but we are looking for an individual with the leadership qualities and technical insight to advise at the most senior levels of Government, someone who can lead and inspire by professional example and bring the strategic vision, interpersonal skills and professional standards to lead and develop the wider Digital, Data and Technology community across Government.*

We think Wales is a great place to work, visit and study and we promote the country for all these purposes. We have a proud, rich and diverse cultural heritage and we excel (sporadically, admittedly!) in a range of sports.

We are working hard to influence an outcome to Brexit that will protect and promote Wales' interests for the future. We expect this to present some real challenges for our digital and data agendas, and our digital and data teams have played, and will continue to play, an important role in ensuring that the law, regulatory standards and resources derived from Europe are protected and maintained to support our further progress.

The Welsh Government prizes civil service values highly and we aim to create a working environment which is stimulating, supportive, diverse, challenging, flexible, and – we hope – fun too. The Office of the Chief Digital Officer has a very strong track record in embracing diversity and promoting flexible and dispersed working and we aim to appoint a Director who will take the Office even further forward in these areas.

The Welsh Government embraces the value of diversity and I am committed to 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.

## **2. Welsh Government and Digital Wales 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 First Minister of Wales is Mark Drakeford. He has appointed a team of Welsh Ministers and a Counsel General to serve 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. In future, 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 UK's exit from the EU at the end of January 2020 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. Future work will include seeking to ensure that the interests of Wales are secured in these negotiations and that Wales is prepared for the different possible outcomes of these negotiations, as well as working with the UK Government and the other devolved governments to address the constitutional implications of the UK's exit from the EU and to strengthen inter-governmental working. 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.

### **3. Purpose of Post**

The core purpose of the post is to deliver the Welsh Government's agenda for Digital, Data and Technology. The Chief Digital Officer is accountable to the Minister for Finance who has a cross Government responsibility for digital and data. There are

digital and data services in every Ministerial portfolio and the Chief Digital Officer provides support to all Ministers with their portfolio digital and data ambitions. The post involves regular direct contact with Ministers and reports directly to the Permanent Secretary

#### **4. The Role and Key Responsibilities**

To deliver on the Government's agenda the Chief Digital Officer has three broad areas of work:

a) the internal element of the role involves leading the transformation of the use of digital and data tools to achieve improved business delivery. The Welsh Government has taken important steps on this journey with its recent transformation of corporate platforms, but now needs to focus on exploiting the new infrastructure, and drawing on increasing digital maturity and skills within the organisation to deliver differently and more efficiently. The Chief Digital Officer has to embody this transformation and convey important, simple messages to staff about what it means for them and their role, and the importance of prioritising digital, data and technology skills as part of their personal development.

b) the externally facing Welsh Government role relates to the Welsh Government's citizen facing services, some of which serve tens of thousands of users. Recent progress has been made on standardising approaches and platforms for new services, through mandating spend controls, focussing on user needs, and implementing design and ICT standards. Where a greenfield opportunity has presented itself, as with the Welsh Revenue Authority we have been able to apply best practice principles and deliver excellent, exemplar digital services. On data, new platforms to support open data and transparency policies have been developed and we are working towards widening the scope of these.

The Chief Digital Officer's role on this agenda is to provide a vision, narrative and effective leadership and support for the teams across the Welsh Government who are responsible for developing and managing citizen facing services. Responsibilities,

reporting lines and resources are dispersed and this presents challenges for mandating common platforms, standards and approaches, and particularly for presenting a coherent picture of progress to Ministers and the public.

c) The wider Wales aspects of the role are less clearly defined and will provide a new Chief Digital Officer with an opportunity to make their own mark. There is a well understood requirement for leadership - developing a higher profile for digital and data across all policy areas of Welsh Government and ensuring that there is a common vision for a Digital Wales. There is also a clear operational aspect to the role - using the resources of Government to develop infrastructure to support digital and data driven transformation across Wales e.g. common contracts, data purchases, broad band infrastructure, new legislation and new procurement approaches. There is an opportunity to work with the Welsh Government's sponsored bodies on their digital and data agendas. There also is a developing requirement to work with new Chief Digital Officers for Health and Local Government, and the leader of the planned Centre for Digital Public Services to establish a shared vision and standards for digital public services. There are as yet untested opportunities to align work on public service delivery and transformation with policies for the Digital Economy in Wales.

Common to all priorities is the requirement for the CDO to work across the Welsh Government to join up and provide leadership to those delivering on digital programmes across the whole organisation. Forming and maintain stakeholder relationships is a key part of the role, as is developing a stronger external profile for the Welsh Government's digital and data work ,and developing a parallel set of stakeholder relationships with public service leaders and commercial partners in Wales and across the UK .

To deliver on this agenda the Chief Digital Officer will lead a newly formed team of over a hundred staff, a team built to deliver on the different elements of the role. The Chief Digital Officer will also provide professional and strategic leadership to a wider group of up to 300 colleagues within the Digital, Data and ICT profession and working on digital and data programmes across the Welsh Government.

This represents a new structure, bringing together the current central ICT and digital teams and building new capacity to deliver on the externally facing role. The Chief

Technology post is established. The new Chief Digital Officer will have the opportunity to shape Future Digital Programme, and External Strategy and Policy Deputy Director roles which are filled on a temporary basis at present.

## **Key Responsibilities**

### **The Chief Digital Officer will:**

- Enable the effective delivery of the Welsh Government's digital and data internal and external agendas, leading and developing a team of over 100 civil servants, and managing a budget of up to £13 million.
- Ensure that the Welsh Government's digital and data agendas contribute directly to improving the efficiency of service delivery
- Develop relationships with colleagues across the Welsh Government, to drive digitally enabled business transformation and to make a positive contribution to the development of the organisation as a whole.
- Work collaboratively and actively with Chief Digital Officers in Health and Local Government and with the leader of the Centre for Public Sector Digital Services to agree common standards, programmes, platforms and shared delivery opportunities
- Develop wider relationships based on trust and openness with peers in other public and private sector organisations, and work collaboratively with a very wide range of stakeholders,
- Support staff within the Office of the Chief Digital Officer and wider Welsh Government to develop their skills and potential, enabling people to fulfil their personal and professional goals. For example through mentoring and coaching, and also through personal development as a senior leader and role model.

- Support the Permanent Secretary as part of the Welsh Government's Senior Management team, with collective responsibility for directorate planning and performance, leadership and corporate business.
- Support Ministers through offering well-judged and well evidenced advice; timely and effective government business; and robust budget and resource management.
- Ensure that all digital , data and ICT developments support the Welsh Government's commitment to the social model of disability and to digital inclusion by ensuring excellence in accessibility

## **5. Person Specification**

You will:

- be able to lead the development and delivery of effective Digital, Data and Technology strategies and policies, that put users at the heart of design and make real, lasting change beyond the Civil Service.
- have experience of delivering successful programmes which have achieved a transformation in the performance, and culture of a large organisation
- have a track record of building collaborations and providing effective direction for cross organisational teams.
- have the ability to develop effective working relationships with a wide range of stakeholders inside and outside of Government.
- Demonstrate how to build a culture within your team that emphasises innovation, continuous improvement, efficiency and value for money.
- have the background and skills needed to provide effective, credible professional leadership to those within the Digital, Data and Technology professions.

- Demonstrate commitment to and understanding of accessible and assistive technology to deliver equality and independence for disabled people and also the need to make alternative provision or reasonable adjustments for those for whom online digital services are excluding.

## **6. Development Opportunities Offered by the Post**

This post offers the opportunity to lead a crucial cross cutting policy area for the Welsh Government and to work closely with Ministers, Special Advisers and senior officials across all Welsh Government departments. You will gain experience of working in a high-profile area, building confidence and knowledge with internal and external stakeholders. You will also have the opportunity to engage in wider public service Digital developments in Wales and across the wider UK.

## **7. 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 **4 March 2020**. To apply, you will be asked to register for an account on the on line system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

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

## **Anonymised Recruitment**

All applications for this vacancy will be anonymised at the sift stage. The panel will take into account your personal statement and CV but, these documents should be anonymised when you 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 a real asset. The post holder must show an appreciation of bilingualism and share our commitment to promoting and mainstreaming 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 Caren Fullerton, Chief Digital Officer on **03000253203** or by email **[caren.fullerton@gov.wales](mailto:caren.fullerton@gov.wales)**

## **Online technical problems**

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

## **8. 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.

### **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 27 March 2020**.

**If you have completed the online psychometric tests 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 Engagement Exercise**

Shortlisted candidates will be asked to take part in an engagement exercise with staff **on 20 April 2020**. Further details will follow.

### **Briefings**

Candidates can expect to attend a one to one meeting with the Cabinet Minister on **23 April**.

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

### **Interviews**

Interviews are scheduled for **29 April 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 presentations are to be delivered without the use of hand-outs or electronic devices, however, you are welcome to use prompt cards.

The Selection panel is as follows:

- Margaret Edwards, Civil Service Commissioner (Chair)
- Shan Morgan, Permanent Secretary, Welsh Government
- Peter Kennedy, Director, Corporate Services, Welsh Government
- Caren Fullerton, Chief Digital Officer, Welsh Government

## **Biographies for the selection Panel**



### **Margaret Edwards – Civil Service Commissioner (Chair)**

Margaret has held senior roles in the public sector, including Chief Executive roles in the NHS, and as Director General in the Department of Health. She had a successful career with Mckesson International. Currently Margaret is Chair of the Civil Service Pension Board, and of the National Oversight Group for the High Secure Hospitals.

She has a track record of designing and delivering public sector reform and delivering national targets. She is particularly interested in aligning individual and corporate objectives and the design of total reward packages.

Margaret was appointed as a Civil Service Commissioner on 1 October 2017.



## **Shan Morgan – Permanent Secretary, Welsh Government**

Shan's career has spanned a wide range of roles in the Civil Service and Diplomatic Service. On graduation from Kent University, she joined the Employment Department, working in the Manpower Services Commission in a variety of employment and training policy roles.

From 1994-1997 Shan was the UK Government delegate to the International Labour Organisation's Governing Body before a secondment to the British Embassy in Paris as Labour and Social Affairs Attaché. She then took up her first appointment to the UK Representation in Brussels as the Counsellor responsible for Social, Environmental and Regional affairs.

On return to London in 2006 after the UK Presidency of the EU, Shan transferred to the Diplomatic Service as Director, European Union in the Foreign Office, responsible for negotiations on the Lisbon Treaty and leading the UK parliamentary process of ratification.

Shan was HM Ambassador to Argentina and Paraguay from 2008-2012, a period which included the 30th anniversary of the Argentine invasion of the Falklands. She returned to UKRep, Brussels, as Deputy Permanent Representative in 2012, representing the UK on the Committee of Representatives of the Member States (Coreper I) in the Council. She was responsible for leading negotiations across a wide range of subject areas including climate change, environment, energy, fisheries, social affairs, health, transport, and other Single Market issues.

In February 2017, Shan was appointed Welsh Government Permanent Secretary, and leads the Welsh Government Civil Service in delivering the priorities of Ministers, accountable for a budget of £17 billion.



**Peter Kennedy – Director, Corporate Services, Welsh Government**

My current role is Director, Corporate Services at the Welsh Government.

I joined Welsh Government in 2004 having worked for several years within the Ministry of Defence. I spent 9 years in the RAF within aircraft maintenance and technical training roles.

I am a HR professional with many years' experience of both operational and strategic Human Resources together with experience of ICT, Health and Safety, Facilities Management and Emergency Planning.

I also have additional responsibilities as Lead Sponsor for Welsh Government Sponsored Bodies and, as the Senior Information Risk Owner.

I am married to Jenny and have two grown up children and a Granddaughter. Jenny was diagnosed 5 years ago with Multiple Sclerosis, the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a carer.



**Caren Fullerton, Chief Digital Officer, Permanent Secretary's Group**

My current role is Chief Digital Officer at the Welsh Government.

I joined the Civil Service in the early 1980's and have enjoyed a varied and very rewarding career, based in South Wales. Most of my time has been spent in the Welsh Government and its predecessor organisations, but I've also worked elsewhere in the Civil Service - the Intellectual Property Office and the Office for National Statistics. I began my career as a statistician, and then moved into more general roles mid career to work on exciting major projects, in policy roles and on service delivery, mostly specialising in digital, ICT, HR and business change and transformation.

As Chief Digital Officer, I hold the role that I hope you are considering applying for, and will be retiring later in the year. The post has given me a brilliant opportunity to modernise and transform our digital and data services and ICT. I've also been really proud to be part of the team delivering new ICT platforms and policies to allow colleagues to work more flexibly. The best part of the role has been building up a community of digital practitioners and leaders across the Welsh Government, and, increasingly, across Wales. While there is a lot more to do on this digital and data agenda it's clear that there is widespread support for taking it forward and so much potential for public servants, working together, to make a positive difference for the people of Wales.

The flexibility offered by the organisation has enabled me to balance career with family responsibilities. I have two grown up children, and worked part-time for 10 years when they were young. I progressed into senior management roles as a part-timer, thanks to the practical support I received from line managers and colleagues. I've always tried to support diversity and flexibility as a manager – the Office of the Chief Digital Officer exemplifies this with staff with many different working patterns, and at locations across Wales. I also support colleagues from across the organisation, by mentoring individuals and by attending and promoting events designed to celebrate our diversity.

### **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 hyper link below:

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

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

### **Indicative timetable**

**The closing date for applications is 4 March 2020**

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

**Shortlisted Meeting on 27 March 2020**

**Staff Engagement Exercise on 20 April 2020**

**Briefing with Cabinet Minister – 23 April 2020**

**Interview panel: 29 April 2020**

### **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, on a permanent basis to those who wish to join the Civil Service.

### **Remuneration**

This role is at Director level and the salary is circa **£92,000**.

### **For existing Civil Servants**

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

The starting pay on promotion into the Senior Civil Service will usually attract 10% increase in base pay or be at the Senior Civil Service pay band minimum, whichever is greater. Refer to Welsh Governments starting pay on promotion policy.

### **Location**

The post is Pan Wales and the post holder may work from any of the Welsh Government Offices, although the nature of the post means that the post holder will need to spend time each week in Cardiff, one of those days to be a Friday. There will be an expectation that you will travel across Wales to meet with stakeholders and directorate staff who are dispersed.

### **Relocation Expenses**

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

### **Hours and flexible working**

This role is available on a job-share and full-time basis. It is expected that if you apply as a job share partnership, this arrangement is in place when submitting your application and please make it clear on your application forms that you are applying as part of a job share partnership.

### **Smart Working**

The Welsh Government 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.

### **Annual leave**

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:

#### **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.

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, 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 8<sup>th</sup> 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 via email at [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.

### **Security level**

The successful candidate must be cleared to SC level before starting or posting to the job. The timescales for security clearance may vary, however, after receiving the complete paperwork it can take between 10 and 12 weeks.

### **Appendices**

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

The leadership statement can be found here:

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

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

The Civil Service Code can be found at:

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