

## Candidate Brief and Job Description

### Welsh Government's Representative on Europe

#### Office of the First Minister



## **Contents**

- 1. Message from Des Clifford DG Office of the First Minister**
- 2. Welsh Government Background**
- 3. Purpose of Post**
- 4. Key Tasks**
- 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. Message from Des Clifford, Director General, Office of the First Minister



Thank you for your very welcome interest in this post.

Despite leaving the European Union, the Welsh Government recognises that Wales remains a European nation and that many of our interests are served by maintaining close and effective relations with our friends and neighbours in the EU. Indeed, as a country now outside the EU we have to work even harder to maintain our relationships and to develop new ones. The Welsh Government is committed to maintaining our office in Brussels as a platform for maximising our connections. Our range of continuing European interests includes trade, education, research, environment, energy, maritime, culture, language and other issues.

We aim to further our agenda through engagement, sharing perspectives and solidarity with our neighbours in the European Union. This part time role will play an important part in helping to deliver that approach. The post will require you to spend a significant amount of time in Brussels. You will need to work closely with Ministers, our International Relations team and with the Welsh Government's office in Brussels. The role was a manifesto commitment of the government and is a priority for the First Minister.

This is a really unique and exciting opportunity and will require a proven track record in networking, negotiating and influencing at the highest levels. We are looking for someone who brings both lived experience and professional knowledge - previous experience as a civil servant is not a requirement. Your career to date might have included working in public services, the third sector or in private enterprise, it may have been in a political context or public affairs. We want someone who will thrive in this role

and who can make a difference for Wales. We work hard to create a supportive and inclusive environment for all staff to grow and perform to the best of their ability and we welcome applications from all walks of life and backgrounds.

## **2. Welsh Government background**

The Welsh Government has an annual budget of around £18 billion and is responsible for most public services in Wales.

The First Minister of Wales, Mark Drakeford, and his Cabinet lead the Welsh Government and are accountable to Senedd Cymru, the Welsh Parliament. The Government has fostered a culture of working as one Welsh public service, and through social partnership with trade unions, business and local government.

This Welsh Government was elected in May 2021, and our priorities are set out in our Programme for Government. We want to achieve a greener, more prosperous and more equal Wales. Along with other public bodies in Wales, our work is founded on the Wellbeing of Future Generations Act which sets a framework for policy and delivery focused on wellbeing and the long term.

Welsh Ministers are supported by a workforce of around 5,000 civil servants, approximately half of whom are based in Cardiff, with the remainder based in offices across Wales. For the time being, due to Covid, most staff are currently home working. The Welsh Government has small offices in London, Brussels and an overseas network for international engagement and trade and investment work.

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. We are committed to the social model of disability and to making recruitment and workplace adjustments to ensure equality for disabled staff. We have published a strategy on Inclusion and Diversity in Public Appointments, as we are intent on increasing the diversity of the regulated and other

Boards in Wales and our Workforce Equality, Diversity and Inclusion Strategy 2021-2026 setting our intent for our own organisation.

The Welsh Government is a bilingual organisation. Legislation is produced in both Welsh and English, which have equal status in law. We follow statutory standards for the Welsh language in public administration. 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. Purpose of Post**

The Welsh Government recognises the continuing importance to Wales of our relationship with the EU. The Welsh Government wants to continue to be well-connected in Europe at a political and senior official level, to maximise Wales' interests across a broad range of areas. We are therefore seeking to appoint a Welsh Government Representative on Europe as a Specialist Policy Adviser. The post-holder will have already have very significant experience of working in an EU context with an existing and diverse range of relevant high-level connections. The successful applicant needs to understand how to make and manage new and different connections and to use these to further Wales' interests. The jobholder will need to exercise excellent judgment in handling potentially sensitive dossiers.

The influence of the EU on policy-making and the regulatory framework in Wales will remain significant for the foreseeable future. The Specialist Policy Adviser on Europe will be proactive in making connections, gathering relevant intelligence and working across the Welsh Government and with stakeholders to support developing policy priorities. This will require strategic leadership skills in a range of policy areas including climate change, innovation, higher education and others.

The role requires wide experience of working with the EU Institutions and policy-making processes, as well as demonstrable understanding of how the EU operates and its current broad policy agenda. Strong collaborative/partnership skills will be vital.

The successful candidate also needs a good knowledge of the policy and political context in Wales to operate effectively.

## **Background**

There was a commitment in the Labour Manifesto to create a new European Envoy – “*We will reaffirm our strong relationship with the EU and our voice in Europe by retaining the Welsh Government Office in Brussels. Our new European Envoy for Wales will be tasked with ensuring the strongest possible voice for Wales in the EU*”.

This post is that European Envoy – although we are using the title Welsh Government’s Representative on Europe to distinguish this role from other unpaid Welsh Government Envoy roles. It will be a part time (equivalent of two days a week – 100 days a year) role for one year, renewable for a second year subject to review.

The Welsh Government remains committed to retaining its Brussels Office and the successful candidate will work closely with the team there, as well as with officials across many different Welsh Government teams. The role will not manage the Brussels Office and will not be based in Brussels – but the successful candidate will be expected to travel regularly to Brussels and work closely with the team. The role will work with Welsh Ministers and formally report into the Director International Relations and Trade.

## **4. Key Responsibilities**

Responsibilities of the role are to:

- Operate in support of Welsh Ministers’ ambitions for engagement with the EU, in the context of their political priorities, and engage with politicians and officials in the EU Institutions. The role will work with Welsh Government Brussels Office staff to engage with key stakeholders in Europe, such as MEPs, regional governments, arms-length bodies in Wales (such as NRW), local authorities in Wales, universities and civil society in Wales and Brussels, government officials.
- Deliver, explain and raise the profile of the Welsh Government position on Europe, and present the views of Ministers.

- Promote the Welsh Government's policy agenda in the EU. It would particularly include a focus on climate change, research, innovation, Horizon 2020, the International Learning Exchange and European networks, but also other areas of importance such as agriculture, environment, energy, transport, single market, etc.
- Use intelligence from different interlocutors to inform and support Ministers' objectives to benefit different policy areas.
- Engage European Commissioners and MEPs, in line with Ministerial instructions and supported by officials where appropriate.
- Represent the Welsh Government as required.
- Lead and represent the Welsh Government in some key European networks, such as the Conference of Peripheral Maritime Regions (CPMR).
- Contribute to the Welsh Government's economic agenda in the European context.

## **5. The Person**

This post is in an area of continuing change driven by the evolving EU-UK relationship. You will be required to operate at a senior level and report into International Relations. You will work with and advise Ministers and senior officials on delivering Wales' interests. You will be part of the Welsh Government broader team working on Europe.

You will need experience of working in a complex environment, with a good understanding of sector values. You will also need strong interpersonal skills and the ability to develop and manage effective working relationships with a wide range of stakeholders inside and outside of government.

You will need to influence at senior levels, including Ministers, about potential courses of action – particularly with regard to changes in policy or business delivery. You will need to be comfortable with following decisions of Ministers, and pursuing positions in line with them. The ability to express complex issues simply and articulately is essential, as is the ability to present evidence and recommendations in a clear and compelling way. In addition, you will need to have:

### **Essential Criteria:**

- **Experience**  
Good credentials/experience of working at senior levels in an EU context with a range of stakeholders and partners.

- **Credentials**

Proven track record of undertaking a representational role in a European context:-

- Politically well-connected at senior levels in the EU Institutions and across Europe, with established and recent contacts
- An understanding of European issues – and what matters to Wales
- Well connected in Wales – with stakeholders such as Universities and civil society that have a European focus or connection
- Strong representational and interpersonal skills
- Ability to navigate the space between Ministers and officials and constructively resolve any issues
- Track record on delivering impact
- Demonstrate representational skills and public service values. Able to reflect on and learn from your own lived experiences, particularly in promoting equality and diversity

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

This post offers the opportunity to support delivery on 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.

## **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 and submitted no later than **12:00 noon on 29 October 2021**. 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](mailto:SCSRecruitment@gov.wales) to request an alternative format, or to request a reasonable adjustment related to impairment in order to submit your application.

## **Eligibility**

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

## **Nationality requirements**

This job is broadly open to the following groups:

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

Further details on nationality rules can be found at:

<https://www.gov.uk/government/publications/nationality-rules>

## **Name Free Recruitment**

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

## **Diversity information**

The Welsh Government 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 essential criteria.

## **Welsh Language**

Welsh language skills are desirable for this post or a commitment to learn on appointment. Training, including individual support and coaching will be available.

## **Questions**

If you have any questions about this role in advance of your application, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) who will respond to any points of information or clarification.

## **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 which will be held on **4 November 2021**

### **Assessments for shortlisted candidates only**

**A brief meeting with the First Minister** will take place **week commencing 15 November 2021**

**Panel Interviews (including presentation)** - these are scheduled for **18 November 2021**. Interviews will last around 45 minutes.

**The above will be held remotely via Microsoft Teams**

The Selection panel will include:

- Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance (Chair)
- Andrew Gwatkin, Director International Relations and Trade, Welsh Government
- Piers Bisson, Director of European Transition, Constitution and Justice, Welsh Government

## Biographies



### **Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance, Welsh Government**

I'm currently Deputy Director, HR Operations and Performance and have a background in both the Communications and HR professions. Having undertaken a degree in journalism and a postgraduate qualification in marketing, I started my career in our Press Office before moving to lead multimedia, behaviour change campaigns, including anti-smoking and organ donation.

After having my children, I changed career direction with a move to HR, building experience in organisational development and design. In my current role I lead recruitment and we are committed to ensuring we remove barriers for under-represented groups joining the organisation. Recent developments include strengthening our recruitment adjustment process for disabled colleagues and a pilot of a guaranteed interview scheme for veterans.

I am from a lower socio-economic background and was the first in my family to go to university - I was inspired to join the civil service by the opportunity to make a difference for communities like mine. The Welsh Government is a place where people from all walks of life are welcomed and their experiences are valued.

I have worked almost every combination of part time hours and days at some point, including being part of a job share, which helped maintain a work life balance. I have also benefited from support from our occupational health service and from workplace adjustments. As the main carer for my disabled mum, flexible working practices mean I can look after her while still progressing to a senior level. My continual development has been supported throughout my career. I have recently studied for a professional HR qualification and I also make good use of our volunteering programme as a very active school governor.



**Andrew Gwatkin**

**Director of International Relations and Trade, Welsh Government**

Currently Director of International Relations and Trade for the Welsh Government based in Cardiff, Wales. Took up post in May 2019, leading a team of people focussed on delivering the Welsh Government International agenda and helping Welsh based businesses export and overseas businesses invest in Wales.

British Consul General, Barcelona from May 2009 until October 2015. Working for the Foreign and Commonwealth Office protecting British interests in Catalonia, Aragon, the Balearic Islands and Andorra. Leading a multi-discipline team of 26 people with consular, UK Trade and Investment and political reporting responsibilities.

From 1992 to 2009 working for Barclays Bank PLC in a variety of roles in the UK and overseas (Italy, Spain and Ireland). Responsible for a new bank start-up in Italy and for major retail bank expansion in Spain.



**Piers Bisson**

**Director of European Transition, Constitution and Justice, Welsh Government**

I lead the directorate in the Welsh Government which has overall responsibility for the strategic agenda relating to the UK's exit from the EU, as well as intergovernmental-relations within the UK, constitutional issues, tribunals and justice policy.

I have worked in the Welsh Government since 2005, during which time I have led teams with responsibility for financial planning, public service reform, economic development, transport policy and education.

Prior to joining the Welsh Government, I worked at HM Treasury in policy areas such as public spending, economic growth, tax, transport and EU funding, as well as working on secondment to AstraZeneca on corporate governance.

**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 any disabled person 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 if you wish to discuss how we will put in place any adjustments if you were to be successful, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) as soon as possible and a member of the team will contact you 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:

[Core Competencies](#)

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: 12:00 noon on 29 October 2021**

**Meeting with the First Minister: week commencing 15 November 2021**

**The above dates may be subject to change.**

## **9. Terms of appointment**

This is a fixed term appointment for two years with a review at the end of the first year. 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 loan basis or a secondment basis.

### **Remuneration**

This role is at Deputy Director level and the starting salary is circa £71,000. The pro rata salary is £28,783.

### **For Existing Civil Servants**

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

If you are an existing civil servant applying on promotion, the starting pay on promotion 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. 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.

### **Loan**

For those applying on a loan basis, you will return to your home department and to your substantive grade at the end of the loan.

### **Secondment**

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

### **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 with regular travel to Brussels. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

**In the short term the majority of Welsh Government staff are working from home/working remotely.**

### **Working hours**

This is a part time post. It will involve working 100 days a year, which is the equivalent of 2 days a week, but worked flexibly over the year.

### **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**

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: [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;
  - Paid and unpaid maternity leave;
  - Flexible paid paternity leave;
  - Flexible paid adoption leave;
  - Shared parental leave.

## **Conflicts of interest**

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

They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

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

## **Official Secrets Act**

The post is covered by the Official Secrets Act.

## **Diversity and Equality**

The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. Our goal is to ensure that these commitments are embedded in our day-to-day working practices with all our customers, colleagues and partners. The Board has an Equality Champion and receives regular updates on

equality and diversity. We are committed to recruiting women, Black, Asian and Minority Ethnic 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 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.

### **The Civil Service Commission**

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 Commission's 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 [SCSRecruitmen@gov.wales](mailto:SCSRecruitmen@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 Commission.

### **Security level**

The successful candidate must be cleared to Security Check (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>