



Llywodraeth Cymru  
Welsh Government

## Deputy Director Tackling Poverty and Supporting Families Division

Communities and Tackling Poverty Directorate  
Education, Social Justice and Welsh Language Group

Welsh Government



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## 1. Welcome

### Message from Jo-Anne Daniels, Director General, Director-General Education, Social Justice and Welsh Language



Thank you for your interest in working in Welsh Government and with our partners to make Wales a better place. The work of the Education, Social Justice and Welsh Language Group has never been more important. As one of four delivery Groups within Welsh Government we have a unique role working with public service partners to help shape a more prosperous, equal and greener Wales. The Groups work brings together all aspects of education, skills and lifelong learning alongside our work to help create fairer, safer and more equitable communities and workplaces. Cymraeg 2050 and our aim of a million Welsh speakers underpins everything we do.

We lead on delivering with partners a significant number of Programme for Government and Co-operation Agreement commitments, which include but are not limited to:

- Raising standards and high aspirations for all through implementation of our world-leading Curriculum for Wales, embedding a new approach to Additional Learning Needs provision and strengthening professional learning support for all educators.
- Increasing Welsh medium provision in all education and childcare settings.
- Enhancing skills and employability to improve labour market outcomes for disabled people, Black, Asian, and Minority Ethnic people, women, young people, older workers over 50, carers and those with low skills.
- Embedding social partnership as the way we do business, supported by having social partnership on a statutory footing through the Social Partnership and Public Procurement (Wales) Bill.
- Leading action to help people to live in safer and more cohesive communities, tackling child poverty and driving cross-cutting measures to promote prosperity.
- Leading on Human Rights, equality and inclusion.

The Group acts as the focal point for a number of cross-Welsh Government programmes, for example, the humanitarian response to the conflict in Ukraine and mitigating the impacts of the cost of living crisis on those who are most vulnerable.

As a Group we take pride in how we work, as well as what we do and what we achieve for the people of Wales. We strive to work collaboratively with our partners as 'One Public Service', we seek always to uphold the civil service values of integrity, honesty, objectivity and impartiality and we aim for the Group to be a happy and healthy place to work. Making a difference is the goal which unites us all.

If you think these aspirations and values are ones that you could make a positive contribution towards, we would love to hear from you.

### **Message from Claire Bennett, Director Communities and Tackling Poverty**



Thank you for your interest in the post of Deputy Director, Tackling Poverty and Supporting Families Division. I am delighted that you want to know more.

This is an important and exciting role in the Welsh Government's senior leadership team. It is a role that combines responsibility for programmes making a direct difference to families and to the lives of people experiencing poverty and disadvantage with working strategically, across boundaries, to promote children rights and to secure sustained progress in tackling poverty.

Tackling Poverty and Supporting Families Division plays a key role at the heart of Welsh Government action to promote and embed children's rights in its work and the work of the wider public service.

It offers the opportunity to work collaboratively across the public service – and directly with people and communities – to bring about change and secure improvement.

The work is inherently rewarding but it is also challenging. Leadership, positivity, resilience, and the ability to work with – and offer constructive challenge to – others will be critical to success. Elevating and valuing lived experience, openness to challenge and recognising the validity and importance of different perspectives is key.

This is a high-profile role that demands drive, strategic thinking and the ability to combine policy expertise, operational delivery and corporate management functions. We are looking for someone who can manage a busy Division and support their team in prioritising and delivering their work and do so in a way that supports each team member's wellbeing and healthy work / life balance.

The person appointed will need to have a proven aptitude for leadership and motivation, be able to exert influence across the Welsh Government and beyond - and carry credibility with Ministers. The role also has significant budget responsibilities.

The person must be skilled in managing dialogue with a people, including children and young people, and have excellent communication skills with the ability to empower, motivate and influence.

The corporate and managerial components of this post are significant, and you will need to be able to demonstrate appropriate leadership and management experience.

Finally, and importantly, we are looking for someone who will be a good team player as part of the senior leadership within the Communities and Tackling Poverty Directorate and the wider Welsh Government, bringing a collaborative approach and an optimism for what we can achieve together.

## **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 Communities and Tackling Poverty Directorate**

Communities and Tackling Poverty Directorate sits within the Education, Social Justice and Welsh Language Group (ESJWL) Group.

The core purposes of the Directorate are to:

- Work across Welsh Government to galvanise action to address inequalities in access, experience and outcomes arising from poverty and protected characteristics, including embedding an anti-racist approach and the social model of disability in policy and service design
- Work across Welsh Government in tackling poverty and addressing the cost of living
- Help ensure that children in Wales have the best start in life and the opportunity to fulfil their potential through early help and an asset-based, preventative approach
- Champion children's rights and ensure they are embedded across Welsh Government
- Provide leadership to a range of policy areas including ensuring effective action to address violence against women, sexual violence and domestic abuse; support for families; supporting the third sector; digital and financial inclusion; childcare, play and the development of the sector and the evidence and analysis to support the Directorate's responsibilities

The Directorate provides high quality policy advice to Ministers and working with partners, communities and individuals with lived experience adopts a co-construction approach in its work, putting the Equality Act and Well-being of Future Generations Act into practice.

## Purpose of Post

The Deputy Director Tackling Poverty and Supporting Families Division is a key role in delivering the Welsh Government's ambitious agenda to maximise fairness for all and eliminate inequality at every level of society. The role focuses on important policy areas which can make a difference to people and communities in Wales.

This is a significant leadership role, leading a team of around 50 people, and working with stakeholders across the public and third sectors in Wales, with counterparts in other UK Governments. The post holder would also work in partnership with a number devolved and non-devolved public bodies.

The role covers the following main policy areas:

- Tackling poverty - including leading cross-government policy and delivery to mitigate the impacts of poverty in the here and now; and in the medium to longer term reduce the number of people in Wales experiencing poverty and build future resilience
- Cost of living - leading the policy response, identifying and developing mitigations with colleagues across Welsh Government and partner organisations
- Children's rights - including implementation of the Children's Rights Measure and sponsorship of the Children's Commissioner
- Children's Plan - implementation of cross-Government Children's Plan
- Basic income pilot - influencing, shaping and providing strategic leadership and oversight of the implementation of the Basic Income pilot for care leavers
- Financial inclusion - including working closely with Money and Pension Service and other key stakeholders to develop and deliver measures that will build the financial wellbeing of people in Wales.
- Digital inclusion - leading across Welsh Government policy and delivery on digital inclusion as one of the major strands of the Welsh Government Digital Strategy
- Social welfare advice - leading on implementing the Welsh Government's Information and Advice Action Plan in partnership with the National Advice Network
- Families First - programme delivery and policy development of this multi-million early intervention and prevention programme, supporting the Families First co-ordinators network
- Children Wales Act - monitoring of the Act post commencement (leading to two post implementation reports at three and five years); working with a wide range of stakeholders including the police, police and crime commissioners, the CPS and Local Authorities; supporting parents and leading a high-profile communications campaign
- Parenting - building on progress to date, develop a long-term plan for universal parenting support, which embed an anti-racist approach; consider approaches to support parents in conflict (pre-court); develop Parenting: Give it time information, support and advice

- DWP policy - providing the strategic lead for managing relationships and interaction with UK Government Department for Work and pensions and leading work to raise awareness and promote the take-up of welfare benefits, both devolved and non-devolved. Also includes consideration of the case for devolution of the administration of the benefits system
- Adverse childhood experiences (ACEs) - cross-Welsh Government development of ACEs policy and implementation of the ACEs plan, ongoing support for the ACEs Support Hub and trauma informed ways of working
- Baby bundles - rollout of provision of baby bundles to families in Wales

#### **4. Key Responsibilities**

Lead a team of around 50 people who works flexibly across a broad spread of responsibilities and provides opportunities for everyone to contribute and be recognised for their contribution.

Build, and then maintain, the Ministers' trust and confidence, ensuring key commitments in the Programme for Government and wider work programme are delivered, including implementation of Senedd legislation.

Provide leadership for the continued embedding of children's rights and the duty of due regard to children's rights and oversee the regular cycle of monitoring and reporting on children's rights.

Provide leadership for the effective consideration to tackling poverty and economic inequality in policy making and service design across Welsh Government, including championing consideration of disparity arising from people's protected characteristics.

Lead a revised approach to reducing levels of poverty ensuring a radical rethink in all policy areas to ensure that Programme for Government commitments are shaped and delivered with addressing poverty and inequality as a central driver.

Lead the cross Government approach to mitigating the ongoing impacts of the cost of living crisis on vulnerable people across Wales by driving action to build financial resilience and increase people's income.

Act as a champion for giving effective consideration of adverse childhood experiences in policy making and service design across Welsh Government

Ensure the voices of children and young people are systematically heard in a meaningful way by decision makers across government and the public service more widely – upholding article 12 of the UNCRC.

Ensure that people's lived experience is systematically built into policy and service development by decision makers across government and the public sector more widely.

Provide leadership to development, implementation, and delivery of:

- The Children and Families (Wales) Measure 2010 duty on Welsh ministers to publish a child poverty strategy for Wales and a triennial progress report
- The Children Act Wales 2020, including the work of Strategic Stakeholder group; post-implementation monitoring and reporting and overseeing the ongoing communications campaign and support for parents
- Publishing and implementing a joint plan to address financial inclusion in Wales, working with UK Government's Money and Pension Service
- The digital inclusion priority in the Digital Strategy
- The programme for Government commitment to explore the necessary infrastructure required to prepare for the devolution of the administration of welfare
- The development and implementation of the next phase of the discretionary assistance fund to provide support for those facing extreme financial hardship.
- The review of the Welsh Government's Information and Advice Action Plan
- The refresh of the Families First guidance and evaluate the programme
- The delivery of Talk with me - speech, language and communication plan and campaign, including a Wales specific assessment tool
- Influence, shape and provide strategic leadership and oversight of the cross-government development and implementation of the Programme for Government commitment to a Basic Income pilot.

Continue to lead response and recovery from Covid-19 particularly in relation to children and young people early intervention and support; this includes the Child Development Fund and Early Help fund (ends March 2023) and consider how to build on this and what more may need to be done to support child development.

Develop and maintain effective working relationships with key children's, families, and anti-poverty organisations in Wales, and with wider organisations and stakeholders and directly with communities.

Develop and maintain an effective working relationship with the independent Children's Commissioner for Wales and her office – working within the agreed memorandum of understanding (MOU) and understanding the independence of the Children's Commissioner for Wales' role.

Ensure effective arrangements are in place to manage a significant programme budget. The post is the budget holder for approximately £159m. It is £156m resource funding and £3m capital funding. (The largest element in 2022/23 relates to the Welsh Government Fuel Payment Scheme.)

## 5. Person Specification

Civil Service success profiles relevant to this role are (click [here](#) to view the Civil Service Behaviours / Success profiles):

- **Working Together:** you will have experience of providing effective leadership for a team with substantial responsibilities, creating an inclusive and positive culture, providing direction for the team's work and delivering results.

- **Leadership:** you will have strong interpersonal skills and the ability to develop effective working relationships with a wide range of people inside and outside of government. You will have proven ability of operating with integrity, reliability and being a role model of civil service leadership principles. (See Appendix A and B)
- **Seeing the big picture:** you will be resilient and able to operate effectively in what can be a contested and challenging policy space, brokering conflicting interests and retaining the trust and confidence Ministers, partners and communities.
- **Making effective decisions:** you will make sense of a wide range of influences including political priorities and perspectives of people with lived experience of the issues to provide clear, unbiased advice and follow through with effective implementation.

In addition:

- You will have a clear understanding of poverty and inequality and a commitment to securing equity in access, experiences, and outcomes for people in Wales.
- You will have a commitment to children's rights and to ensuring children and young people's voices are heard and influence decision-making.

## 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

This is an important and exciting role in the Welsh Government's senior leadership team. It is a role that is fundamentally about working across boundaries to bring about positive change.

## 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 12 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 on line, please email [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) to request an alternative format, or to request a reasonable adjustment in order to submit your application.

## **Name Free Recruitment**

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

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

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

## **Diversity information**

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

## **Questions and informal discussion**

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

We will also be holding a **virtual information session** on **Monday 28 November** at **09:30-10:30**. If you would like to attend, please e-mail [SCSRecruitment@gov.wales](mailto:SCSRecruitment@gov.wales) and we can send the joining instructions to you.

## **Online technical problems**

Please email [SCSRecruitment@gov.wales](mailto: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 two 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** – these will take place **9 January 2023**. Further details will follow.
- **Panel Interviews & Presentation** – these are scheduled for **17 and 19 January**. 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 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.

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

The selection panel will include:

- Vicky Poole, Deputy Chief Inspector, Care Inspectorate, Wales Welsh Government
- James Owen, Deputy Director for Land Management Reform, Welsh Government
- Claire Bennett, Director Communities and Tackling Poverty, Welsh Government
- Andrew Jeffreys, Director Welsh Treasury, Welsh Government

## **Biographies**

### **Vicky Poole, Deputy Chief Inspector, Care Inspectorate Wales Welsh Government**



I joined Welsh Government in 2014 after a career in local government and health services. I am currently Deputy Chief Inspector for Care Inspectorate Wales and am a passionate advocate for high quality social care and childcare services.

I am a senior civil service network champion for PRISM, Welsh Government's LGBTQ+ staff network.

I live and work in north Wales and my work-life balance has benefited significantly from the move to virtual and hybrid working.

### **James Owen, Interim Director, Commission for Tertiary Education and Research, Welsh Government**



I have just started a new role to lead the establishment of the Commission for Tertiary Education and Research. I have always enjoyed working on fast moving, reform programmes where you can make a real difference for people in Wales so whilst I'm still learning in the new role, it plays to my strengths, and I have received fantastic support from colleagues to help me get up to speed.

I joined the Civil Service in 2001 and have subsequently worked in a range of roles at the heart of Government in both Wales and the UK. In my previous role, I was responsible for leading the programme to ensure Welsh farming is sustainable for

future generations in support of the Welsh Government's priorities around responding to the climate and nature emergencies. I am also professionally qualified in programme management and human resources, hence why I've been asked to Chair this panel!

I am a single parent to three wonderful children. I have always found the organisation to be incredibly supportive and flexible which has really helped me balance my responsibilities to my children and to work.

**Claire Bennett, Director Communities and Tackling Poverty Welsh Government**



My current role is Director of Communities and Tackling Poverty in Welsh Government. I started in the role early in the COVID-19 pandemic and it meant working out how to lead virtually, and now on hybrid basis, in my first post at Director level.

I have worked in Welsh Government since 1998, with a secondment to the Prime Minister's Office and two periods working in what was then the National Assembly for Wales.

I am a career policy civil servant and have worked on a range of topics including local government, education, transport, climate change, environment, and industry policy. My motivation comes from contributing to approaches and actions that enable people to work together to transform the experiences and outcomes of citizens, communities and society as a whole. It is at the heart of my current role, with its focus equality and human rights; tackling poverty and enabling inclusion and children, young people and families.

I have benefitted from Welsh Government and Civil Service programmes to support my development throughout my career. This has been complemented by many amazing opportunities to contribute outside the scope of my day to day work, most recently playing a role in directing the Welsh Government's Ukraine humanitarian response.

## **Andrew Jeffreys, Director Welsh Treasury Welsh Government**



I joined the civil service in 2000. I spent a number of years working in Whitehall, initially for HM Customs and Excise where I ran the Permanent Secretary's Private Office, and then for HM Treasury where I worked on tax policy and strategy, leading the team responsible for consumption taxes.

I returned to Wales in 2006 to work in the Welsh Government. I am currently Director of the Welsh Treasury with responsibility for – among other things – advising Ministers on the Welsh economy, allocating the Welsh Government's £20bn budget, policy in relation to devolved taxes and the Welsh PPP programme. For the last three years I have been the Welsh Government Board equality, diversity and inclusion champion.

### **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](mailto:SCSRecruitment@gov.wales) as soon as possible and a member of the team will contact you for a discussion.

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

## **A Great Place to Work for Veterans**

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

### **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 **12 December 2022**

Shortlisted Meeting: **19 December 2022**

Psychometric testing: within 10 days of the shortlisted meeting

Staff Engagement Exercise: **9 January 2023**

Interview panel: **17 and 19 January 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 on a permanent basis. It is also available 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*

[Further information on nationality requirements](#)

### **Remuneration**

The role is at **Deputy Director** level and the starting salary is **circa £73,000**.

#### **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 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.

**Secondments** - 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.

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

We are supportive of home working and tailoring patterns to suit individuals' circumstances.

The majority of Welsh Government staff are currently working from home / working remotely and this will continue to some degree 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, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

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

### **Official Secrets Act**

The post is covered by the Official Secrets Act.

### **Diversity and Equality**

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

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

### **The Civil Service Commissioners**

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

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact [SCSRecruitment@gov.wales](mailto: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 successful candidate must be cleared to SC (Security Check) level before taking up post. The timescales for security clearance may vary, however, after receiving completed paperwork it can take between 10 and 12 weeks.

## **Appendices**

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

Appendix B: [CIVIL SERVICE CODE](#)