



Llywodraeth Cymru
Welsh Government

Deputy Director, Digital Strategy and Policy

Digital, Data and Technology Directorate

Chief Operating Officer's Group

Welsh Government



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1. Welcome

Message from Tim Moss, Chief Operating Officer, Chief Operating Officer's Group



Thank you for your interest in working in Welsh Government and with our partners to make Wales a better place.

As Chief Operating Officer, my Group is focused on developing the confident, capable and resilient organisation needed for a post-COVID, post-EU future.

Our responsibilities include Operations & Efficiency; Finance; HR; Commercial & Procurement; Digital, Data and Technology; Knowledge and Analytical Services, Communications and Governance, Planning & Environment Decisions Wales, Care Inspectorate Wales and Healthcare Inspectorate Wales.

The work of the Digital Data and Technology Directorate (DDaT) has never been more important. As a directorate within Welsh Government, it provides leadership, strategic direction and co-ordination of digital and data across Wales, leading on taking forward Ministerial ambitions in innovating and transforming digital public services, providing the technology needed to support a forward-thinking organisation and providing skills training to embed digital principles across Welsh Government.

DDaT plays a key role in supporting a number of cross-Welsh Government programmes, for example, currently this includes 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 Welsh 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 Glyn Jones, Chief Digital Officer



Thank you for your interest in the post of Deputy Director, Digital Strategy and Policy. I am delighted that you want to know more.

This is an exciting expert role in the Welsh Government's senior leadership team and an important part of Welsh Government's cross cutting remit.

It will provide a central point for ensuring that Welsh Government can deliver the First Minister's Programme for Government commitment on the Digital Strategy for Wales, which aims to improve the lives of everyone through collaboration, innovation and better public services.

The post offers the opportunity to work collaboratively across Welsh Government, UK Government and the wider Welsh public service to ensure that they remain at the forefront of digital transformation. It is also key to ensuring that both Wales and Welsh interests are appropriately represented across the UK in helping to influence and inform the wider Digital agenda and that relevant consideration is given to the proposed changes in digital regulation.

The post is also responsible for overseeing the relationship with the Centre for Digital Public Services which is an Arm's Length Body of the Welsh Government, whose remit is to enable and support the delivery of the Digital Strategy for Wales and is a key part of our digital leadership in Wales, alongside our CDOs for local government, health and care and my own role.

Alongside important responsibilities for cross-cutting digital strategy and policy, the post also oversees the digital aspects of the Welsh Government's Nation of Sanctuary response to those seeking refuge from the Ukraine Crisis.

The post has finance and budget management responsibility of around £5.2m.

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.

This is a high-profile role that demands drive, strategic thinking and the ability to combine policy, strategy and delivery within the fast-evolving digital arena. I am looking for someone who can manage a busy portfolio 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, a strong and proven understanding of digital transformation and strategy, be able to exert influence across the Welsh Government and beyond – and carry credibility with Ministers.

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

Finally, and importantly, I am looking for someone who will be a good team player as part of the senior leadership within the Digital, Data and Technology Directorate (DdaT), 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 the Digital, Data and Technology Directorate

The Digital, Data and Technology Directorate sits within the Chief Operating Officer's Group.

The core purposes of the Directorate are to:

- Provide leadership on the digital strategy and policies for Welsh Government. Work across all directorates to raise awareness of and help embed digital into all policy and service design ensuring alignment with the Digital Strategy for Wales
- Deliver the WG's IT Strategy and oversee the delivery of a high quality, effective and efficient IT service to WG staff across Wales and worldwide. Support WG colleagues in delivering technology and digitally enabled business transformation as part of the WG2025 internal change programme.
- Provide analytical leadership and provision of knowledge and analytical services including statistics and research across Welsh Government and to the rest of Wales, as well as leading on freedom of information, GDPR compliance and the National Survey for Wales.
- Provide organisational leadership on data and geography, including championing and maximising the use of data, including standards, ethics, data sharing and open data, the Data Science unit and delivering the Data Map Wales service
- manage the DDAT profession, assessing the current and future workforce requirements for Welsh Government to deliver this challenging Digital, Data and Technology agenda.

The Directorate provides high quality policy advice to Ministers and, working with public sector partners, UK Government and other devolved governments seeks to deliver the Digital Strategy for Wales, which sets out a national vision for improving the lives of everyone through collaboration, innovation and better public services.

Purpose of Post

Reporting to the Chief Digital Officer for Welsh Government, this is a key post in ensuring that Welsh Government and the wider Welsh public sector remain at the forefront of digital transformation. It is also key to ensuring that both Wales and Welsh interests are appropriately represented across the UK in helping to influence and inform the wider Digital agenda.

This post holds responsibilities across multiple disciplines (policy, delivery and governance) within Welsh Government under the cross-cutting remit of Digital Strategy and Policy. This role is responsible for;

- overseeing the cross-government delivery of the Digital Strategy for Wales;
- leading and advocating for digital transformation of Welsh Government services to citizens, businesses and other organisations;

- external representation of Welsh Government at UK Government, UK Body and wider Welsh public service level;
- advising the Permanent Secretary and Ministers accordingly;
- leading a team sponsoring an Arm's Length Body;
- overseeing the delivery of a number of digital services supporting Ukrainian people seeking sanctuary from war; and
- management of 14 staff.

4. Key Responsibilities

Digital policy, strategy and government business

- Lead a team with responsibility for ensuring the successful delivery of the Digital Strategy for Wales.
- Ensure the team monitors the progress, and reports regularly, on the actions in the Digital Strategy's Delivery Plan and refreshes the plan annually in agreement with Ministers.
- Lead on Ministerial liaison on digital policy and strategy and approve all Government business prior to submission to Ministers for approval.
- Ensuring Welsh interests are accurately reflected in UK Government Digital Strategies and Plans.

CDPS Sponsorship and exploitation

- Lead a team with responsibility for sponsorship of the Centre for Digital Public Services (CDPS), an arms-length body of Welsh Government. This includes ensuring effective business plans, financial management and governance practices and processes are in place (the Centre's budget is £4.9m revenue pa).
- Work with the CDPS to ensure strategic alignment of their activity with the Digital Strategy for Wales and identifying opportunities for further investment from across WG in developing projects with CDPS.

Digital regulation policy

- Lead a team with responsibility for engaging with the UK Government digital regulation agenda, and lead work to ensure appropriate legislative consent is in place through the Senedd. For example, this currently includes the Online Safety Bill, the Data Protection and Digital Information Bill and other regulation.
- Be responsible for ensuring Wales has a considered and co-ordinated policy position on these areas of regulation and a range of other consultations such as pro-competition regime and the Digital Markets Unit, online advertising, online gambling, and business resilience and cyber.

Policy leadership and co-ordination

- Lead the team responsible for providing co-ordination and leadership of cyber policy activity across Welsh Government. This includes developing and publishing a Cyber Action Plan for Wales and reporting progress on actions and deliverables contained in the Plan.
- Manage and co-chair WG's Cyber Programme Board and represent WG on external boards and groups relating to cyber as appropriate.
- Similarly, lead the team responsible for WG wide leadership on the use of artificial intelligence (AI) to co-ordinate actions and projects on AI across public services in Wales and share best practice.
- Ensure Wales' voice is heard in the implementation of the UK wide AI strategy and effective Welsh engagement with the UK Centre for Artificial Intelligence to influence AI developments at a UK level to benefit Wales.

Digital consultancy service and platforms

- To lead the team responsible for engaging at a UK level on UK wide platform services relating to pay, notification, identity and other emerging platform services.
- To develop a WG wide policy approach to digital identity and be part of a cross public services approach seeking to do likewise from a public services identity perspective.
- Be responsible for the provision of DDaT accessibility advice service across WG.
- Lead the team responsible for providing DDaT service assessments of WG digital services.

Digital products for people coming to Wales from Ukraine

Manage a team responsible for a range of digital, data and technology products in relation to Wales' response to people seeking sanctuary from Ukraine, namely:

- Business and large offers of support for people seeking sanctuary from Ukraine in Wales.
- A service to enable data to be provided to Local Authorities across Wales on individuals wishing to provide accommodation to people coming from Ukraine.
- A data platform service providing information to Local Authorities, Welcome Centres and the Contact Centre on people arriving in Wales from Ukraine.

Governance and general management

- Joint chair of WG's Solution Design Authority (a WG wide governance group overseeing spend on digital and technology products and services).
- Represent the DDAT directorate on numerous technical and policy Project and Programme Boards to provide DDaT leadership, guidance, advice and best practice.
- Support the Director in the running of the Department and in the leadership of the DDaT function, deputising where appropriate and contributing to delivery against corporate standards and objectives.
- Contribute to the UK Government DDaT leadership through maintaining relationships with senior DDaT professionals across the UK and effectively representing the interests of Wales on UK wide groups and Boards.
- Budget responsibility for around £5.2m.

5. Person Specification

Civil Service success profiles relevant to this role are (click [here](#) to view the Civil Service 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 a fast moving and complex policy space, brokering conflicting interests, adhering to digital standards and retaining the trust and confidence of Ministers, partners and Welsh Government colleagues.
- **Communicating and influencing:** implement communication strategies which ensure open and effective communications are embedded and take account of the needs of different audiences. Influence external partners, stakeholders and customers successfully securing mutually beneficial outcomes.

In addition:

- Commitment to ensuring the principles of equality, diversity and inclusion are embedded in the way you work
- You will have experience and knowledge of developing digital strategy and policy, and have a clear passion for the benefits of digital transformation in improving public services.
- You will understand digital, data and technology (DDaT) practices and be capable of effectively engaging with non-technical colleagues to define the best approach to delivering their requirements.

Welsh Language

Although Welsh language skills are not essential for this post, they would be an asset. This role is a Welsh language skills desirable role, and you will be expected to make a commitment to develop your Welsh language skills on appointment. Full support and a bespoke training package will be provided to assist with this.

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, including across the wider Welsh public sector, to bring about positive change.

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

7. How to Apply

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

Applications should be submitted via the Welsh Government on-line system no later than **31st January 2023**. To apply, you will be asked to register for an account on the online system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment that would prevent you from applying online, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustment in order to submit your application.

Name Free Recruitment

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

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

- **A completed application form;**

- **An up-to-date CV** setting out your career history with key responsibilities and achievements; 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

Online technical problems

Please email SCSRecruitment@gov.wales

8. The Selection Process

Overview

The Recruitment Team via the Welsh Government system will acknowledge your application and when appropriate you will be advised about the outcome of the shortlist meeting which will be held on **7th February**.

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 on **21st February**. Further details will follow.

- **Panel Interviews & Presentation** – these are scheduled to take place on **3rd March**. 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 to discuss adjustments for any part of the process.

The selection panel will include:

- Sally-Ann Efstathiou, Deputy Director HR Operations and Performance (Chair)
- Glyn Jones, Chief Digital Officer Welsh Treasury Welsh Government
- Claire Germain, Deputy Director, Local Government Performance and Partnerships
- Stephen Layne, Deputy Director Fair Work, Fair Work Division

Biographies

Sally-Ann Efstathiou – Deputy Director HR Operations and Performance



I'm currently Deputy Director, HR Operations and Performance at the Welsh Government and I 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, focusing on employee engagement and building experience in organisational development and design. More recently I led our approach to flexible working and a change programme to make our corporate services more effective, consistent and efficient.

I've been a civil servant for over 20 years, during some of the most interesting in the devolution journey. I'm 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. 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've worked almost every combination of part time hours and days at some point, including being part of a job share which helped me have a work life balance when my children were small. I've 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, most recently I achieved Chartered Fellowship from the CIPD. I also make good use of our volunteering programme as a very active school governor.

Glyn Jones, Chief Digital Officer and Director for Analysis, Welsh Government



I was appointed Chief Digital Officer for the Welsh Government in July 2020. As Chief Digital Officer I am responsible for the Welsh Government's internal digital services and working with the wider public sector to promote a culture of digital change and user-facing public services. I also lead the digital and data (DDaT) profession within Welsh Government. As Director for Analysis, I provide strategic leadership to the analysis function within the organisation, with the Chief Statistician and Chief Social Research Officer based in my Directorate. I was previously

Chief Statistician for the best part of a decade and have been a member of the Government Statistical Service for twenty years. During that time, I was responsible for the production of official statistics produced by the Welsh Government and playing a lead role in cross-administration statistical issues.

I hold a BSc (Hons) degree in Mathematics and Its Applications from Cardiff University and an MSc in Public Service Management and Leadership through the University of Hertfordshire.

I am a fluent Welsh speaker and a passionate champion for the language and ensuring we are developing a truly bilingual experience in our services. Outside of work I enjoy spending time going out for walks with my young family, and following a range of sports.

Claire Germain, Deputy Director, Local Government Performance and Partnerships, Welsh Government



As Deputy Director for Local Government Performance and Partnerships, I am responsible for a range of work around improving the performance of local government and increasing collaboration between local authorities and other public services. This includes leading on strategic engagement with local government; supporting sector-led improvement (including digital transformation); overseeing the performance regime for local government; and Public Services Board policy and delivery.

I started my career in strategic roles within Welsh Government (strategic policy, operational planning and business development) before moving into policy development, with a particular focus on cross-organisation and cross-public service working.

Stephen Layne, Deputy Director Fair Work, Fair Work Division



Stephen is Deputy Director for Fair Work at the Welsh Government and leads the team responsible for promoting fair work, addressing labour exploitation and tackling modern slavery. Prior to being promoted into the Senior Civil Service in 2021, he completed a two-year UK Civil Service wide leadership programme for high-potential civil servants. Stephen has previously worked in a wide variety of roles at different grades across the Welsh Government, building extensive experience in policy development, government business, and working with Ministers, Special Advisors and external partners across a wide range of policy areas.

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 or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability ("a physical or mental impairment which has a substantial and long-term impact on a person's ability to carry out normal day to day activities").

If you have an impairment or health condition, are neuro-divergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email SCSRecruitment@gov.wales as soon as possible and a member of the team will contact you for a discussion.

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

A Great Place to Work for Veterans

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

Competencies

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

For further information about core competencies please access the full document [here](#).

Civil Service Code

All civil servants are expected to conduct themselves in accordance with the civil service code. Please see Appendix B.

Indicative Timetable

The closing date for applications is **31 January 2023**

Shortlisted Meeting: **7th February 2023**

Psychometric testing: within 10 days of the shortlisted meeting

Staff Engagement Exercise: **21st February 2023**

Interview panel: **3rd March 2023**

All of the above assessments will be held remotely via Microsoft Teams. The above dates may be subject to change.

9. Terms of Appointment

This is a permanent post. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. This post is also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to two years initially.

Eligibility

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

Nationality requirements

This job is broadly open to the following groups:

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

- *relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service*
- *certain family members of the relevant EU, EEA, Swiss or Turkish nationals*

[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.

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, shareholdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

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

Official Secrets Act

The post is covered by the Official Secrets Act.

Diversity and Equality

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

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

The Civil Service Commissioners

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

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact SCSRecruitment@gov.wales in the first instance.

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

Security level

The 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](#)