



Llywodraeth Cymru  
Welsh Government

**Deputy Director, Chief Security Officer**

**Chief Operating Officer's Group**

**Welsh Government**



Hyrwyddwr Busnes  
Cyfrifol Cymru  
**2020**



Responsible Business  
Champion Cymru  
**2020**



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## 1. Welcome

### Message from Peter Kennedy, Director of Human Resources, Welsh Government



Our Chief Security Officer will work at the heart of the Welsh Government, playing an important role in developing a confident, capable, safe and resilient organisation.

Our agenda has never been more important and the landscape of what we need to do and who we need to listen to has changed. The aim for all Civil Servants is to help the First Minister and Welsh Ministers to build a fairer, more equal and greener Wales within a national, UK and international landscape that has also changed dramatically over the past 18 months and will continue to do so as we grapple with the huge challenges of our country's economic and social recovery from the global pandemic. We are also working to get the best possible outcomes for Wales outside the European Union and develop our own ways of delivering what we used to do in partnership with the EU.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/Welsh Parliament with the most recent Senedd elections held in May 2021. We aim to meet high standards of transparency and openness; and demonstrate honesty, objectivity, integrity and impartiality in everything we do. We also aim to create a working environment which is innovative, stimulating, supportive and representative of the people we serve.

The pandemic crisis has strengthened our commitment to new ways of working and you should be capable of leading by example in adopting flexible working practices fit for the post COVID-19 world.

We work hard to create a supportive and inclusive environment for all our staff to grow and perform to the best of their ability. We particularly welcome applications from women, Black, Asian and Minority Ethnic people and disabled people and are committed to supporting all our colleagues to thrive in an inclusive working environment.

The Chief Security Officer role is based within our newly formed Chief Operating Officer (COO) Group. Focusing on the safety and security of our staff and Ministers, our information and our systems, the role will also lead the business management function for the COO Group and encompasses our Public Bodies unit. If you are an effective and resilient leader who can take people with you to deliver positive and sustainable change then I look forward to your application.

## **2. Welsh Government Background**

The Welsh Government has an annual budget of around £18 billion and is responsible for a range of areas including health, education and skills, the economy and transport, and agriculture and the environment.

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/Welsh Parliament, Wales' legislative body comprising 60 elected Members. Welsh Ministers are supported by around 5,000 civil servants, approximately half of whom are located in Cardiff, with the remainder based in Welsh Government offices across Wales. The Welsh Government also has small offices in London, Brussels and an overseas network for trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers.

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by: a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. Our Workforce Equality, Diversity and Inclusion Strategy 2021 – 2026 sets out our intent to be an organisation that fully reflects the diversity of Wales at every level, is anti-racist and anti-discrimination of all types. Our anti-racist Wales Action Plan outlines our commitment to building an anti-racist Wales, which we can all be proud to belong to, and thrive in.

The UK's exit from the EU and the subsequent international negotiations – both on the future UK/EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop.

In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales. The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status.

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

### 3. The role of the Chief Operating Officer's Group

The Chief Operating Officer's Group focuses on developing a confident, capable and resilient organisation needed for a post-COVID, post-EU future. We are also responsible for the delivery of vital inspectorate and planning services.

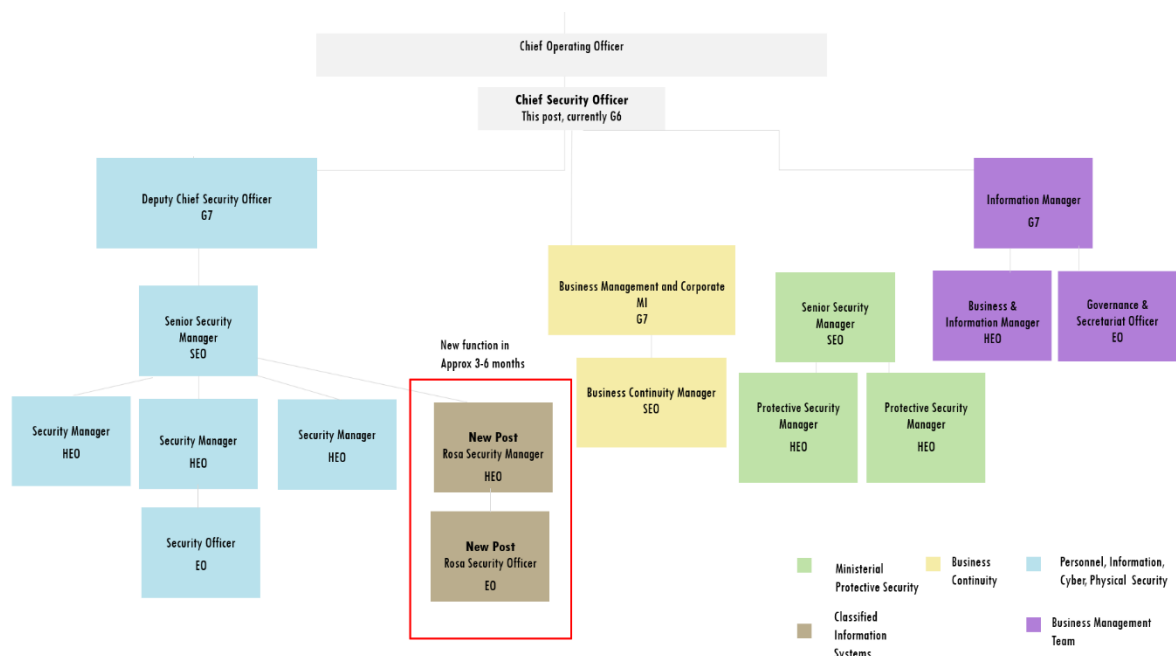
Our responsibilities include Operations & Efficiency; Finance; HR; Commercial & Procurement; Digital, Data and Technology; Knowledge and Analytical Services, Communications and Governance. Planning & Environment Decisions Wales, Care Inspectorate Wales and Healthcare Inspectorate Wales.

We provide critical day-to-day support to the Permanent Secretary and across groups, ensuring the successful running of the organisation to allow the delivery of the programme for government commitments on behalf of Ministers.

#### Organisation chart showing the post's position:

The Chief Security Officer will report to the Chief Operating Officer. The Business Continuity, Corporate Management Information and the Chief Operating Officer's Business Management Team will report directly to the Chief Security Officer.

New posts have been created for handling classified information on behalf of the organisation. This is a function that is anticipated will transfer from National Security Division in the next 3-6 months.



## **Purpose of Post**

The Chief Security Officer is responsible for the Departmental Security Unit, Chief Operating Officer's Business Management Team, corporate business continuity and management information reporting for staffing matters. The post leads the security operations programme for personnel, ministerial protection, cyber security, information and physical security including corporate business continuity management and the Chief Operating Officer's Business Management Team. It also provides leadership for the Public Bodies Unit which is responsible for providing advice and guidance on the establishment, classification, governance and funding arrangements for all public bodies set up by the Welsh Government.

The Chief Security Officer is the principal security official in Welsh Government providing protective security advice to ministers and senior officials including the Permanent Secretary and Chief Operating Officer. Working collaboratively with UK Government Security Group and National Technical Authorities, the Chief Security Officer analyses security threats to Welsh Government's own systems and the complex landscape of Welsh Government Sponsored Bodies. This includes determining security and business continuity risks to Welsh Government and delivering proportionate and effective controls working across a range of multi-functional delivery teams for risk-based implementation. The role includes working collaboratively with Senior Security Advisors in both Devolved Governments/UK Government Departments and the wider UK security community. Ensuring that Welsh Government's perspective is appropriately considered for reserved security matters is essential.

The Chief Security Officer is also responsible for corporate business continuity management arrangements, its resilience and for regular testing. Functions include chairing the All Wales Business Continuity Forum and providing specialist advice to Welsh Government's own business continuity strategy group.

The Chief Security Officer also oversees the Chief Operating Officer's Business Management team which includes advice, support, representation and training on the delivery of business matters to the Chief Operating Officer's Group, Office for the First Minister and the Covid Recovery & Local Government Group. Additional related responsibilities may emerge as the groups continue to realign under WG2025 our three year programme for organisational development.

## **4. Key Responsibilities**

### **Governance and Investigative work**

- Develop and maintain the security risk appetite for Welsh Government ensuring that proportionate controls are in place to comply with regulatory commitments.
- Provide assurance and recommendations to Ministers, the Board, Executive Committee and audit committees on security risks including as the lead official for corporate cyber risk, ensuring that risks are clearly articulated and mitigated
- Represent Welsh Government's security interests at a UK Government strategic level e.g. National Technical Authority and the Chief Information Security Officer forums.
- Collaborate with external agencies e.g. Police, Welsh Extremism and Counter Terrorism Unit, Welsh Parliament to ensure that security is maintained in devolved sectors.
- Effective sponsorship of security matters relevant to Welsh Government Sponsored Bodies ensuring strategic awareness and compliance with national threat levels.
- Undertake the roles of deputy Senior Information Risk Officer and Deputy Chief Information Security Officer raising awareness of WGs own security policy, standards and any breaches.
- Provide specialist advice on complex and challenging criminal or disciplinary cases including quality standards in the organisation which may include the conduct of investigations and leak inquiries on behalf of the Permanent Secretary and First Minister.

### **Ministerial, personnel and Physical Security**

- Advise Ministers on personal security risks and home security including the provision of proportionate protective security for Ministerial events including advice on responsibilities under the Ministerial Code
- Decision Making Officer for all national security vetting clearances.
- Ensure that physical security controls across the estate are proportionate.

### **Cyber and Information Security**

- Provide professional, cost-effective advice to ensure that corporate systems are adequately protected and that new risks are identified and managed.
- Lead the Security Incident Control Centre in response to major cyber and security incidents.
- Manage data breaches and security incidents for the organisation, ensuring that statutory obligations are met, risks are mitigated, and the impact of breaches are assessed.
- Oversee compliance with the International Standard for Information Security Management (ISO27001), supporting business areas in scope.

### **Business Continuity and Management**

- Ensuring that optimal corporate business continuity arrangements are in place and interface seamlessly with responsibilities under the externally facing All Wales Business Continuity Forum.

- Provision of strategic management information reporting staffing matters to the most senior executive and board level groups.  
Leadership of a range of corporate functions provided across three Groups including health & safety, Freedom of Information requests, UK General Data Protection Regulation, and business planning.



## **5. Person Specification**

### **Essential Criteria**

- Excellent communication and interpersonal skills with the ability to persuade and influence others, establishing collaborative relationships with a wide range of senior stakeholders including the Permanent Secretary, Ministers and Chief Operating Officer
- Excellent organisational and prioritisation skills with the ability to lead multiple discreet teams across a range of time critical and risk-based tasks
- A level of confidence with both strategic and detailed level data, assessing against multiple risk factors and applying discretion based on a complex political context
- Proven ability to apply reasoning and experience to unique and fast developing situations to form sound judgement and provide advice, guidance and constructive challenge where necessary
- Proven ability of operating with confidentiality, integrity, reliability and being a role model of civil service leadership principles within an evolving operating model
- Proven ability to represent Welsh interests in reserved matters, brokering inherently conflicting interests and influencing convincingly.
- Able to reflect on and learn from your own lived experiences and use this experience of working effectively and of leading a team successfully during periods of sustained pressure, scrutiny, and ambiguity.

### **Desirable criteria**

- 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.
- Continuing professional development in the field of national security, incident management and business continuity

### **Civil Service success profiles relevant to this role are:-**

- Seeing the Big Picture
- Leadership
- Making Effective Decisions
- Communicating and Influencing
- [Click here](#) to view the Civil Service Success profiles.

## **6. Development opportunities for the Post**

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

## 7. How to Apply

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

Applications should be submitted via the Welsh Government on-line system no later than **23:55 on 27 September 2022**. To apply, you will be asked to register for an account on the online system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment that would prevent you from applying online, please email [SCSRecruitment@gov.wales](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;
- **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)

### **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 **30 September 2022**.

### Assessments for Shortlisted Candidates Only

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

- **Online Psychometric Tests** - these will include numerical and verbal reasoning and a discussion with a psychologist. You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.

If you have completed the online psychometric test in the last 2 years, for a post at the same grade, it will not be necessary for you to take these tests again for this particular recruitment exercise.

- **Staff Engagement Exercise** – these will take place on **13 October**. Further details will follow.
- **Panel Interviews & Scenario** – these are scheduled for the **24 October**. These will also take place virtually via Microsoft Teams. Interviews will last around 45 minutes. The Panel will receive feedback on your psychometric tests and staff/stakeholder engagement exercise before you are interviewed. Your interview will consider how your skills and experience as outlined in your CV and personal statement meet the requirements of the role. A presentation or scenario-based exercise may also be required. Candidates will be given further details of either the scenario or the presentation in advance of the interview. 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:

- Peter Kennedy, Director, Human Resources
- Sally-Ann Efstathiou, Deputy Director, HR Operations and Performance
- Jayne Beeslee, Strategic OD & HR Partner, Climate Change and Rural Affairs Group

## **Biographies**

### **Peter Kennedy, Director of Human Resources, Welsh Government**



My current role is Director, Corporate Services at the Welsh Government. I joined Welsh Government in 2004 having worked for several years within the Ministry of Defence. I spent 9 years in the RAF within aircraft maintenance and technical training roles.

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

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

I am married to Jenny and have two grown up children and three Granddaughters. Jenny was diagnosed 7 years ago with Multiple Sclerosis, the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between being a Senior Civil Servant and a carer.

### **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.

**Jayne Beeslee, Strategic OD & HR Partner, Climate Change and Rural Affairs Group**



Jayne is a career civil servant originally recruited for investigatory work requiring an accountancy background. After moving into the field of Human Resource Management, she led HR operational delivery for UK government and its agencies creating new organisations and innovative operating models to enable public service reform.

Jayne has been a Fellow of the CIPD since 2006, led organisation development programmes and advised Welsh Ministers and key stakeholders on contentious change activity. She is an experienced MSP Practitioner engaged in business transformation including high risk ICT enabled programmes. Key knowledge and some unique experience was developed in the field of civil contingency whilst leading elements of Wales emergency response to COVID-19.

Jayne undertakes a non-executive role on the Civil Service Pensions Board and advocates a work-life balance and inclusive organisational culture to enable both individuals and organisations to thrive.

## **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](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 **at 23:55 on 27 September 2022.**

Shortlisted Meeting: **30 September 2022.**

Psychometric testing: within 10 days of the shortlisted meeting

Staff Engagement Exercise: **13 October 2022.**

Interview panel: **24 October 2022.**

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

## **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.

## **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 £71,000**.

## **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.

## **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**

The post holder may work from any of the Welsh Government Offices based in Wales, which are located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. However, there is an expectation that due to the nature of the work and the need to support Ministers the successful applicant will work from Cardiff 2-3 days a week. 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 to 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](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 post holder will be required to undergo vetting to Developed Vetting (DV) level.

**Appendices**

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

Appendix B: [CIVIL SERVICE CODE](#)