



Llywodraeth Cymru
Welsh Government

OGD Inward Loan SEO Recruitment Campaign

November 2020



Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

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1 Welcome

Thank you for your interest in working for the Welsh Government team.

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. Our aim is to help the First Minister and Welsh Ministers to build a fairer, more equal and greener Wales. The COVID-19 pandemic has created new challenges which will continue for the foreseeable future. We are working to prepare Wales for life outside the European Union, and develop our own ways of delivering what we used to do in partnership with the EU. We are in the last year of this administration and have much to deliver this side of next May's Welsh election.

Team working is at the heart of everything we do so our jobs will suit people who are capable of developing collaborative relationships with a mix of people at all levels. You will need to be open to ideas from a range of sources, building strong partnerships across public services, the third sector, the trade unions and business in Wales. The First Minister has set a framework of social partnership: working together with our partners to solve problems and find solutions to the challenges facing Wales. The Welsh Government has an excellent track record of working in partnership with its trade unions. We support staff to join a recognised trade union as an important mechanism for making sure their voice is heard in the workplace.

The Welsh Government is accountable to the people of Wales through the Senedd Cymru/ Welsh Parliament. We aim to meet high standards of transparency and openness, and demonstrate honesty, objectivity, integrity and impartiality in everything we do. We aim to create a working environment which is stimulating, supportive, diverse, challenging and adaptable

Our Senior Executive Officers provide a key role in the Welsh Government and are expected to take high level responsibility for specific areas of work, for leading and managing teams and their workloads, and for delegating tasks. SEOs contribute significantly to the thinking and decision-making which takes place in policy development, strategy and business planning and in doing so will work closely with Heads of Branch and Deputy Directors. They may also have significant responsibilities for internal and external stakeholder management and liaison.

In Welsh Government we are all driven by the values set out in the Civil Service Code: integrity, objectivity, honesty and impartiality. In addition to the code we have our own values and expectations which encapsulate our 'Welsh way' of working, reflecting the ambitions set out in the Well-being of Future Generations Act.

We have embraced new ways of working in adopting remote and flexible working practices fit for the post COVID-19 world.

We work hard to create a supportive and inclusive environment for all staff to grow and perform to the best of their ability. We are committed to supporting all staff to thrive in an inclusive working environment.

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 and setting diversity targets to improve the numbers of under-represented groups (for example, BAME 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. We have recently published our strategy on Inclusion and Diversity in Public Appointments as we are intent on increasing the diversity of the regulated and other Boards in Wales and our process of developing our Equality Diversity and Inclusion Action Plan 2020-2025 setting our visions for our own employment.

The Welsh Government was elected in May 2016 and our priorities are set out in our Programme for Government, Taking Wales Forward, and our national Strategy – Prosperity for All. Our ambition is to build a Wales which is a self-confident, prosperous, healthy nation and a society which is fair to all. Some 25% of the £1bn spent by the Welsh Government comes from Welsh taxes.

The UK's exit from the EU at the end of January 2020 and the subsequent international negotiations – both on the future UK/EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. 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. Although Welsh language skills are not essential for these posts, and you do not need to be able to speak Welsh in order to work within the Welsh Government, they would be a real asset. 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 Roles

We are looking for a diverse range of civil servants to work in a variety of exciting roles across Welsh Government.

The posts will require knowledge, skills and experiences across the broad range of the SEO characteristics and professions but job roles will differ. We would welcome applications from individuals from across the different professions and those with specialist or general skills.

Roles are available for either short term opportunities (6-12 months) or long term opportunities (up to a maximum of 2 years) and available on a part-time, job-share and full-time basis.

SEO opportunities are available in the following Groups/Departments:

Health and Social Services Group (HSS)

HSS advises the Welsh Government on policies and strategies for health and social care in Wales including Cafcass Cymru

The roles available in HSS are all aligned to COVID-19 core priorities and cover various functions and activities including Health Protection, Office of the Chief Medical Officer, Outbreak and Incidents, Vaccinations Programme, Test, Trace and Protect – Digital, and Technical Advisory Cell (TAC).

Economy, Skills and Natural Resources Group (ESNR)

ESNR looks after a spectrum of initiatives that includes building a strong economy, developing a world-class transport system and creating a highly-educated, highly skilled employment in Wales.

The roles available in ESNR are aligned to a variety of core priorities including COVID-19; EU transition essentials/Brexit as well as Critical Statutory Policy or Delivery Functions, Services & Programmes/Critical Business Activity.

The roles cover various functions and activities including EU Exit Readiness, Economic Policy – Intergovernmental Liaison, Strategic Engagement – Construction and the Built Environment, Public Transport, Waste and Green Recovery, and Governance.

Education and Public Services Group (EPS)

EPS is responsible for helping to create excellent education and public services for people in Wales.

The roles available in EPS are aligned to a variety of core priorities including COVID-19, Critical Statutory Policy or Delivery Functions, Services & Programmes/Critical Business Activity as well as Delivering the Continuity Plan (including the Progressive Agreement).

The roles cover various functions and activities including Children's Rights, Children and Families – Early Intervention and Protection, Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Policy, Operation of Schools, Safeguarding Vulnerable and Disadvantaged Children, Curriculum and Assessment – Qualifications, Primary/Secondary Welsh Medium Programme, Housing Policy including Homelessness, Private Rented Sector.

Permanent Secretary's Group (PSG)

The Permanent Secretary's Group focuses on developing a confident, capable and resilient organisation as well as providing professional advice to Ministers and the rest of the organisation

The roles available in PSG are aligned to COVID-19 core priority.

The roles cover the co-ordination and preparation of COVID-19 restrictions and easements.

Development opportunities offered by the posts

At the Welsh Government you will be given support and guidance so you can develop your skills in the workplace. You will be a valued member of the team from day one.

This is a great opportunity to make an impact by bringing your valuable knowledge, skills and experience to a different government department.

Temporary promotion or permanent promotion opportunities are not available through this loan opportunity, however, you will be able to develop your capability and skill sets, gain valuable experience and broaden networks by being involved in a wide range of critical work, including priorities such as the COVID-19 response and EU Transition.

4 How to apply

Before applying for this opportunity, please ensure you have line management approval/authorisation that you can be released. We are currently asking if candidates can be released for either short term (6-12 months) or long term (up to 2 years) opportunities. You will be asked to declare your interest in either short term, long term or both within the application form.

Applications should be submitted via the Welsh Government on-line system and submitted no later than 4 January 2021.

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

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

We welcome applications in Welsh and English. Applications in either language will be treated on the same basis.

Please ensure you complete and submit the lateral moves CV template provided within the job advert. If this is not submitted, the application will not be considered.

Diversity information

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

Online technical problems

Please email HRTransitionTeam@gov.wales

5 Selection and Matching Process

In applying for the loan opportunity, you are agreeing to move into a post that is deemed most appropriate by a Selection and Matching Panel. The panels consist of 3 members of staff from the HR Transition Team and the relevant Group/Department HR Business Partner Team.

We will match people (i.e. candidates) to posts (i.e. priority posts) that most closely resemble your knowledge, skills and experience and evidence provided within the application form against the requirements of a post.

There are 3 stages to the selection and matching process.

Stage 1 – Initial sift assessment

An assessment of the evidence provided within your **lateral moves CV template** application form will be against the following criteria:

- Proven track record of managing staff, managing performance, resources and projects to ensure effective delivery.

If the panel deem the evidence as competent in this area, your application will go forward for matching.

Stage 2 – Matching Exercise

In determining a match, priority will be given to your outcome at the initial sift and the skills, experience and evidence provided in the application form. This will be considered against the list of priority roles.

The application form asks you to declare a preference of group/department and whether you have an interest in a core priority work area e.g. COVID-19 or EU transition. Whilst we will consider this in the matching exercise, we cannot guarantee that we will meet your preference but can say that we would not match you to an area you have declared as wish to avoid.

In addition, whilst the matching panel will make every effort to find a suitable match, we cannot guarantee an offer of a post or a particular post.

Stage 3 – Outcomes

You will be informed of the outcome via the on-line system, ie:

- **You are not successful at Stage 1 (initial sift).** You did not meet the minimum standard of requirement from the evidence provided and therefore not considered for matching.
- **You are successful at Stage 1 (initial sift) but a suitable match to post could not be found in Stage 2 (matching).** You will be held on a reserve list for a period of 12 months.

- **You are successfully matched at Stage 2.** There is no requirement for a formal interview, rather we will arrange for an informal introductory conversation with the line manager. Once confirmed by both you and the line manager, the Inward Loan process begins. You must be available for immediate release, as once you are matched to a role you will be expected to take up post quickly. We will be in touch with you and your organisation to agree necessary arrangements.

After you have been confirmed as matched to a post, you will not be eligible to apply to be re-matched to an alternative or new position, unless there are exceptional circumstances, which the panel will consider on a case-by-case basis. You can however apply for posts which are subsequently advertised externally in open competition.

If you subsequently decline the offer, you will be moved to the reserve list.

Indicative timetable

Closing Date	4 January 2021
Stage 1 Assessment	by 11 January 2021
Stage 2 Matching	by 26 January 2021
Stage 3 Outcomes	by 3 February 2021

The above dates may be subject to change.

6 Terms of appointment

These are inward loan opportunities, available to permanent UK Civil Service employees (recruited through fair and open competition), on a lateral basis at your substantive grade. Inward Loanees transfer to Welsh Government's Terms and Conditions of Service.

Remuneration

Inward loanees are entered onto the Welsh Government's payroll for the period of the loan. Your substantive salary will transfer to the closest point on the Welsh Government's SEO pay scales. For example, if your current substantive salary is £40,000 you will transfer to Scale point 2 £41,560.

Once you are matched to a scale point, you will progress up the pay scale as appropriate for the duration of the loan. Welsh Government increment dates are January for staff who join the organisation between 1 January and 30 June and July for staff who join the organisation between 1 July and 31 December. For example, someone who joins the organisation on 10 December 2020 would receive their increment in July 2021 whereas someone who joins the organisation on 10 January 2021 would receive their increment in January 2022. You will return to your substantive pay point or salary on return to your Employer.

Scale Point	April 2020
1	£39,310
2	£41,560
3	£43,760
4	£47,000

Allowances

If you are matched to a role that attracts a professional allowance, and you meet the criteria for payment of the allowance, e.g. a certain professional qualification, you will receive the allowance at the appropriate pay rate.

However, if you are currently in receipt of a professional allowance with your current employer but matched to a role where those skills are not required/a role that does not attract a professional allowance, consideration will be given to whether payment of the allowance is agreed as part of the loan agreement.

Payment of any other allowances will be payable if they are related to the role eg Essential Car User Allowance.

Other Salary arrangements

Other salary arrangements such as salary sacrifice scheme, Childcare Vouchers, advance of salary arrangements, Cycle2Work scheme or something similar, are not transferrable as part of the loan agreement. Should you have such arrangements in place with your current employer and are successfully matched to a post with Welsh Government, you will need to contact your own payroll team to see what can be done as part of the loan arrangements.

Travel and Subsistence

The Welsh Government will refund all Travel and Subsistence related costs, exclusively and necessarily incurred by you and approved by the Welsh Government during the Loan Period in or in connection with the exercise of the Services, if such expenses are evidenced in such manner as the Welsh Government may specify from time to time.

Travel and Subsistence may be claimed by you at standard Welsh Government rates, which are set out in the Travel & Subsistence policy.

Working Hours

These posts are available on a part-time, job-share and full-time basis. We welcome applications from people who work part-time and if someone who wants to work part-time is successful at Stage 1, we will attempt to match you to a part time post or make proportionate adjustments to the responsibilities of a post if there is a potential match.

Leave

You will be entitled to annual leave and time off in accordance with the WG's Annual Leave Policy, Public and Privilege Holiday Policy and family leave policies. Full-time employees are entitled to 31 days annual leave, plus 10 public and privilege days' leave, pro rata for part time employees.

You will be eligible for sick pay, holiday pay and any absence entitlements in accordance with Welsh Governments Terms and Conditions. Flexible working arrangements can apply in accordance with Welsh Governments Working Hours Policy however any credit or deficit accrued in your current department must be cleared before the start of the loan period, and any credit or deficit accrued during the time at Welsh Government must be cleared before the end of the loan period.

Pension

You will remain in the civil service pension scheme, unless you have opted out of a pension scheme.

Injury Benefit cover

You will be covered by the WG's injury benefit cover for the duration of the loan period for a qualifying injury that occurs during the term of the loan.

Performance and Training

Objectives will be agreed between you and the line manager at the start of the loan period with regular reviews carried out at agreed intervals. The line manager will arrange an induction programme/training as appropriate.

Everyone in Welsh Government is supported to develop their skills and capabilities, which includes access to learning and development. We are committed to Learning and Development and ensure our staff have a minimum of 5 days learning per year. You are entitled to make full use of the learning opportunities offered by the Welsh Government by agreement with your line manager.

Location

The posts are Pan Wales and you may work from any of the Welsh Government Offices in Wales, although the nature of some of the posts means that you will need to spend some time in certain locations. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

Like many departments currently, the majority of our employees are working remotely from home. Travel to offices will be determined by business need and any travel restrictions in place at the time. For information, some of our larger office locations include: Aberystwyth, Bedwas, Caernarfon, Cardiff, Carmarthen, Llandrindod Wells, Merthyr Tydfil, Newtown and Swansea.

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.

(In the short term the majority of post holders will be based at home).

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.

Successful candidates will be required to give up any conflicting interests and his/her other business and financial interests may be published.

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 increasing diversity, removing barriers and supporting all our staff to reach their potential. We are currently ranked 8th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status from a:gender in 2018.

Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

Grievance and Complaints

Anyone who believes they have been treated unfairly, or has a grievance or complaint, about how the process was conducted should either write to the Head of Resourcing, Welsh Government, Cathays Park 2, Cardiff CF10 3NQ or email HRTransitionTeam@gov.wales. If you are unhappy with the outcome of the complaint raised with the Welsh Government and feel that the principles of appointment on merit through fair and open competition have not been met you have the right to pursue your grievance with the Civil Service Commission at 3rd Floor, 35 Great Smith Street, London SW1P 3BQ.