**DRAFT**



**Team Support roles in various Departments**

**within Welsh Government**

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**1. Welsh Government Background & Structure**

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, 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 2021 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.

1. **The Roles**

We are keen to utilise the expertise of staff across the Civil Service to make a practical, positive impact during these unprecedented times.

We are looking for a diverse range of civil servants to work in a variety of exciting roles at Team Support (AO) grade across Welsh Government.

The posts will require knowledge, skills and experiences across the broad range of the Team Support/AO grade characteristics, but job roles will differ.

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

Roles are available for either short-term opportunities (6-12 months) or longer term opportunities (up to a maximum of 2 years).

Temporary promotion or permanent promotion opportunities are not available through this campaign, however, many of the roles will offer the opportunity to gain valuable experience, broaden networks and learn new skills.

We will match you to a role based on your skills and experience.

We cannot guarantee you will be offered a particular post.

If you are successfully matched to a role, you will move under formal Inward Loan arrangements, i.e. you will move onto the Welsh Government’s Terms and Conditions.

1. **Key Responsibilities**

We are looking for individuals to be able to provide our customers with a professional, friendly and accurate service; this is likely to include answering phone calls, emails, drafting prepopulated letters / correspondence, and redirecting customers to an appropriate colleague for further assistance, where required.

You will have the opportunity to get involved with the organisation of meetings and events, and assisting teams with electronic filing and general organisation.

We need individuals who are competent and experienced in using ICT, whether this is to manage spreadsheets / databases or accurately process online financial payments.

You will need to be flexible in your approach and be able to work across other teams as and when required.

1. **Job Specific Criteria**

Communicating with different customers / organisations / suppliers and dealing with queries; face to face, by e-mail, on the phone, or virtually via Microsoft Teams.

Experience of organising meetings and events and providing administrative support

Experience of managing spreadsheets/databases and/or processing finance payments via use of various IT packages

1. **Development opportunities offered by the posts**

This is a great opportunity to make an impact by bringing your valuable knowledge, skills and experience to a different government department. You will also be able to develop your capability and skill sets by being involved in a wide range of critical work, including priorities such as EU Transition and the Covid-19 response

1. **How to apply**

 All applications for this vacancy should be made online via the Welsh Government's online application system.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, please e-mail **HRTransitionTeam@gov.wales** to request an application pack in an alternative format, or to request a reasonable adjustment related to an impairment in order to submit your application.

To apply, you'll need to have an account on our online application system.  Click the 'Apply' button below, and you'll be asked to 'Log in' if you already have an account, or 'Register' if you don't yet have an account.  Registration takes just a few minutes to complete.  You'll need an e-mail address to be able to register.  Once you've registered for an account and logged in, you'll be taken to the online application form, which you'll need to fully complete and submit before the deadline on the closing date.

If you’d like to apply for this vacancy in Welsh, please use the ‘Newid Iaith / Change Language’ link at the top of this page, to take you to the Welsh version of this advert, from which you can apply in Welsh.

\*\*Please note:  If you already have an Appoint account and would like to update your username and e-mail address to the new @gov.wales address, simply log in using your old details, click on your name in the menu bar, and select ‘Edit Personal Details’ in the dropdown list.  You can update any of your registered personal details on this page.\*\*

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

* A completed on-line application form
* An up-to-date CV setting out your career history with key responsibilities and achievements
* Evidence against the job specific criteria as set out in the job description. A maximum of 500 words to be provided.

**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.

**Questions and informal discussion**

If you would like to discuss these roles further in advance of your application, please contact HRTransitionTeam@gov.wales

**Online technical problems**

Please email HRTransitionTeam@gov.wales

1. **Selection process**

**Overview**

The HR Transition Team will acknowledge your application via the Welsh Government online system and you will be advised about the outcome via the online system

**Disability Confident Interview Scheme**

The Welsh Government works on the basis of the social model of disability. We recognise that disabled people are disabled not by their impairments, health conditions or because they use British Sign Language but by barriers that exist in society or the workplace. If you experience any barriers in recruitment, we are committed to removing those barriers and will make reasonable adjustments to ensure that the recruitment process is fair and accessible for you.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email HRTransitionTeam@gov.wales as soon as possible and a member of the team will contact you to discuss your concerns and requirements.

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

**Obtaining Line Manager permission for release**

Before applying for this opportunity, please ensure you have line management approval/authorisation you can be released. We are currently asking candidates to be released for up to 24 months, although some roles may be required for a shorter period of time. This will be reviewed on a regular basis.

You must be available for immediate release as once you are matched to a role you will be expected to take up post quickly.

1. **Terms of appointment**

These are temporary posts, available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral basis.

**Remuneration**

The roles are at Team Support level you will continue to receive your salary and benefits from the current arrangements with your Employer. However you will transfer to the closest point on the Welsh Governments pay scales without detriment

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| **Scale Point** | **April 2020** |
| 1 | £20,500 |
| 2 | £22,160 |
| 3 | £23,830 |

Therefore if your current salary is £20,700 you will transfer to Scale point 2 £22,160 for the period of the loan. You will return to your substantive pay point or salary on return to your Employer.

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.

**Hours of work**

These posts are available on a part-time, job-share and full-time basis. 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.

**Leave**

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 must be cleared before the end of the loan period.

**Pension and Injury Benefit cover**

You will remain in your current pension scheme and any injury benefit cover will be provided in line with the civil service injury benefit scheme

**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 Cardiff. We are supportive of home working and tailoring patterns to suit individuals’ circumstances.

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

**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.

**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 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 Ethic Support Network (MESN); 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 which can be found at: <http://civilservicecommission.independent.gov.uk/>

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact Peter Kennedy, HR Director via email at peter.kennedy@gov.wales or in writing to Peter Kennedy HR Director, Permanent Secretary’s Group Welsh Government, Cathays Park, Cardiff CF10 3NQ in the first instance.

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