



Llywodraeth Cymru  
Welsh Government

# Make a Difference with us



**The Welsh Government Civil Service**  
Employee Benefits and Schemes

# The Welsh Government Civil Service

## Make a difference with us

### We:

The Welsh Government Civil Service is responsible for delivering for the people of Wales. With 27 professions split over six departments within one organisation, it's a great choice for a long, varied and rewarding career.

Our values - **fairness, creativity, partnership, and professionalism** are at the heart of how we work. We offer a flexible and supportive working environment with employee well-being a priority and are passionate about encouraging all our employees to reach their potential, irrespective of background.

### You:

Whether you're interested in supporting our goal of reaching a Net Zero Wales, high quality sustainable health care, educational reform, or our vision of becoming an Anti-racist nation there are plenty of opportunities to make a difference with us.

Work in a positive, inclusive environment to support the First Minister and Welsh Ministers to build a fairer, greener, more equal Wales now and for future generations.

With collaboration at the heart of everything we do there are also opportunities for you to work with partners across the public service.



# Our Values



**We promote creativity.** We are committed to finding new and improved ways to deliver for the people of Wales. We are bold and innovative, unafraid to challenge the status quo when we need to. We are curious and forward-looking. We are responsive and agile.



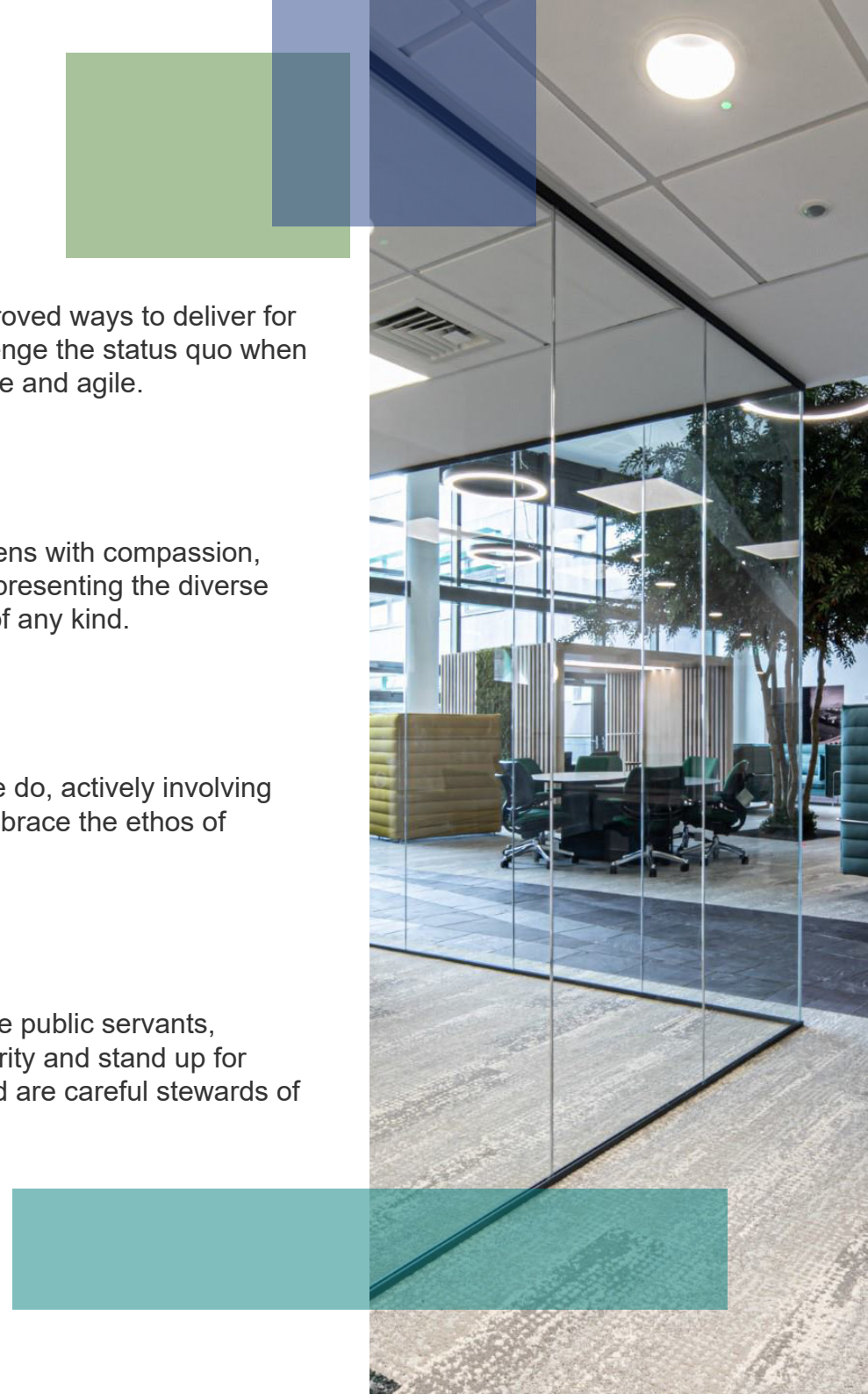
**We stand for fairness.** We treat each other, our partners and citizens with compassion, dignity, and respect. We strive for equality and are committed to representing the diverse communities we serve. We have zero tolerance for discrimination of any kind.



**We believe in partnership.** We put citizens at the heart of what we do, actively involving people and engaging communities in everything we deliver. We embrace the ethos of partnership-working, co-production and social partnership.



**We value professionalism.** We are proud, honest and accountable public servants, focused on delivering better outcomes for Wales. We act with integrity and stand up for what's right. We are impartial and objective, driven by evidence and are careful stewards of public money.



# Find out more about our employee benefits and schemes in the following pages:

- **01 Work-life Balance**
- **02 Pay, Pensions and Benefits**
- **03 Your Career Development**
- **04 Fair and Inclusive**
- **05 Your Well-being**

Choose from our  
**27 professions**

Experience varied  
policy and delivery  
work across our  
**six departments**

Be a core part of  
our **One Welsh  
Public Service**

# 01

## Work-life Balance

The Welsh Government encourages a supportive and balanced work environment, offering you the flexibility to **choose where and when you work** when possible.

- Smart Working
- Generous Annual Leave
- Part-time and Job Share Opportunities
- Compressed Hours
- Term-time Working
- Maternity, Parental and Adoption Leave
- Special Leave
- Volunteering Leave

**“Having the ability to switch off from work for an hour a week to go for a run, a walk in the local park or to focus on a new hobby really helps me to keep focused in work. This is only one small part of the excellent benefits package I have access to in the Welsh Government”**

- Haydn Bradley-Davies, Healthcare Inspectorate Wales



# 01

## Work-life Balance

The Welsh Government offers a range of working patterns, including part-time, job share, compressed hours and term-time working. We believe that what we achieve is more important than where we do our work and as an organisation we're committed to a Smart Working approach. This means through our policies, spaces and tools, we support staff to work flexibly in ways that helps us deliver our priorities as effectively as possible.

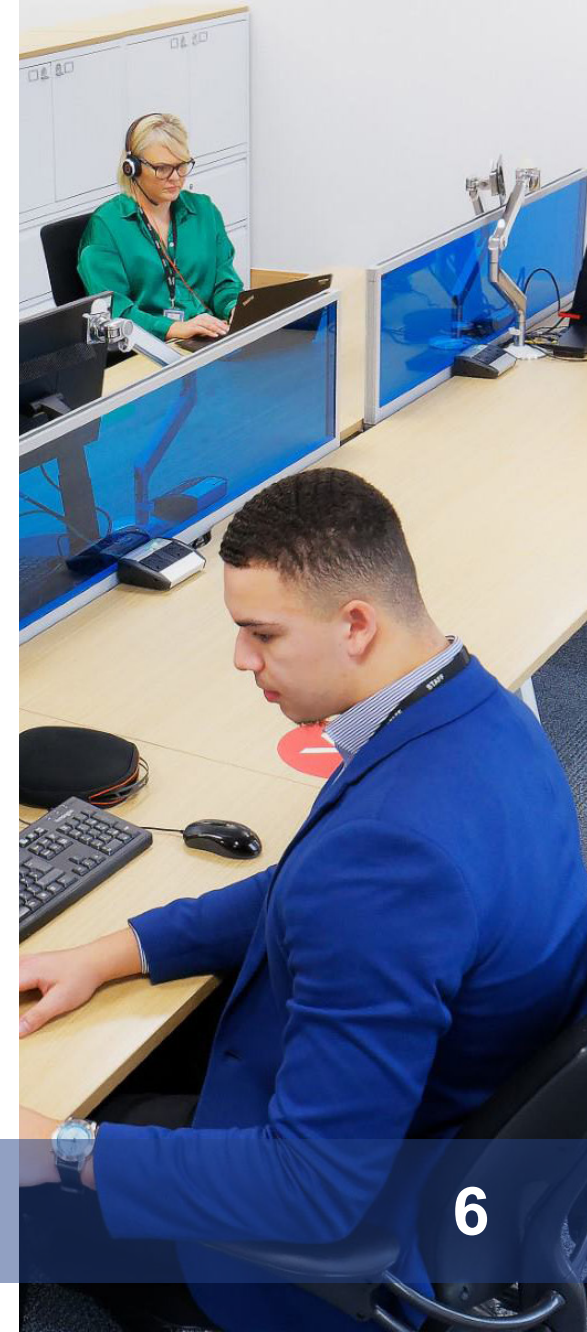
Our highest priority as a Civil Service is delivering the Programme for Government so that we can make life better for people and communities in Wales as quickly as possible. To achieve this, we have adopted a hybrid approach to remote, office or on-site working, and have workspaces spread across the country. This means that for many jobs you can agree with your manager how and where to you work to maximise both your productivity and well-being.

Our **Smart Spaces** in Cardiff (or Cathays Park) and Llandudno Junction offer flexible areas with the technology for collaboration, quiet concentration or creativity, and will be available across the estate soon.

All colleagues on Welsh Government terms & conditions benefit from **31 days paid annual leave** (pro rata for part time staff), plus bank and privilege holidays, including a day off for the King's birthday. **Paid special leave and unpaid leave** is also available for dealing with life events. We offer **maternity and adoption pay** of 26 weeks at your normal rate of pay, followed by a further 13 weeks at the statutory rate (dependent on your length of continuous service), and another 13 weeks unpaid maternity/adoption leave.

Those eligible are entitled to **shared parental leave** of up to 39 weeks within a year from the birth/placement of your child. Our paternity/co-parental leave offer is three weeks on full pay. We also offer up to 18 weeks of unpaid parental leave until your child reaches their eighteenth birthday.

Becoming a volunteer will not only be of benefit to the community or the environment, but can also be used to develop your skills. Up to **five days of special leave** may be available each year for volunteering.



## 02

# Pay, Pensions & Benefits

Offering competitive pay, a generous pension, Trade Union representation and a wide range of employee benefits, the Welsh Government is **leading the way** as a Living Wage Employer.

- Living Wage Employer
- Incremental Pay Progression
- Civil Service Pensions
- Trade Unions
- Credit Union
- Discount on Rail Season Tickets
- Green Car Scheme
- Cycle to Work Scheme
- Advance of Salary

**“The cycle to work scheme saved me money on a new bike. For me, the cycling commute is faster and greener than driving and I get 40 minutes’ exercise. Win-win.”**

- Rhys Williams, NHS Workforce and Operations



# 02

## 02

# Pay, Pensions and Benefits

We are proud to be a **Living Wage Employer**, accredited by the Living Wage Foundation.

Our **competitive rates of pay** compare favourably across other Civil Service departments.

**Incremental pay progression** allows staff to progress to the maximum of the pay band within three years.

The **Civil Service Pension scheme** helps provide financial security and options for later life as well as benefits for your family. All staff are automatically enrolled on the Alpha Civil Service Pension Scheme with generous employer contributions ranging from 26.6% to 30.3% depending on salary.

In the Welsh Government, the relationship between the employer and **trade unions** is based on social partnership. Ensure your voice is heard by joining one of our three recognised trade unions: Public and Commercial Services (PCS), Prospect and FDA.

We offer a range of **additional employee benefits** including a **Cycle to Work** Scheme to help with purchasing a bike, a **Credit Union** payroll savings scheme and 5% discount on **annual rail season tickets**. The **Green Car Scheme** allows scheme participants to lease a brand new low carbon emission car from our provider, Tusker, and pay for it through a salary sacrifice, direct from pay before tax is applied.

We also offer **salary advances** to allow employees to purchase items to improve their emotional and financial wellbeing such as season travel tickets, IT equipment, wearable health technology, glasses and sports club membership.





# 03

## Career Development

We're **passionate about your development** and future and are proud to offer an environment in which our employees can develop and thrive.

- Online Training
- Face to Face Training
- E-Learning
- Coaching and Mentoring
- Internal Progression Opportunities
- Secondments and Loans
- Structured Development Programmes
- Professions

“The range of formal, informal and on-the-job training options has really allowed me to develop skills that are valuable across a number of transferable areas.”

- Darina Davies, Human Resources



## 03

# Your Career Development

We encourage you to take a **self-directed learning approach**, seeking out the opportunities which suit your learning style and learning needs from our extensive learning catalogue.

You can access online, face to face and e-learning via our **Learning Lab** and the **Government Campus**.

Our **short-term experience placements (STEP)** provide shadowing and work experience throughout the organisation and beyond. You can also access professional networks, coaching, mentoring, buddying and shadowing opportunities.

**Internal progression** opportunities include the ability to move around the organisation at the same grade, to work at the higher grade on a temporary basis in order to gain experience, and there are also permanent promotion opportunities available on a regular basis.

**Secondments and loans** are a great opportunity to experience other organisations (secondments) and government departments (loans). We often support both inward and outward options for individuals as a way to share, develop and increase knowledge between teams and organisations.

Our internal **Coaching and Mentoring Network** is available for everyone, at all grades and any stage of your career. We also offer **reverse mentoring**, where individuals with specific lived experience mentor senior colleagues.

There are 27 professions within our organisation, representing colleagues working in areas as diverse as communications, science, policy, inspectorates, human resources, surveying and digital technology. Each profession is headed up by a senior sponsor and members receive regular updates on training and development opportunities relevant to their profession.



# 04

## Fair and Inclusive

We are firm in our commitment to be a **fair and inclusive** organisation and recognise that we are more successful and creative when we are diverse. Inclusion helps make decisions more effectively and ensures our policies reflect the needs of everyone in Wales.

- Staff Networks with Real Influence
- Anti-racist Organisation
- Social Model of Disability
- Guaranteed Interview Scheme
- Changing Faces Pledge
- Menopause Friendly Employer
- Endometriosis Friendly Employer

“I’ve always felt supported and included in my team and that what I have to offer is valued.”

- Natasha Dunkley, Technology and Digital



04

# 04

## Fair and Inclusive

Our Staff Diversity Networks give under-represented groups a voice, for women, LGBTQ+ colleagues, disabled colleagues, Black, Asian and Ethnic Minority colleagues, neurodivergent colleagues and those with an interest in mental health. It's a chance to meet others with whom you can share experiences, issues and ideas and participate in social activities.

The networks also act as an advisory body to internal policy makers and make a real difference to how we work. We also have a range of smaller **staff groups** and networks who offer social spaces for colleagues who share interests and experiences, provide information and support, and shape organisational decision-making. These include the Living Sustainably Network, Adoption and Fostering, BSL, Carers Network, Christian Fellowship, Social Mobility Network, Tinnitus, Deaf and Hard of Hearing Support Group, Vegan Staff Network, Visible Difference Network and the Welsh Government Stammering Network.

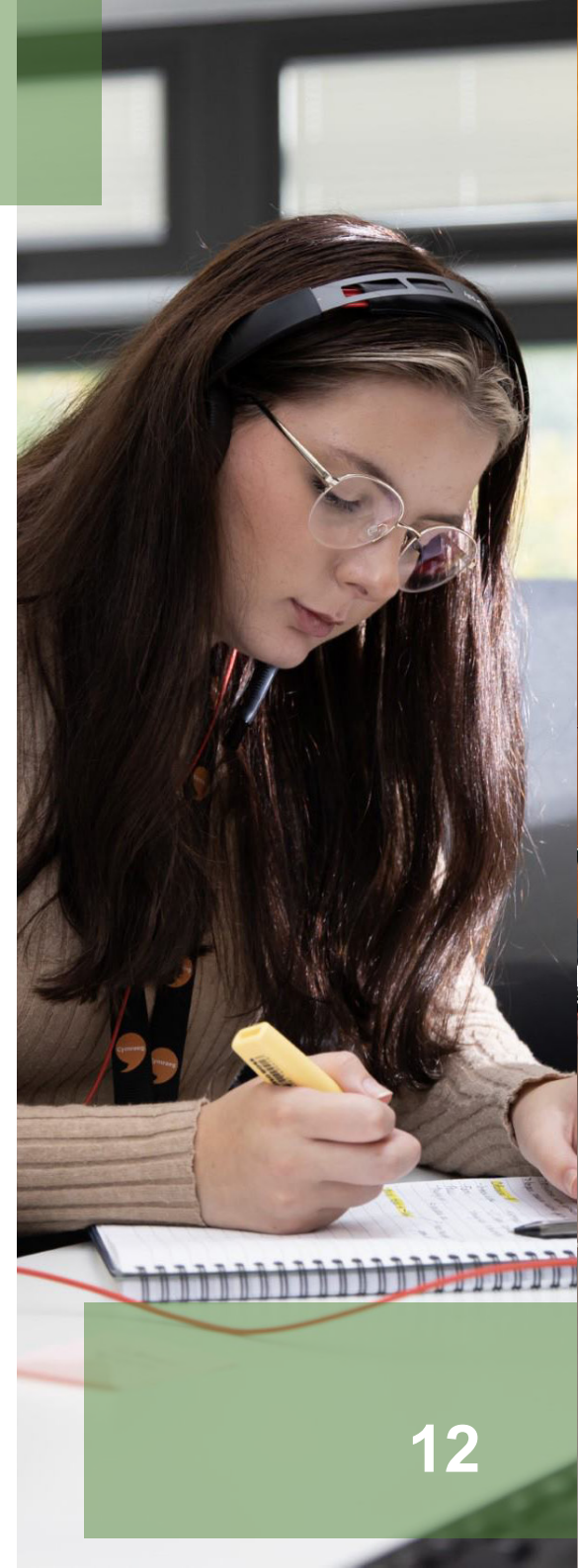
We are committed to being an **Anti-racist organisation** and working towards making Wales an Anti-racist nation.

We follow the social model of disability. People may have impairments, health conditions, be neurodivergent, or use BSL. It is society which disables people. **Workplace Adjustments** aim to remove the barriers that disable. These can be physical or non-physical adaptations and can be agreed and amended throughout the recruitment process and after joining.

We **guarantee an interview** to any disabled person or Armed Forces veteran whose application meets the minimum criteria for the post.

We've signed the **Changing Faces Pledge to be Seen**, which commits us to encouraging more people with a visible difference to join our organisation.

The Permanent Secretary has signed the **Workplace Menopause Pledge** committing us to being a menopause friendly employer. We have a thriving menopause network. We are also signatories to the **Endometriosis Friendly Workplace pledge**.



# 05

## Health & Wellbeing

Your wellbeing is our priority, and we have a range of offers to ensure our colleagues are well looked after.

- 24/7 Employee Assistance Programme
- Occupational Health
- Well-being Hour
- Mental Health Allies
- Free Eye Tests
- Fitness Centre

**“The organisation’s focus on wellbeing has positively impacted on both my physical and mental health. This is mainly due to support from amazing colleagues and leaders & the emphasis on creating a healthy work life balance.”**

- Morgan Phillips, Economic Policy Team



05

# 05

## Your Well-being

You have access to our **Occupational Health** service with independent medical advice if health and work are impacting each other. In addition our free, confidential **Employee Assistance Programme (EAP)** is available 24 hours a day, 365 days a year.

The **Well-being Hour** allows everyone outside the Senior Civil Service a period of time in the working week to devote to a health or well-being activity, for example walking, meditating or exercising.

Our **Mental Health Allies** are a network of volunteers from within the Welsh Government who you can approach for advice and support as an individual or as a line manager, and **Employers for Carers** provides advice and support for carers and their line managers.

We have an **eye test scheme** which allows staff to apply for an eye test at an optician of their choice every 2 years and we'll pick up the bill.

An on-site **Fitness Centre** is available at our Cardiff Cathays Park office. Join the **Civil Service Sports Council** to use the centre and gain access to a wide range of activities, discounts and free offers. Clwb is our health, wellbeing, fitness and social group run by volunteer colleagues and open to all.

The **Charity for Civil Servants** provides practical, financial and emotional support to Civil Servants, past and present.



