



Llywodraeth Cymru
Welsh Government

Candidate Brief and Job Description

Director Legal Services

Welsh Government



The Prince's
Responsible
Business Network
Best Employer for Race



Contents

- 1. Foreword by the Counsel General**
- 2. Welcome from Shan Morgan, Permanent Secretary, Welsh Government**
- 3. Welcome from Jeff Godfrey, Director of Legal Services**
- 4. Welsh Government Background**
- 5. Legal Services Department Background**
- 6. The Role**
- 7. Key Responsibilities**
- 8. Person Specification**
- 9. How to Apply**
- 10. Selection Process**
- 11. Terms of Appointment**
- 12. Appendices**

Appendices

A - Civil Service Leadership Statement

B - Civil Service Code

C - Legal Professional Skills for GLS Directors and Director Generals

1. Foreword by Counsel General



As the Counsel General for the Welsh Government I would like to thank you for your interest in this senior and influential post. Legal Services is critical to the work of the Welsh Government and lies at the heart of most of our governmental priorities. Our culture is for lawyers to work in a closely integrated way with policy colleagues to help deliver the Government's agenda.

Public law is our strong focus and we contribute substantially to the production of the Government's legislative programme. We seek an individual combining a commitment to upholding the rule of law whilst being creative and pragmatic in finding legal mechanisms to achieve the objectives of the Welsh Government. There is considerable variety in our work, frequently involving high profile constitutional and public law issues, the challenges of a busy legislative programme, public law advice in devolved areas, a busy portfolio of commercial, employment and transactional work, and involvement in the more significant and important litigation workloads involving the Welsh Government. The Director of Legal Services carries weight and influence with Ministers and across the civil service.

The Welsh Government emphasises diversity and gender equality – this is reflected in the distribution of ministerial portfolios - and we welcome applications from suitably qualified applicants from all backgrounds and all parts of the UK.

Good luck!

Jeremy Miles

Counsel General & Brexit Minister

2. Welcome from Shan Morgan – Permanent Secretary, Welsh Government



Thank you for taking an interest in this important and exciting role in the Welsh Government's senior leadership team.

The work of the Legal Services Department plays a critical role in the delivery of the Welsh Government's programme for government and in the further development of the devolution settlement in Wales, including the constitutional challenges arising from Brexit. This is a key opportunity for you to help shape and influence that agenda, working within a fast paced dynamic and challenging environment. The professional, corporate and managerial components of this post offer the opportunity to shape and deliver results:

- Constitutional law – the opportunity to influence our rapidly evolving constitution; embedding the new settlement derived from the Wales Act 2017 and helping shape the new constitutional arrangements in the UK post Brexit.
- Public law – dealing with the complex, at times novel and endlessly varied, public law issues arising in the context of devolved responsibilities.
- Legislation – working within the wider legislative powers devolved to the Assembly, the chance to help shape and deliver an ambitious legislative programme, including the resolution of complex issues of legislative competence.
- Cabinet – being the senior legal advisor to the Counsel General, Welsh Government law officer, and the responsibility for directly providing and overseeing the delivery of high quality legal advice to the First Minister of Wales and Welsh Ministers.

- Corporate – A direct role supporting the Permanent Secretary and the Director Generals.
- Departmental – leadership of the largest public sector legal department in Wales, responsible for the delivery or oversight of all legal services to the Welsh Government.

We are looking for an individual with the leadership qualities and legal insight to advise at the most senior levels of Government, someone who can lead and inspire by professional example and bring the strategic vision, interpersonal skills and professional standards to lead and develop the wider Department.

We think Wales is a great place to work, visit and study and we promote the country for all these purposes. We have a proud, rich and diverse cultural heritage and we excel (sporadically, admittedly!) in a range of sports.

Brexit is clearly the great challenge of our age, at home and abroad. We are working hard to influence an outcome that will protect and promote Wales' interests for the future. Legal Services have played and will continue to play, an integral role in ensuring that the law and regulatory standards derived from Europe are protected and maintained, and that new powers derived from Europe in devolved areas are effectively discharged to enhance the health, cultural, economic, social and environmental wellbeing of Wales.

The Welsh Government prizes highly civil service values and we aim to create a working environment which is stimulating, supportive, diverse, challenging, flexible, and – we hope – fun too. Legal Services have a strong track record in embracing diversity and promoting flexible working and we are aiming to appoint a Director who will take the Departmental even further forward in these areas.

The Welsh Government embraces the value of diversity and I am committed to women making up 50% of the Senior Civil Service by 2020 and to increase the numbers of BAME and disabled people in the SCS by 2025.

3. Welcome from Jeff Godfrey – Director of Legal Services



Having been in the post for approaching 14 years I hope I can give a faithful representation of what the job has to offer, and to reinforce the points made by Shan Morgan, our Permanent Secretary about the exceptional (if not unique) opportunity provided.

At a professional level the post offers the chance to engage at first hand with the evolving constitution of the UK, combining the continuing process of devolution and post Brexit arrangements. The devolution settlement in Wales is now in its fourth main phase during my time in post, and continues to develop through the Brexit process and new powers of taxation. The fact that the Department has instructed on six appearances in the Supreme Court since 2011 – 3 References of Assembly legislation under GOWA and 3 Interventions by the Counsel General – is perhaps testimony enough to how high profile and engaging the work can be.

In terms of Government legal work, complex and/or challenging legal issues arise across the spectrum of the Welsh Government's powers, though at a scale where personal input and engagement will count. The responsibility of discharging personal advice and support to the First Minister of Wales, the Counsel General and individual Welsh Ministers in portfolio areas, provides a unique and invaluable insight into the working of Government. In undertaking these responsibilities, you will be enabled and supported by a Department with lawyers of the highest quality, commitment, knowledge and creativity, dedicated to the mission of making devolution work for the benefit of people in Wales.

So what are you waiting for?

4. Welsh Government Background

The Welsh Government is the devolved government for Wales. With an annual budget of around £15 billion, the Government is responsible for key aspects of public life in Wales including health, education and skills, the economy and transport, agriculture and the environment. The Welsh devolution settlement has evolved dynamically since the establishment of the National Assembly in 1999, and will continue to expand through new powers in the Wales Act 2017 which will come on stream in the coming year.

Welsh Ministers are supported by a workforce of 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 offices in London, Brussels and an overseas estate geared towards trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers. The Permanent Secretary is directly supported by four Director Generals who each lead a distinct but wide-ranging portfolio of government business.

The Welsh Government has an equality objective to be an exemplar employer in the equality, diversity and inclusion agendas and this approach is embedded in the organisation – from having a Board Equality and Diversity Champion, and vibrant diversity networks supported by senior champions, to setting diversity targets to improve the numbers of under-represented groups for example BAME and disabled staff and women at a senior level. We have an established team which supports disabled staff to have the reasonable adjustments they need in place to do their job.

The Welsh Government has set out clear priorities for Wales following the UK's decision to exit from the European Union. Alongside the impact of the terms of the UK's departure, including market access and changes to migration, EU exit presents significant challenges to the devolution settlement and the relationships between the nations of the UK. It is vital that Wales' interests are fully recognised in future UK governance arrangements.

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.

5. Legal Services Department Background

(i) Legal Services Department and its values

Over 125 lawyers and support staff provide legal advice and services to Ministers across all Welsh Government Cabinet portfolios. The Department also directly supports the Counsel General, the law officer within the Welsh Government.

The Department currently comprises 5 Divisions – which will shortly increase to 6 – each headed by a Deputy Director. Those Divisions currently comprise a total of 15 legal subject teams. The teams are:

- Communities, Housing, Equalities & Regeneration
- Constitution
- Culture & Sport
- Economy and Treasury
- Education (Further & Higher)
- Education (Schools) & Welsh Language
- Environment
- Europe
- Health & Food Safety
- Local Government and Community Safety
- Planning

- Property and Commercial Legal Services
- Rural Affairs
- Social Care
- Transport

These Divisions, and the legal team portfolios, are designated from time to time by the Director of Legal Services, and may be the subject of change from time to time to reflect the wider organisation of the Welsh Government, the business needs of the office or to facilitate professional development within the office. An early task of the newly appointed Director will be to review and designate the new Divisions. Government Lawyers report to and support the posts of the Senior Government Lawyers and Deputy Directors of Legal Services.

The Legal Services Department is responsible for the delivery of all legal services to the Welsh Government. The services provided by the department include advice on complex matters of public law, employment law and commercial law (including advice on public procurement and a variety of government contracts including funding agreements and joint ventures), the drafting of instructions to the Office of Legislative Counsel (the Welsh Government's equivalent of Parliamentary Counsel's Office) to draft primary legislation, the preparation of all Welsh Government subordinate legislation and the handling of high profile litigation.

The Legal Services Department's Management Board provides strategic leadership and is collectively responsible for delivering the department's organisational objectives. It plays a key role in ensuring that the department is equipped to ensure the provision of legal advice and support of excellent quality, where legal analysis is objective, risk based, well judged and proportionate to the task.

(ii) Supporting the Counsel General and Brexit Minister

The Counsel General for Wales is the Welsh Government's Law Officer. The Counsel General is also the Brexit Minister, coordinating the approach to Brexit within the Welsh Government and representing the Welsh Government in its negotiations with UK Government, other Devolved Administrations and with stakeholders. The office is currently held by Jeremy Miles AM (below).

In his capacity as Counsel General, the Counsel General and Brexit Minister ("the Counsel General") is the Welsh Government's Law Officer and its chief, authoritative legal adviser. The Counsel General provides legal advice and support to Ministers on the full range of the Welsh Government's responsibilities including legislative competence in respect of Assembly Bills, international obligations, human rights and EU law. The Counsel General oversees Welsh Government litigation both civil and criminal. The Counsel General may, from time to time, take on responsibility for certain aspects of legal-policy. A principal aspect of the role of the Counsel General is to uphold and maintain the rule of law including ensuring that legislation meets the requirements of good and effective law. The Counsel General also has a role in protecting the integrity and accessibility of the law, including the 'Welsh' statute book.

The Legal Services Department supports the Counsel General and the wider Welsh Government and provides an opportunity to work as part of a committed and highly skilled group of public sector lawyers advising and assisting on a range of high profile, often novel and highly complex projects, cases and situations. The Department is a vibrant legal environment operating at the cutting edge of law, politics and the Welsh devolution settlement.

6. The Role

The Director of Legal Services is the head of the legal profession within the Welsh Government, reporting directly to the Director General, First Minister's Office, and providing direct support as required to the Permanent Secretary and to the Counsel

General, First Minister and Welsh Ministers. The Director leads and manages the Legal Services Department, responsible for the provision or oversight of all legal advice and services provided to the Welsh Government. The primary roles of the Director are to ensure that legal advice and support of the highest quality is provided to the Welsh Government, to provide outstanding personal leadership to those working within the Department, and to create an inclusive and engaged environment in which legal analysis is objective, risk based, well-judged and proportionate to the task. In addition to leading the legal team, the Director has a wider corporate role as a member of the Permanent Secretary's Board and participates in the work of the Permanent Secretary's Executive Committee and Senior Leaders Group within the Welsh Government. The Director is responsible for maintaining and developing strong links with counterparts in other devolved administrations and with lawyers within the UK Government.

7. Key Responsibilities

(i) Legal

Through personal professional performance, and through the wider management of the Department, to ensure:

- the provision of clear, coherent, authoritative and timely legal advice and services of excellent quality to the Welsh Government in relation to all of its functions; such advice and services to be well judged, objective and proportionate and including an appropriate analysis of legal risk.
- the provision of personal legal advice and support on complex, contentious or politically sensitive issues at the highest level including First Minister, Counsel General, Welsh Ministers, Permanent Secretary and Director General.

- the provision of timely and effective legal support of excellent quality to the formulation and delivery of the Welsh Government legislative programme; including the provision of well judged and proportionate instructions to the Office of Legislative Counsel and the provision of well judged proportionate risk based legislative competence reports to the Counsel General.
- the timely and effective production of Welsh Government subordinate legislation; such subordinate legislation to be produced bilingually, mindful of the reader and the statute book, and drafted in plain and simple language.
- the timely and effective production of instructions or legal commentary on Parliamentary Bills having Welsh content; such support to be sound, robust and designed to facilitate the achievement of Welsh Government interests.
- the provision and/or oversight of timely and effective commercial legal advice and services of excellent quality to the Welsh Government; including the provision and/or oversight of commercial agreements and property agreements in the discharge of Welsh Government functions.
- the timely and effective conduct and/or oversight of litigation and other legal proceedings involving or affecting the Welsh Government; such support to be managed actively and effectively, firmly grounded in a thorough understanding of relevant court/tribunal rules and practice, adhering to any relevant Welsh Government policy or code, and undertaken in a sound, proportionate and risk based manner. *(NB At present the direct conduct of litigation involves all supreme Court References under GOWA, selected public law claims, and selected tribunal and prosecution activity; the majority of the litigation activity being outsourced).*
- the provision, where required, of an intelligent client function to the Welsh Government in relation to any outsourced specialist legal advice or service.

(ii) Key Relationships

- Maintaining a strong and effective personal and Departmental relationship with the Counsel General ensuring legal support and assurance arrangements.
- Maintaining a strong working relationship with the Permanent Secretary and supporting the Permanent Secretary in the wider corporate management of the Welsh Government.
- Maintaining strong and effective personal and Departmental working relationships with each of the Director Generals and their Groups, including the maintenance of effective business planning arrangements to ensure that resources are focused on Welsh Government priorities.
- Maintaining strong and effective personal and Departmental working relationships with the First Minister, the Welsh Ministers and Special Advisors working within the Welsh Government.
- Representing the Welsh Government in its external relationships having a legal content; including Whitehall, other Devolved Administrations, Europe and the wider Welsh legal sector.

(iii) Organisational

- Providing a strong and effective contribution to the wider corporate management of the Welsh Government, including membership of the Welsh Government Board, participation in the work of the Executive Committee and the Senior Leaders Group, and participating in and/or undertaking other strategic management or corporate activities as may be designated from time to time.
- Developing and embedding a strategic vision for the Department.
- Providing leadership to all staff working within the Department.

- Developing and maintaining a culture of excellence in the delivery of legal support and services, expressed through consistent patterns of performance which are objective, risk based, well judged and proportionate to the task being addressed.
- Promoting a culture which is proactive and customer facing, within which risk is managed with confidence.
- To promote an open and inclusive working environment, encouraging diversity and flexible patterns of working.
- The provision of an effective head of legal profession support to all lawyers working within the Welsh Government and related bodies.

8. Person Specification

Professional Qualifications and Experience

- Applicants must be a senior lawyer qualified as a Solicitor or Barrister entitled to practice in England and Wales.
- Applicants must be able to show evidence of a significant and proven track record working successfully at a senior level in Government or other complex public and/or private sector organisation.
- Applicants must be able to show evidence of significant practical post qualification experience in public law practice areas.

Leadership and People Management

- The ability to lead, motivate and manage a team with agility and imagination.
- The ability to manage change effectively, building engagement and shared ownership of outcomes.

- The ability to give authoritative risk based advice that commands the confidence of Ministers and senior colleagues. In identifying legal risk, the ability to constructively engage in how best the legal risk might be managed to achieve Government objectives.
- The ability to work collaboratively, building trust and confidence with colleagues and external stakeholders, including the ability to work effectively with external lawyers to ensure delivery of objectives and value for money.

Strategy

- The ability to develop and implement solutions to challenging and complex problems.
- A track record of creativity and innovation in the provision of legal support to achieve strategic objectives.
- A track record of developing and maintaining a culture of excellence and continuous improvement.

Resilience and Personal

- The ability to demonstrate strong personal and professional integrity.
- The ability to maintain resilience under pressure in a fast moving working environment, and to contribute to a resilient organisation and culture where wellbeing is prioritised.

Legal Skills

- The ability to show excellent knowledge of constitutional and administrative law with a well developed understanding of devolution, European Union law, human rights law and one or more practice area(s) falling within devolved competence.

An awareness, understanding and ability to make effective legal contributions towards:

- Commercial arrangements and developments in a Government context.
- Freedom of Information and Data Protection law.
- The development and interpretation of primary legislation
- The development and interpretation of statutory instruments and their legal status
- Domestic civil litigation rules and procedures (in particular Administrative Court).
- Prosecutions
- Public procurement and commercial transactions
- Regulatory regimes

Overall, you must be able to provide evidence to demonstrate these essential criteria:

- Credibility to advise at the most senior levels of Government.
- Experience to attract the confidence of the legal team.
- The ability to give clear risk based practical pragmatic advice to non legal colleagues at senior levels.
- Personal leadership

A senior post of this significance requires competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service competency framework and also the Legal Professional Skills for GLS Directors and Director Generals that can be found at **APPENDIX C**.

For further information about Civil Service core competencies please access the full document via the hyper link below:

Civil Service Competencies

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, a copy of which can be found at **APPENDIX B**.

9. How to Apply

We welcome applications in Welsh and English. Applications in Welsh will not be treated less favourably than those made in English. Applications should be submitted via the Welsh Government on-line system and submitted no later than **23:55 10 May 2019**. 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 which would prevent you from applying on line, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustments related to impairment in order to submit your application.

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
- A personal **statement of no longer than two sides of A4** explaining how your professional qualifications, skills, qualities and experience match the requirements of the role and, in particular how you meet the essential criteria set out in the person specification
- Completed Equality and Diversity monitoring information

Diversity information

The Civil Service 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.

Welsh Language

The Welsh Government is a bilingual organisation; legislation is produced in both languages and both languages have equal legal status. The Director must show an appreciation of bilingualism and share our commitment to promoting appropriate use of the Welsh language. We encourage and support staff to learn Welsh if they do not already do so.

Questions and informal discussion

If you would like to discuss this role further in advance of your application, please contact:

Des Clifford – Direct General, Office of the First Minister and Brexit on 03000 257765
Email – Desmond.clifford@gov.wales,

Jeff Godfrey – Director of Legal Services - on 03000 251105
Email – Jeffrey.Godfrey@gov.wales

or Welsh Government's retained search partner, Odgers Berndtson's Cardiff office on 02920 783 050.

Online technical problems

Please email SCSRecruitment@gov.wales

10. Selection Process

June Milligan, a Civil Service Commissioner, will chair the process. The Civil Service Commission has two primary functions:

- Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition. For the most senior posts in the Civil Service, the Commission discharges its responsibilities directly by overseeing the recruitment process and by a Commissioner chairing the selection panel.
- Hearing and determining appeals made by civil servants under the Civil Service Code (Appendix B) which sets out the Civil Service values – Impartiality, Objectivity, Integrity and Honesty – and forms part of the relationship between civil servants and their employer. More detailed information can be found at on the Civil Service Commission website: <http://civilservicecommission.independent.gov.uk>. In addition to June, the panel will consist of:

Shan Morgan, Permanent Secretary, Welsh Government

Jeff Godfrey– Director, Legal Services

Des Clifford, Director General, Office of the First Minister and Brexit

Jonathan Jones, Treasury Solicitor and Head of the Government Legal Service

Timetable

The closing date for applications is **23.55 on 10 May 2019**. All applications will be acknowledged and considered by the selection panel.

Short listed candidates will be required to undertake the following;

Assessments

A leadership assessment, which will involve a series of on-line psychometric tests will include numerical and verbal reasoning and a discussion with a psychologist to explore leadership capability and personal resilience. **You will receive a link to these on-line tests within 10 working days from the shortlisting meeting.**

Staff Engagement Exercise – further details to follow to short listed candidates

Briefings

Shortlisted candidates will be invited to a meeting with the Counsel General, Jeremy Miles. You will also be offered the opportunity for an informal discussion about the role with Jeff Godfrey, Director of Legal Services.

Final interviews: **Interviews will be held on 21 June 2019, in Welsh Government Offices, Cathays Park, Cardiff. It will not be possible to offer alternative dates.** An interview usually lasts around 1 hour. The panel may ask candidates to give a short presentation on a relevant topic. If so, the topic will be notified to candidates one week in advance of the interview date. Candidates are asked to note the above indicative timetable, and exercise diary flexibility throughout the recruitment and selection process.

Guaranteed Interview Scheme for Disabled People

As part of our commitment to encouraging disabled people to apply to the Welsh Government we have a Guaranteed Interview Scheme. Welsh Government accepts the social definition of disability, in which it is recognised 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 existing or potential new staff can perform at their best. The Equality Act 2010 uses the medical 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”).

We guarantee to interview anyone who is disabled whose application meets the minimum criteria 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. We are committed to the employment and career development of disabled people.

How do I apply?

If you would like to apply under the Guaranteed Interview Scheme for Disabled People simply record this in your on-line application form. You will be asked if you consider yourself disabled and you will also be asked at this point if you will need any assistance at interview.

We will aim to provide access, equipment or other practical support to ensure that if you have an impairment you can compete on equal terms with people who do not have an impairment.

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 SCSRecruitment@gov.wales as soon as possible and a member of the team will contact you to discuss your concerns and requirements.

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 short list meeting.

Indicative timetable

The closing date for applications is **23:55 on 10 May 2019**.

Panel Briefings – further details to follow to shortlisted candidates

Staff Engagement – further details to follow to shortlisted candidates

Interview panel: to be held on 21 June 2019

11. Terms of Appointment

This is a permanent post. It is available to existing permanent UK Civil Service employees on a lateral and promotion basis if they have been recruited through fair and open competition. The post is also available on a permanent basis to those who wish to join the Civil Service through this competition.

Remuneration

The SCS pay system is a simple band structure based on job evaluation groups. The structure has three core bands, Deputy Director, Director and Director General. This role is at Director (SCS2) level and the salary we are offering is circa £93,000 per annum. For existing Civil Servants the starting pay on promotion will attract 10% increase in base pay or be at the appropriate Senior Civil Service pay band minimum, whichever is greater.

Location

The location of this post is flexible; however, there will be an expectation that, due to the nature of the role and the need to meet regularly with Ministers, the successful applicant will work from Cardiff for part of each week.

Relocation

Relocation expenses may be payable.

Hours and flexible working

This is full time role. Flexible working arrangements including job share arrangements will be considered. 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 form that you are applying as part of a job share partnership. This post has been designed as a full-time role which could be delivered by one person working full-time or two people job-sharing. However, 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.

Annual leave

The successful candidate will be appointed on the modernised Senior Civil Service terms and conditions.

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 below:

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

Retirement

There is no mandatory retirement age for Senior Civil Servants.

Terms and Benefits

Pension Scheme: www.civilservice-pensions.gov.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

Business Appointments

Candidates should also note that on completion of the appointment, the post holder will be subject to the Government's Business Appointments Rules, with the possibility of restrictions on future employment required by the First Minister, on the recommendation of the independent Advisory Committee on Business Appointments. Further information about the Rules and restrictions likely to be required of former Directors can be found here: <https://www.gov.uk/guidance/new-businessappointments-for-senior-public-servants>

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.

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. It has a target of women making up 50% of the Senior Civil Service by 2020 and to increase the numbers of BAME and disabled people in the SCS by 2025.

To do this we are committed to valuing diversity and celebrating difference within our workforce, with the aim of being an exemplar of diversity and inclusion. 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.

Disabled people, those from a BAME background, women and people identifying as LGBTI+ are under-represented in the Welsh Government Senior Civil Service and we actively encourage you to apply if you are from one of these groups.

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 by email 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.

Security level

The successful candidate must hold or be willing to obtain security clearance to SC level before taking up post. The timescales for security clearance can vary however from receipt of completed paper work it can take between 10 to 12 weeks. Appointments of existing Civil Servants below this level of clearance will not be delayed while the application takes place.

12. Appendices

Appendix A: Civil Service Leadership Statement

The leadership statement can be found here:

<https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement>

Appendix B: Civil Service Code

The Civil Service Code can be found at:

<https://beta.gov.wales/civil-service-code>

Appendix C:**Legal Professional Skills for GLS Directors and Director Generals**

You will be a barrister or solicitor fully qualified to practice in England & Wales, complying with professional CPD requirements

Indicator	Can	Example Evidence
Maintains and enhances the legal professionalism of the team	<p>Establish and enforce legal quality control mechanisms</p> <p>Produce an effective training and development strategy</p> <p>Set and maintain high standards</p>	<p>Consistent delivery of accurate, timely and fit for purpose advice tailored as appropriate for the client</p> <p>Healthy morale in the legal team</p> <p>The promotion of challenge functions within the team</p>
Commands the confidence of senior stakeholders through extensive legal experience	<p>Give authoritative and practical advice on a wide range of legal issues</p> <p>Act as a role-model and champion of a risk-based approach to policy development and operational delivery</p> <p>Communicate effectively</p>	<p>Commanding the confidence of both internal and external stakeholders (e.g. Ministers, senior officials, counsel, JCSI etc.)</p>
Maintains the balance between Departmental interests, the responsibilities of the Attorney General and lawyers' professional obligations, including propriety issues	<p>Explain the legal bottom line and be accountable for it</p> <p>Facilitate solutions</p> <p>Ensure that the vision and structure of the legal team leads to an integrated approach</p>	<p>Advice being accepted and respected, and solutions are implemented</p>
Contributes to the development of the Government Legal Service	<p>Participate fully in the GLS' senior structures</p> <p>Ensure the participation and engagement of the GLS in the wider Government agenda</p>	<p>Being seen and respected as a 'legal leader' across the GLS</p> <p>Active participation in the GLS strategy/governance fora</p>

You will act in accordance with the duties and responsibilities of civil servants, the GLS Guidance Note for Government Lawyers and the Codes of the professional bodies