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SWYDDFA'R CWNSLERIAID DEDDFWRIAETHOL OFFICE OF THE LEGISLATIVE COUNSEL

Candidate brief

Posts of Assistant Legislative Counsel, Office of the Legislative Counsel

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Hyrwyddwr Busnes
Cyfrifol Cymru
2020



Responsible Business
Champion Cymru
2020



Foreword by the First Legislative Counsel,

Dylan Hughes



Thank you for your interest in joining the Office of the Legislative Counsel.

As the legislative drafting office for the Welsh Government, the Office of the Legislative Counsel aims to produce clear, effective, and accessible law for Wales in Welsh and in English. We support the Welsh Ministers and the Counsel General for Wales at the cutting edge of law and politics. We do this primarily by drafting the Senedd Acts that make up the Government's Legislative Programme. As part of our responsibility for the body of law that falls within Senedd Cymru's legislative competence, we also lead a long term programme to make the law more accessible by organising legislation by subject as Codes of Welsh Law.

Producing new law is a complex undertaking. It is intellectually demanding and involves detailed analysis of legal issues, policy objectives and existing legislation. It also requires an exceptional degree of accuracy and attention to detail. Legislative drafting is also, however, a creative activity and legislative counsel look to evolve and improve drafting practice to ensure that modern legislation continues to adapt to the needs of those who use it.

We are looking for people with an aptitude for work of such a nature, who are keen to contribute to the development of Welsh law within our emerging legal jurisdiction. More generally, we are looking for passionate, capable people from diverse backgrounds who can bring different perspectives to our work and our workplace.

It is a great privilege to be responsible for shaping the law of Wales and I hope you can join us.



SWYDDFA'R CWNSLERIAID DEDDFWRIAETHOL
OFFICE OF THE LEGISLATIVE COUNSEL

About the Welsh Government

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

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

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by: a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions, setting diversity targets to improve the numbers of under-represented groups (for example, Black, Asian and Minority Ethnic people and disabled people 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 both our Workforce Equality, Diversity and Inclusion Strategy 2021 - 2026 setting our intent for our own organisation.

A new Welsh Government was formed in May 2021. The post-holder will therefore be joining at an exciting time. 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. Meanwhile the Government is developing pursuing an extensive Legislative Programme, which will include introducing around 6 Bills per year in the Senedd. In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which

require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales.

The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status. Applicants must share our collective commitment to promoting the Welsh language in order 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. For this specific post, prior Welsh language skills are desirable not essential, but a commitment to learn in post *is* essential.

About the Office of the Legislative Counsel

The Office of the Legislative Counsel (OLC) is a team of specialist lawyers who draft Welsh laws. OLC's role is to give effect to Welsh Government policies by drafting Acts of the Senedd, but the office also advises the Government on matters of statutory interpretation and procedure and assists the management of the Government's Legislative Programme. OLC was established in 2007 as a specialist, independent drafting office, developed in accordance with a model adopted in Whitehall in the 19th century and subsequently replicated across the common law world. OLC is a Directorate within the Office of the First Minister.

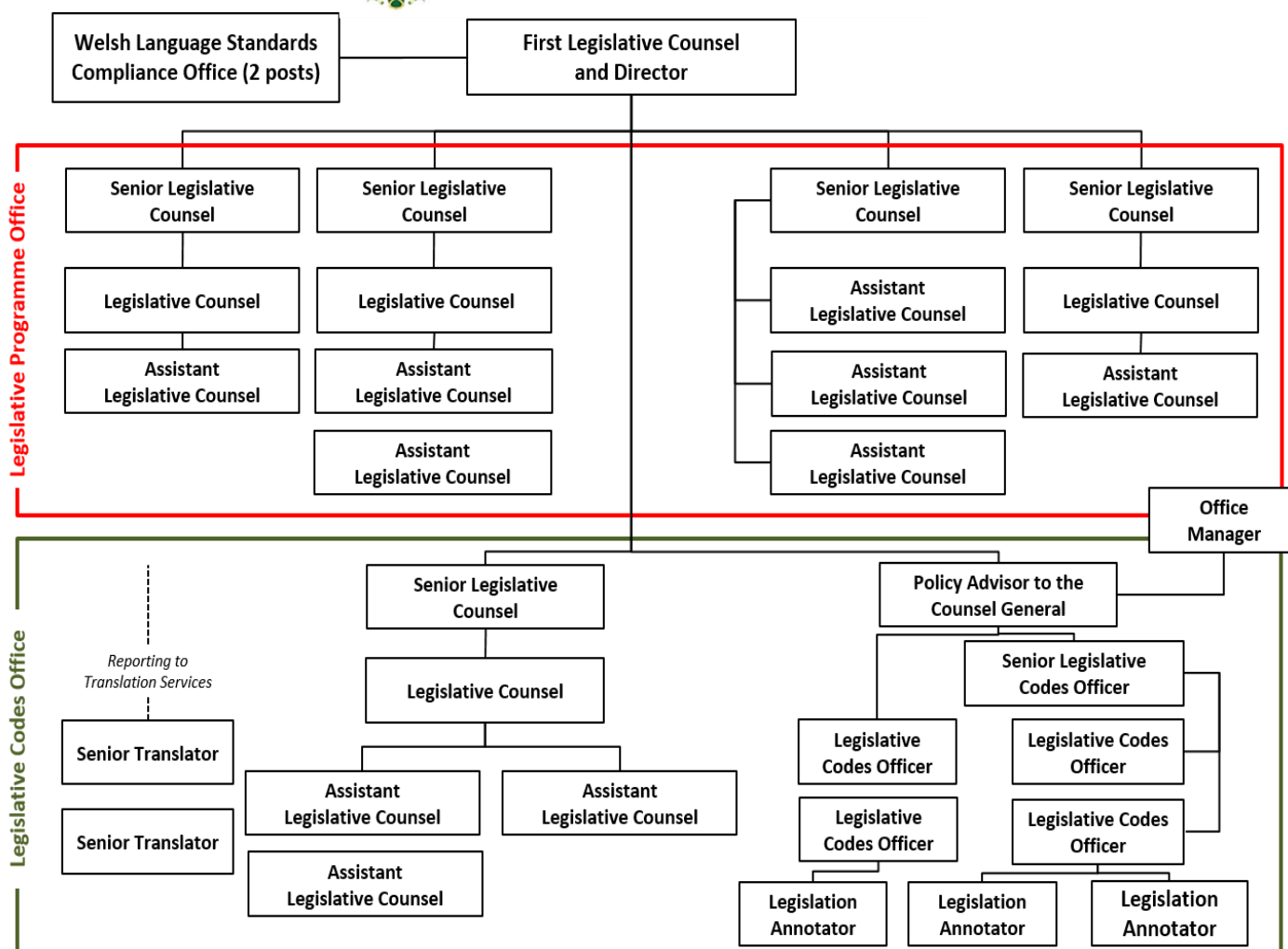
OLC seeks to draft legislation – in both Welsh and English - in a way that is consistent with the Government's wider responsibility to the rule of law. Well drafted laws are a key element of a properly functioning legal system. This is because laws must be drafted clearly to promote public understanding and to avoid unfair enforcement; laws must avoid contradictions; and laws must not command the impossible. OLC also shares a responsibility, along with other lawyers, legislators and policy makers, to maintain the clarity and order of laws applicable to Wales on what is commonly referred to as the 'statute book'.

OLC's primary purpose, and priority, is to help deliver the Government's Legislative Programme. In addition, however, the office plays an important part in effecting the Counsel General for Wales' initiatives to improve access to Welsh laws. As part of this work improvements are being made to the way Welsh laws are published on legislation.gov.uk and a website called Law Wales is under development to help the public better understand the Welsh constitution and Welsh laws. The Welsh Government has committed also to an ambitious long term process of consolidating devolved law into codes of Welsh law.

OLC's organisation chart can be found below. After the current recruitment exercise has been completed, OLC will comprise of 20 legislative counsel. The majority of counsel work on reform Bills while approximately 5 at any one time draft consolidation Bills as part of the programme to make Welsh law more accessible. There are also 10 further officials in the Legislative Codes Office, which is responsible for the administration of subordinate legislation and the accessibility programme. A further 2 officials are responsible for monitoring and promoting the Welsh Government's internal use of Welsh.



**SWYDDFA'R CWNSLERIAID DEDDFWRIAETHOL
OFFICE OF THE LEGISLATIVE COUNSEL**



Testimonials from legislative counsel

“Before I joined the Welsh Government I trained as a solicitor in a large commercial firm in London and then worked for three years in another City firm. I was mainly doing corporate and commercial work for the energy sector across the world. I realised that what I enjoyed wasn’t completing big transactions, but rather understanding what the clients really wanted to achieve and working out the best way to achieve it. So I thought working as a legislative drafter would be a good fit – and I haven’t been disappointed! The work is challenging and there is plenty of scope for creative problem solving. There are some similarities in that the same legal and linguistic precision needed for commercial contracts is required for drafting legislation, but the difference is that now I am creating the law itself. And the work is definitely more varied – there is certainly no repeat-work here! Each Bill is different and I enjoy having to get to grips with new areas of law for each project.”

Ffion Griffiths (joined in 2015)

“After leaving University in 1997 I worked on tax legislation for the Inland Revenue in London before joining the Scottish Government’s Parliamentary Counsel’s Office in 2003. My time there was spent mostly as a legislative drafter although I did spend 2 years as Senior Private Secretary to the First Minister of Scotland. It was a big decision to leave but I have no doubt that moving to Cardiff was the right decision. The city is a great place to live and OLC is a friendly and collegiate office.

Drafting legislation is both an intellectual and creative challenge. You are required to combine the ability to approach complex proposals for changing the law in a structured and logical manner, with the creativity to present those complex proposals in the most accessible and intelligible form. The drafter has to be able to test the proposals to breaking point and beyond and seek workable and politically acceptable solutions. You must always bear in mind that your drafting will have real life impacts when it becomes law.

This unique challenge is the main reason why I have found this to be such a rewarding career path. The work is very varied; drafters are experts in the task of drafting legislation but we can, and are, asked to draft bills on any manner of subjects. Between my time in Wales and Scotland I have been involved in legislation in fields as varied as education, transport, social care, property law, taxation, insolvency and major sporting events (The Glasgow Commonwealth Games Act 2008). It is rare for a lawyer to be involved in making the law as opposed to interpreting and applying it and, although it can be extremely challenging, I think it is one of the most enjoyable and intellectually satisfying jobs in the legal world.”

Terry Kowal (joined in 2013)

“I joined the Office of the Legislative Counsel via an unorthodox route. After studying English at Oxford University, I worked as a BBC news and current affairs journalist for some years before training as a barrister and obtaining a tenancy at a set of Chambers in Cardiff. While I enjoyed working as a self-employed barrister, my interest in news and current affairs had not gone away: I found the early days of devolution fascinating and decided that I’d like to get involved. I joined the Welsh Government’s Legal Services Department in late 2000, working initially in the Social Care Team and then leading the Environment and Planning Team. These posts gave me an opportunity to draft subordinate legislation and I discovered that I enjoyed the challenges involved in making new law. So when the National Assembly for Wales eventually gained legislative competence to make its own primary legislation, I applied for a post in the Office of the Legislative Counsel.

The Office’s work is very varied. We draft primary legislation on all subjects within our legislative competence and I have drafted Bills on topics ranging from ancient monuments to landfill disposals tax. Our legislation is also bilingual, which means that there is a need for high-level English and Welsh language skills within the Office. I have drafted legislation in Welsh, as well as in English, and I work closely with our team of expert legislative translators to ensure that the English and

Welsh Bill texts are equally clear and achieve the same result. The role of legislative counsel is not well known in the outside world but I consider myself fortunate to have found a post which combines my interests in language, law and current affairs.”

Manon Davies (joined in 2010)

“I joined the Office after 8 years at the Office of the Parliamentary Counsel in London. I am originally from Northern Ireland, but went to university in London where I qualified in English and Welsh law. Before joining the Civil Service as a drafter I worked as a barrister, predominantly in criminal law; but my interest in the creation of legislation began when I spent a year as a research assistant at the Law Commission for England and Wales following my post-graduate studies. Since becoming a drafter I have worked on Bills across areas such as the NHS, constitutional and administrative law, housing law, education law, law relating to business and infrastructure, regulatory reform, marine law and many more. But regardless of the subject-matter of a Bill, drafting brings a real intellectual challenge. It requires a capacity for puzzle-solving and lateral thinking, and an ability to quickly get to the heart of the relevant law. It asks you to grapple with legal, linguistic, political and strategic issues. It requires attention to detail and technical expertise, but also creativity and imagination. It is also important to be able to work as part of a team. Ultimately, I find drafting primary legislation extremely rewarding, both personally and professionally. It is a privilege to work at the heart of government, and to be able to watch your words become law.”

Neil Martin (joined in 2014)

The role: Assistant Legislative Counsel

The post holder's main responsibilities are to draft legislation, and advise Government lawyers and policy makers in connection with the drafting of legislation. Key tasks:

- To analyse instructions for proposed legislation thoroughly and effectively, including by reference to existing legislation, policy objectives, the legislative competence of Senedd Cymru, constitutional and other legal or procedural constraints.
- To produce effective draft legislation and to produce effective drafting for consolidation Bills and to contribute to other projects designed to make Welsh law more accessible.
- To understand and advise on procedural matters thoroughly and effectively.
- To communicate effectively with Welsh Government lawyers, policy makers and where appropriate staff of the Senedd Commission, for the purposes of analysing instructions on proposed legislation, producing drafts, and advising on procedural matters.
- To acquire and apply knowledge of new areas of law and contribute to office learning.
- Contributing to activities within government and with external partners designed to improve the quality of legislation.
- To work effectively to assist the production of bi-lingual text for legislation.
- To develop and maintain good relations with the Legal Services Department and other Welsh Government Departments.
- Undertaking or contributing to outward facing activities on behalf of the Welsh Government: for example, talks and writing for external audiences, participating in academic research, engaging with external professionals with an interest in legislation (e.g. bodies representing lawyers and judges).

Skills and experience: Assistant Legislative Counsel

To be eligible for the post you must have legal experience of the following kind:

- 2 years post qualification experience (PQE) in practice as a qualified solicitor or barrister in England and Wales;
- 2 years PQE as a lawyer in a common law or EU jurisdiction (equivalent to a solicitor or barrister in England and Wales) and able to demonstrate high level understanding of the legal system in England and Wales and committed to qualifying in England and Wales within a fixed period after appointment; or
- 2 years experience of teaching the law of England and Wales in higher education and
 - qualified as a solicitor or barrister in England and Wales, or
 - qualified as a lawyer in a common law or EU jurisdiction and able to demonstrate a high level understanding of the legal system in England and Wales and committed to qualifying as a solicitor or barrister in England and Wales within a fixed period after appointment.

You must also ensure that your personal statement demonstrates that you meet the following job specific requirements:

1. Honours degree of at least 2:1 grade or other evidence of academic ability of a high standard.
2. A high level of analytical skills and ability to master complex legal concepts and practical situations.
3. An interest in language and methods of clearly and accurately expressing complex legal concepts, and highly effective written and oral communication skills.

In addition, for one post Welsh language skills are essential, and for the other they are desirable and a commitment to learn Welsh (where applicable) in post is essential.

At interview you will also be asked to demonstrate each of the following competencies:

- Analysing and evaluating the pros and cons of a policy proposal and identifying risks in order to make decisions that take account of the wider context, including diversity and sustainability.
- Being open and inviting of the views of others and responding honestly and objectively despite pressure to ignore, revert or concede.
- Maintaining effective performance in difficult and challenging circumstances, encouraging others to do the same.
- Seeking constructive outcomes in discussions, challenging assumptions but remaining willing to compromise when it is beneficial to progress.

A drafting aptitude test (for which all necessary material will be provided) will also be undertaken at interview stage.

Y Gymraeg (Welsh language)

Welsh legislation is made in both Welsh and English and each has equal status.

In consequence, for one of the posts Welsh Language skills are essential and the desired skill levels are:

- Reading : Full understanding of all work-related material
- Written : Can prepare written material for all work-related matters
- Understanding : Can understand all work-related conversations
- Spoken : Fluent

For the other post, Welsh language skills are desirable but not essential and the desired skill levels are:

- Reading : Can read some basic words and phrases
- Written : Can write basic messages.
- Understanding : Can understand basic enquiries.
- Spoken : General basic conversation ability.

If successful you will be asked to acquire, or further develop, Welsh language skills and will have opportunities to do so as part of your work.

Terms and conditions

Job Title	:	Assistant Legislative Counsel
Department	:	Office of the Legislative Counsel
Location	:	Pan Wales
Pay scale	:	Executive Band 1 (Grade 6), subject to a 2 year probationary period at Executive Band 2 (Grade 7) (see below).
Starting salary	:	See below
Annual Leave	:	31 days plus 10 days public and privilege holidays.
Pension	:	Membership of the Civil Service Pension Scheme
Working Pattern	:	Full-time or part-time.

Terms of appointment and salary

This is a permanent post. It is available to permanent UK Civil Service employees (recruited through fair and open competition) on a lateral and promotion basis. This post is also available to those who wish to join the Civil Service and to those who wish to apply on a loan basis, or a secondment basis for up to two years initially.

The posts on offer are at a bespoke Grade based on the Welsh Government Grade 7 and Grade 6 pay bands. The starting salary is between £51,380 to £61,440, but upon successful completion of an initial two year probationary period as a level 1 Assistant Legislative Counsel (on the Grade 7 pay scale), the post-holder will become a level 2 Assistant Legislative Counsel (on the Grade 6 pay scale). The Grade 6 pay scale currently starts at £64,520 rising to £75,480. Those applying from within the Civil Service who are already at the Grade 6 level will continue at that Grade.

Eligibility

As part of your application you will be asked a number of questions. The purpose of these questions is to determine if you are eligible to apply for this opportunity. You will be asked, as part of your eligibility, to confirm your nationality details and that you are legally allowed to work in the United

Kingdom. This is a requirement for working within the Civil Service. If you do not meet the eligibility criteria as set out in the application form, your application will not be taken further. If it becomes apparent at a later stage in the process that you aren't eligible to apply, your application may be withdrawn, or offer retracted.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals;
- nationals of Commonwealth countries who have the right to work in the UK;
- nationals of the Republic of Ireland;
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#);
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service;
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service;
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals.

[Further information on nationality requirements](#)

Working hours

We welcome applications from people who work part-time and if someone who wants to work part-time is successful, we will make proportionate adjustments to the responsibilities of the post.

Location

You may work from any of the four Welsh Government offices based in Wales, which are located in Cardiff, Merthyr Tydfil, Llandudno Junction and Aberystwyth. We are supportive of home working and tailoring patterns to suit individuals' circumstances.

The majority of Welsh Government staff are currently working from home or working remotely from elsewhere, and this will continue to some degree so that we can reduce our environmental impact and support people to work closer to the communities they live in.

Relocation Expenses

Relocation expenses of up to £8,000 may be payable.

Smart Working

The Welsh Government actively encourages Smart Working. This means focusing on how you use your time, and where and how you work, to meet business needs in the most productive way. This provides staff with considerable flexibility and the expectation is that teams will work from home for a high percentage of the time for the foreseeable future. Smart, flexible working is becoming a permanent feature of working life in Wales and the Welsh Government will lead the way in this.

Retirement

There is no mandatory retirement age.

Terms and Benefits

Pension Scheme: <https://www.civilservicepensionscheme.org.uk>

- Occupational Health Services, including counselling and eye care provision.
- Leave provisions including:
 - Carers' leave;
 - Paid and unpaid maternity leave;
 - Flexible paid paternity leave;
 - Flexible paid adoption leave;
 - Shared parental leave.

Conflicts of interest

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government.

They are required to declare any relevant business interests, 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.

Security level

For this post, the Welsh Government carries out a Baseline Personnel Security Standard check and once this has been completed a Basic Disclosure and Barring check is carried out. This can take up to 2 weeks.

How to apply and process

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

The application form will ask you to confirm your preferred language for assessment. If you have chosen Welsh as your preferred language, the majority of the interview will be conducted in Welsh but we must also test your ability of English therefore we will ask you to respond in English to some questions.

For your application, you will need to prepare a personal statement of no more than 2 sides of A4 outlining how you meet the job specific requirements. Advice on preparing your personal statement can be found below. You will be asked to attach your personal statement in your online application.

You will also be asked to attach an up to date CV in your application. It's important that you prepare both of these documents to ensure you provide the strongest evidence possible for the role.

Name Free Recruitment

Your name should be removed from your CV and personal statement when you submit your application.

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 a disability which would prevent you from applying on-line, please e-mail sharingservicehelpdesk@gov.wales or call the HR Helpdesk on 03000255454 to request an application pack in an alternative format, or to request a reasonable adjustment related to a disability in order to submit your application.

The **closing date** for applications is: **5 April 2022**.

All applications will be acknowledged and considered by the selection panel. It is anticipated that a sift meeting will be held in the week commencing 11

April 2022, with initial interviews taking place in the week commencing 9 May 2022.

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 this role further, please email OLCRecruitment.Enquiries@gov.wales

Online technical problems

Please email sharedservicehelpdesk@gov.wales

Competencies

Applicants are required to demonstrate their competency against the Level 4 competencies set out in the Civil Service competency framework.

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

<https://gov.wales/sites/default/files/inline-documents/2019-10/civil-service-competency-framework-2012-2017-update-en.pdf>

In the 'Skills and Experience' section of this Brief, you will find a list of the skills and job specific requirements for this role. Your Personal Statement will need to clearly explain how you meet the competencies and job specific criteria listed, by drawing on your experience, knowledge, and achievements. When completing your personal statement you should always pick your strongest examples which allow you to evidence how you meet the job specific

requirements in the context of role. When choosing your examples, consider the following advice:

- Ensure your examples are at the right level for the grade.
- Use evidence from work if possible, however you won't be penalised if you use examples from a role you hold outside work, as long as the example demonstrates the job specific requirements at an equivalent level of responsibility for the role
- Draft in clear language that is grammatically correct, including the spelling. Be succinct, and ensure you don't go over the word limit
- Avoid using jargon, abbreviations or specialist terms
- Make use of the past tense e.g. achieved, verified. Use active verbs to create greater impact (e.g. organised, managed, improved, established, facilitated).

Don't assume the sift panel has any knowledge of the situation. They cannot assume what is not included in the example and can only assess what you have actually written.

- Note down how you achieved what you did, what skills and behaviours did you use? References to "we did" or "the team" did, for example, will not demonstrate your personal role.
- Don't forget to include results and show how you overcame problems/obstacles, why your actions were effective and/or how you could have improved on what you did.
- Gather your evidence together and review it before you start writing examples – you probably have more evidence than you think!
- Give yourself time to structure your answers and evidence well. Don't underestimate the time it may take to structure and refine your answers, making them succinct and to the point whilst covering all relevant aspects of the job specific requirements

- A second or third pair of eyes is always useful.

The STAR approach may also help you to present your evidence by providing structure and focus to your examples in both the application form and the interview.

The STAR approach includes:

- Situation – briefly describe the context and your role
- Task – the specific challenge, task or job that you faced
- Action – what you did, how and why you did it
- Result – the outcomes and what you achieved through your actions.

Keep the situation and task parts brief. Concentrate on the action and the result. If the result was not entirely successful describe what you learned from this and what you would do differently next time.

The interview process will also explore the competency behaviours, job specific skills and experience required for this role. This will include a question on equality and diversity. Interviews will last around 60 minutes.

Those invited to an interview will be asked to do a drafting aptitude test immediately prior to the interview, for which all necessary material will be provided. The test will also be discussed during the interview.

Indicative Timetable

The closing date for applications is **5 April 2022**

Shortlisted Meeting: **w/c 11 April 2022**

Test and Interview: **w/c 9 May 2022**

All of the above assessments are likely to be held remotely via Microsoft Teams.

The above dates may be subject to change.

Selection panel

Panel Interviews – these are scheduled for w/c 9 May 2022.

The selection panel will include:

- Gareth Owen - Head of HR Policy and Strategy & HR Chair
- Dylan Hughes – First Legislative Counsel (and Director of the Office of the Legislative Counsel)
- Manon Davies – Senior Legislative Counsel

Biographies



Gareth Owen, Head of HR Policy and Strategy & HR Chair

Gareth is currently Head of HR Policy and Strategy and also leads the external Complaints Advice Team and has a background in the wider HR profession. Bilingual, with a degree in Public Policy and a master's qualification in Human resources, he began his Welsh Government career over twenty years ago in an agricultural division in north Wales before moving to Cardiff to work on a change management programme.

During his time in Cardiff, he changed his career direction and began working in HR roles within the profession and returning to north Wales almost a decade later, began working as the HR Business Partner for the region. In his current role, he leads on HR policy development, adapting to changes in legislation and Welsh Government strategic direction. Recent developments include leading the Welsh government's approach on a hybrid working model as well as developing short term policies and interventions to help colleagues through the COVID pandemic.

Gareth has been supported by the Welsh Government throughout his career with access to formal training and professional qualification along with coaching and mentoring. The flexible working arrangements that are available at Welsh Government mean that as a Dad with full parental responsibility for two young boys, he has been able to work flexibly to undertake his work and personal priorities whilst still delivering a high quality service – something he is very grateful for.

When he's not working, Gareth enjoys time outdoors with his boys and dog. He sometimes gets his trainers on to do a bit of running along some of the lovely coastal routes near his home.



Dylan Hughes – First Legislative Counsel

Dylan is a solicitor who joined the Welsh Government in 1999 from private practice. As a government lawyer for 12 years he worked primarily on legislation and European law issues. During this time he spent two periods on secondment in Brussels; at the European Commission (where he worked on the French Government's €12 billion bailout of industrial giant, Alstom) and at the European Free Trade Association Surveillance Authority (where he worked on the Icelandic banking crisis and tax evasion in Liechtenstein).

He has been the First Legislative Counsel (and Director of the Office of the Legislative Counsel) since 2011 and is responsible for the drafting of the Government's Legislative Programme. During this time he has drafted several Acts of the Senedd, including the legislation that made the changes to the law on consent for organ donation. Most recently he led the team drafting the Regulations that imposed restrictions in response to the coronavirus pandemic in Wales.

Dylan is also responsible for ensuring that the Government complies with its statutory obligations to promote the Welsh language and for its policy on the internal use of Welsh, "Cymraeg: It belongs to us all."

Dylan has a degree in Economics and Law from the University College of Wales, Aberystwyth and a master's degree in European Law from King's College, London.



Manon Davies – Senior Legislative Counsel

Manon is a barrister who joined the Welsh Government in 2000, having previously been a tenant at a set of chambers in Cardiff. Before embarking on a career in law, she worked as a broadcast journalist for BBC News and Current Affairs.

Manon spent the first 10 years of her Welsh Government career as an advisory lawyer, focusing initially on social care law and later on environmental law, before being appointed as Head of the Environment, Planning and Transport Team in the Legal Services Directorate. During this period, she instructed Parliamentary Counsel regularly on Bills and drafted a wide range of subordinate legislation.

Manon joined the Office of the Legislative Counsel in 2010 and became a Senior Legislative Counsel in 2013. She has drafted Bills for the Welsh Government on a wide range of topics, ranging from curriculum reform to tax collection and management.

Manon has a degree in English Language and Literature from Oxford University and took the Common Professional Examination in Law before attending the Bar Vocational Course at the Inns of Court School of Law. She has a postgraduate diploma in Environmental Law.

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 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 recruiting women, Black, Asian and Minority Ethnic people and disabled people, who are currently under-represented.

We are committed to increasing diversity, removing barriers and supporting all our staff to reach their potential. We are a Stonewall Diversity Champion and a Disability Confident Level 3 (Leader) organisation. Key to supporting this work and providing peer support are five Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic Support Network (MESN); Mind Matters (Mental health and well-being); PRISM (Lesbian, Gay, Bisexual, Transgender, Intersex +) and Women Together.

A great place to work for veterans

This vacancy is part of the [Great Place to Work for Veterans](#) initiative

Disability Confident Interview Scheme

As part of our commitment to encouraging disabled people to apply to the Welsh Government we will offer an interview to disabled people who meet the minimum requirements for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential.

Welsh Government has adopted the social model definition of disability, which recognises that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new) staff can perform at their best. The Equality Act 2010 uses the medical model definition of disability ("a

physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

If you have an impairment or health condition, are neuro-divergent or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process; or if you wish to discuss how we will make adjustments if you were to be successful, please email sharedservicehelpdesk@gov.wales as soon as possible and a member of the team will contact you for a discussion.

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

Grievance and complaints

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 sharedservicehelpdesk@gov.wales in the first instance.

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

Civil Service Code

All civil servants are expected to conduct themselves in accordance with the civil service code. The Civil Service Code can be found here at: <https://beta.gov.wales/civil-service-code>

Civil Service Leadership Statement

The civil service leadership statement can be found at:

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



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