



Llywodraeth Cymru
Welsh Government

OGD Inward Loan Recruitment Campaign



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1. Welcome

Thank you for your interest in research roles in the Welsh Government

Our agenda has never been more important and the landscape of what we need to do, and who we need to listen to, has changed. Our aim is to help the First Minister and Welsh Ministers to build a fairer, more equal and greener Wales. The COVID-19 pandemic has created new challenges which will continue for the foreseeable future. In addition, now that we have left the EU we are developing our own ways of delivering what we used to do in partnership with the EU.

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

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

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

We have embraced new ways of working and you should be capable of leading by example in adopting remote and flexible working practices fit for the post COVID-19 world.

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

2. Welsh Government Background

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

The First Minister of Wales and his Cabinet form the Welsh Government and make decisions in devolved areas of responsibility. Welsh Ministers are accountable to the Senedd Cymru/ Welsh Parliament, Wales' legislative body comprising 60 elected Members.

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

Equality, diversity and inclusion are core values of the Welsh Government. We aim to be an exemplar employer and our work is underpinned by a Board Equality and Diversity Champion, vibrant diversity networks supported by senior champions and setting diversity targets to improve the numbers of under-represented groups (for example, BAME and disabled staff at all levels and women at senior levels). We are committed to organisational use of the social model of disability and to making both recruitment adjustments and workplace adjustments to ensure equality for disabled staff. We have recently published our strategy on Inclusion and Diversity in Public

Appointments as we are intent on increasing the diversity of the regulated and other Boards in Wales and our process of developing our Equality Diversity and Inclusion Action Plan 2020-2025 setting our visions for our own employment.

The Welsh Government was elected in May 2021 and our priorities are set out in our Programme for Government, Taking Wales Forward, and our national Strategy – Prosperity for All. Our ambition is to build a Wales which is a self-confident, prosperous, healthy nation and a society which is fair to all. Some 25% of the £1bn spent by the Welsh Government comes from Welsh taxes.

The UK's exit from the EU at the end of January 2020 and the subsequent international negotiations – both on the future UK / EU relationship and on UK trade deals with other countries – have significant implications for Wales and for the work of the Welsh Government. Our constitutional relationship with the UK Government and the other Devolved Governments continues to develop. In addition, along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales.

The Welsh Government is a bilingual organisation; legislation is produced in both Welsh and English, and both languages have equal legal status. Although Welsh language skills are not essential for these posts, and you do not need to be able to speak Welsh in order to work within the Welsh Government, they would be a real asset. Applicants must show an appreciation of bilingualism and share our commitment to promoting the Welsh language to achieve a million Welsh speakers by 2050. We encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

3. The Roles

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

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

Government Social Research Profession (GSR)

[Government Social Research](#) (GSR) is the social research profession for the Civil Service. There are GSR members in all government departments, and in Welsh Government most social researchers are based in a central department, Knowledge and Analytical Services (KAS, Chief Operating Officers Group), which also includes statisticians. There are also a number of social researchers working in out-bedded posts within policy teams.

The wide variety of the devolved powers of the Welsh Government allows social researchers to work across a range of policy areas. The work is fast-paced and will allow you to develop your analytical skills by engaging in research to support policy teams and ministers. To do this, your role may include some of the following:

- In-house or contract management of evaluations for policies which are being implemented;
- Conducting impact analysis or feasibility analyses on a policy which may be implemented in future;
- Providing in-house evidence (e.g. literature reviews or small-scale research projects) for a policy team;
- Providing in-house statistical analysis on omnibus survey data;
- Contract management of external organisations to undertake surveys;
- Providing in-house or contract management of research to scope public attitudes toward key issues;
- Disseminating research findings to policy colleagues and other customers;

- Liaising closely with other staff across Welsh Government to share knowledge and develop expertise; Working with stakeholders to create new monitoring and evaluation systems to monitor Welsh Government funded programmes.

This might be done through both qualitative and quantitative research methods. Our researchers draw on both quantitative and qualitative knowledge in their roles.

Many research projects at Welsh Government are contracted out to research companies, so there is some contract management involved in the role. Depending on the research team, there is often interaction with third sector organisations, academics and other Government departments. As Welsh Government covers many policy areas, there are opportunities to move around to work within different policy areas.

Candidates for GSR roles are assessed using the Civil Service Success Profile approach to recruitment. [The Government Social Research Technical Framework](#) has been produced to align with success profiles, and provides more information on the technical and communication skills required for Research Officer (HEO) and Senior Research Officer (SEO) grades.

Development opportunities offered by the posts

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

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

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

4. How to apply

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

Applications should be submitted via the Welsh Government on-line system.

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

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

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

Diversity information

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

Online technical problems

Please email externalrecruitment@gov.wales

5. Selection and Matching Process

We will match successful applicants to the priority posts that most closely resemble their knowledge, skills and experience and evidence provided within the application form against the requirements of a post.

There are 3 stages to the selection and matching process.

Stage 1 – Initial sift assessment

The evidence provided within your **lateral moves application form** will be assessed by a sift panel.

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

Stage 2 – Matching Exercise

In determining a match, the skills, experience, and evidence provided in the application form will be considered alongside the priority roles available in Welsh Government at that time.

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

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

Stage 3 - Outcomes

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

- **You are not successful at Stage 1 (initial sift).** You did not meet the minimum standard of requirement from the evidence provided and therefore not considered for matching.

- **You are successful at Stage 1 (initial sift) but a suitable match to post could not be found in Stage 2 (matching).** You will be held on a reserve list for a period of 12 months.
- **You are successfully matched at Stage 2.** There is no requirement for a formal interview, rather we will arrange for an informal introductory conversation with the line manager. Once confirmed by both you and the line manager, the Inward Loan process begins. You must be available for immediate release, as once you are matched to a role you will be expected to take up post quickly. We will be in touch with you and your organisation to agree necessary arrangements.

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

6. Terms of appointment

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

Remuneration

Inward loanees are entered onto the Welsh Government's payroll for the period of the loan. Your substantive salary will transfer to the closest point on the relevant Welsh Government pay scale. See Annex A for all current pay scales

Once you are matched to a scale point, you will progress up the pay scale as appropriate for the duration of the loan. **Welsh Government increment dates are, January, for staff who join the organisation between 1 January and 30 June, and July for staff who join the organisation between 1 July and 31**

December. For example, someone who joins the organisation on 10 December 2022 would receive their increment in July 2023 whereas someone who joins the organisation on 10 January 2022 would receive their increment in January 2023. You will return to your substantive pay point or salary on return to your Employer.

Allowances

If you are matched to a role that attracts a professional allowance, you will receive the allowance at the appropriate pay rate.

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

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

Other Salary arrangements

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

Travel and Subsistence

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

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

Working Hours

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

Leave

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

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

Pension

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

Injury Benefit cover

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

Performance and Training

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

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

Location

'Pan Wales' means that the location in which the vacancy can be based is flexible, subject to the needs of the business. Please note it may not always be possible to accommodate a preference for a specific office location, but requests will be taken into consideration.

Currently there are Welsh Government Offices in Aberystwyth, Bedwas, Caernarfon, Cardiff, Carmarthen, Llandrindod Wells, Llandudno Junction, Merthyr Tydfil, Newtown and Swansea. Successful candidates will be asked to express a location preference during the appointment stage, where multiple locations may be possible for the role.

We are supportive of flexible working and tailoring working patterns to individual circumstances where business need can accommodate. Depending upon the nature of the role, it may be possible for successful candidates to agree to work some of their working hours from home through an informal arrangement with their line manager.

Please be aware that all roles recruited to in this campaign can only be worked in the UK, not overseas.

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. Smart, flexible working is becoming a permanent feature of working life in Wales and the Welsh Government will lead the way in this.

Conflicts of interest

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

They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

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

Equality and Diversity

The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. This is underpinned by the Equality Act 2010 and will be adhered to at each stage of the recruitment process. Our goal is to ensure that these commitments are also embedded in our day-to-day working practices with all our customers, colleagues and partners.

We are committed to being an anti-racist organisation and increasing diversity in the Welsh Government by removing barriers and supporting all our staff to reach their potential. We are committed to recruiting Black, Asian and Minority Ethnic people and disabled people who are currently under-represented in Welsh Government.

We welcome applications from everyone regardless of age, marriage and civil partnership (both same sex and opposite sex), impairment or health condition, sex, sexual orientation, pregnancy and maternity, race, religion or belief, gender identity or gender expression.

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.

Grievance and Complaints

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

ANNEX A

TS

Scale Point	Apr-2021
1	£21,300
2	£22,960
3	£24,630

EO

Scale Point	1 April 2021
1	£25,860
2	£26,820
3	£29,430

HEO

Scale Point	1 April 2021
1	£31,210
2	£33,190
3	£35,180
4	£38,160

SEO

Scale Point	1 April 2021
1	£40,100
2	£41,980
3	£44,200
4	£47,470

Grade**7**

Scale Point	1 April 2021
1	£51,380
2	£54,280
3	£57,190
4	£61,440