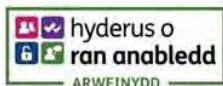




Llywodraeth Cymru
Welsh Government

OGD Inward Loan Recruitment Campaign



Contents

1. Welcome

2. How to Apply

3. Selection Process

4. Terms of Appointment

Annex A – Pay Scales All Grades

1. Welcome

Thank you for your interest in Welsh Government roles.

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.

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..

2. How to apply

Before applying for this opportunity, please ensure you have line management and organisation (HR) approval/authorisation that you can be released.

Applications should be submitted via the Welsh Government on-line recruitment 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

3. Selection Process

There are 2 stages to the selection process.

Stage 1 – Sift/Informal Interview

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

Should there be a significant number of application forms received for this opportunity, the panel may decide to follow the application sift with an informal interview process, where the panel will meet with each candidate to further explore the evidence presented within their application and how they meet the job criteria listed within the job advert.

If the panel deem the evidence presented in your application form (and where relevant, through an informal interview process) as competent, your application will go forward for matching.

Stage 2 - Outcomes

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

- **You are not successful at Stage 1(Sift/Informal Interview).** You did not meet the minimum standard of requirement for this opportunity from the evidence provided and therefore will not be considered for Interview/job offer.
- **You are successful.** You may be invited to a more formal interview if a high number of applications apply or we will arrange for an informal introductory conversation with the line manager if you're successful. 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.

4. 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

- 1.1 Injury Benefit Cover will be provided in line with the Civil Service Injury Benefit Scheme.

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

Pay scales 2022-23

Team Support	2022 - 2023
Point 1	£22,150
Point 2	£23,880
Point 3	£25,620
EO	
Point 1	£26,900
Point 2	£27,890
Point 3	£30,610
HEO	
Point 1	£32,460
Point 2	£34,520
Point 3	£36,590
Point 4	£39,690
SEO	
Point 1	£41,700
Point 2	£43,660
Point 3	£45,970
Point 4	£49,370
Grade 7	
Point 1	£53,440
Point 2	£56,450
Point 3	£59,480
Point 4	£63,900
Grade 6	
Point 1	£67,100

Point 2	£69,580
Point 3	£71,800
Point 4	£76,990