



Arolygiaeth Gofal
Cymru
Care Inspectorate
Wales



Llywodraeth Cymru
Welsh Government

Senior Manager & Team Manager External Recruitment Candidate Guidance

Care Inspectorate Wales



Hyrwyddwr Busnes
Cyfrifol Cymru
2020



Responsible Business
Champion Cymru
2020



Welcome from Gillian Baranski, Chief Inspector, Care Inspectorate Wales

Thank you for taking an interest in our roles.

Care Inspectorate Wales (CIW) is the independent regulator of social care and childcare in Wales. We carry out functions on behalf of Welsh Ministers but have operational independence from the Welsh Government. Services we regulate and inspect include adult and children's care homes, children's day care and child minders. We also review how local authority social services carry out their functions across Wales.



Our aim is to improve the quality and safety of services for the well-being of the people of Wales and you will have a key role in ensuring that regulated services for adults and children provide good quality, safe care.

CIW has approximately 283 staff based in three main locations across Wales – Carmarthen, Llandudno Junction and Merthyr Tydfil. We are an inclusive organisation which welcomes and respects diversity and is committed to ensuring our workforce reflects the population of Wales.

This is a busy and fast-paced organisation with people at its core. You will have a critical function to perform to ensure the effective and timely delivery of CIW's core responsibilities across the full spectrum of social care and childcare.

We look forward to receiving your application.

Gillian Baranski

1. The Roles

Background

Care Inspectorate Wales (CIW) is the independent regulator of social care and childcare. CIW registers, inspects and takes action to improve the quality and safety of services for the well-being of the people of Wales. CIW carries out functions on behalf of Welsh Ministers, decides who can provide services, inspects and drives improvement of regulated services and local authority social services, undertakes thematic reviews of social services, takes action to ensure services meet legislative and regulatory requirements and investigates concerns raised about regulated services.

The organisation has approximately 283 staff who are located in three main offices across Wales, in Carmarthen, Llandudno Junction and Merthyr Tydfil.

2. How to Apply

To apply, you will be asked to register for an account on the Welsh Government 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 previously applied for a role in Welsh Government or CIW, you may already have an account set up*).

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

We welcome applications in Welsh and English. Applications in Welsh will not be treated less favourably than those made in English.

As part of the recruitment process, you will be asked to provide the following:

- A completed on-line **application form** and
- **An up-to-date CV** setting out your career history with key responsibilities and achievements and
- **Evidence against the 4 competency behaviours and 3 job specific criteria** as set out in the job description. A maximum of 300 words to be provided against each of the areas, to be uploaded as one document.

3. Selection Process

Shortlisting/Sift

Candidates will be shortlisted by assessing the evidence provided within the application, the CV and the evidence uploaded. This will be assessed using the scoring matrix (see

External Candidate Guidance at para 6) against the competencies job specific criteria as set out in the job description/job advert.

If the volume of applications is high, the panel may only shortlist based on your responses to the 3 job specific criteria. Please note, you **still need to** provide a written response in relation to the 4 competencies to successfully pass the shortlisting stage. You will be notified of the outcome via the on-line system.

Interviews

Candidates will be provided with a minimum of 5 working days notice of the interview date/time. You may be provided with a specific date and time or asked to book a slot on an available timetable. Please ensure you accept / decline / or book in at your earliest opportunity.

Interviews will be held virtually using Microsoft Teams. Guidance on how to use Microsoft team will be provided to those candidates who are shortlisted for interview. Candidates will have the opportunity to test IT connection prior to interview and support will be available on the day of the interview.

Candidates may be asked to undertake an assessment or presentation as part of the interview process. If this is the case, we will provide a minimum of 5 working days notice of the requirements.

The interview will be a competency based interview with questions against the 4 competency behaviours and the 3 job specifics in the job description. You will be asked to provide real time examples that demonstrate your competency using the STAR format i.e. Situation, Task, Action and Result. We want to hear about you, what you have done, the impact of your actions and how this relates to the role. Guidance is provided on how to evidence your examples using the STAR approach. Candidates should ensure they read the guidance before completing the application process and when preparing for the interview.

The interview panel is usually made up of 3 members: a HR Panel Chair, the recruiting line manager (or a representative from the team), plus another member of staff. You should allow approximately 1 hour for the entire interview process.

Welsh Language Skills

Welsh language skills are not essential for all roles. We encourage applications from Welsh speakers and non Welsh speakers to apply for these posts.

*For posts which require **Welsh language skills** the sift and interview process will be conducted through your preferred language.*

Candidates are required to present evidence for at least two questions from the competency or job specific criteria in the alternate language. For example, if the application is being submitted in English, at least two of the examples should be written in Welsh. If the application is being submitted in Welsh, at least two of the examples should be written in English.

4. Terms of Appointment

Working Pattern for:

Senior Manager's and Team Manager's. These posts have been designed as full-time roles (37 hours per week) 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.

Location – CIW roles can be based at one of the 3 main CIW offices in Carmarthen, Merthyr or Llandudno Junction. Colleagues are expected to work from a blend of locations, including some time working at home, as required. The agreed office location will be the designated place of work and any remote or home working arrangement does not constitute a change to your designated place of work or contractual terms and conditions. The successful candidate will be expected to pay for their commute to their normal place of work. Occasional travel to other offices and across Wales with overnight stays will be required. Travel to other locations that are not your chosen normal place of work will be paid for by CIW.

Each individual job advert will indicate which location the post will be based.

Flexible Working - We offer flexible working arrangements to help you get the right work/life balance.

Annual Leave - Welsh Government offers 31 days annual leave if you work full-time, pro rata for part-time (eg 4 days = 25 days).

Bank Holidays - Full-time employees receive 10 days public and privilege holidays a year, pro-rata for part-time.

Salary - We are a Living Wage employer with incremental pay scales. We also have an equal pay structure, regardless of age, marital status, disability, race, religion or belief, or gender identity. Further information can be found here. <https://gov.wales/welsh-government-pay-policy-statement-2020>

Essential Car User Allowance - Inspectors, Team Managers and Senior Managers who carry out Inspection and Regulated Activity are eligible for an Essential Car User Allowance (ECUA) allowance of £1,000 per year if you use your own car and cover in excess of 2,000 statutory miles per year. A valid driving licence and motor insurance is required.

Green Car Scheme – Which allows you to lease a brand new ultra-low carbon emission car and pay for it through salary sacrifice.

Supportive Finance – Advance of salary loans for a range of situations including: season travel tickets, eye-care, IT equipment, Cycle2Work and more.

Parental Leave – 26 weeks maternity/adoption leave on full pay and 15 days paternity leave.

Wellbeing Time – Dedicated wellbeing hour each week for use in office hours. Whether this is a walk in the local park, yoga, meditation or gym, this is time for you.

Staff Engagement – We have a wide range of very active and welcoming networks including: Autism, Carers, Women Together, PRISM (our LGBTQ+ network) and many more.

Safety and Occupational Health – Dedicated teams to provide staff with help and support needed most.

Mental Health – Employee Assistance Programme and a dedicated helpline to support staff to manage their mental health.

Up to date IT Equipment – Laptops with Office 365 will give you greater flexibility in when, how and where you work.

3 Unions – There are 3 unions currently active in our organisation.

Travel and Subsistence - The Welsh Government will reimburse employees for necessary, additional costs incurred on travel and subsistence whilst undertaking official business travel away from the normal office base. Expenses which could have been avoided by better planning or which were otherwise unnecessary to the official purpose of the visit will not be reimbursed.

Pension - Further information about the Civil Service Pension scheme can be found here: <https://www.civilservicepensionscheme.org.uk/>

Equality, Diversity and Inclusion - Welsh Government values and supports all its employees. We have strong and proactive staff networks and diversity talent programmes to help everyone, irrespective of background, to achieve their full potential.

Learning and Development - Everyone in Welsh Government is supported to develop their skills and capabilities, which includes access to learning and development with world-class providers. CIW are committed to Learning and Development and ensure our staff have a minimum of 5 days learning per year. This is supported by a tailored learning programme for CIW employees.

Induction - All new starters receive Induction as an employee of Welsh Government. This is supported by a tailored induction programme for CIW employees.

Civil Service Code - The Civil Service Code sets out the core values and standards expected of all civil servants: integrity, honesty, objectivity and impartiality. All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, <https://beta.gov.wales/civil-service-code>

CIW core values - Our core values ensure people are at the heart of everything we do and aspire to be as an organisation.

- **Caring:** we are compassionate and approachable
- **Fair:** we are consistent, impartial and inclusive
- **Integrity:** we are honest and trustworthy
- **Professional:** we are skilled, knowledgeable and innovative
- **Respect:** we listen, engage and value people

5. Further Information

➤ **WG Recruitment Guidance for External Candidates**

This **Recruitment Guidance for External Candidates** has been developed to assist candidates in applying for an external vacancy at the Welsh Government.

Please use the guidance provided throughout each stage of the recruitment and selection process. It includes useful advice on:

- what you need to do before you apply
- completing an application, including producing competency and job specific examples
- the STAR technique, which can help to you structure your evidence
- the interview process

➤ **Civil Service Competency Framework**

When evidencing your suitability for the post, it is recommended that you refer to the **Civil Service Competency Framework**. Each of the 4 competency behaviours listed in the job description can be found in the competency framework.

Using the Senior Manager advert as an example you will need to locate the competency level e.g. EB2/G7 Competency level 4, which is the equivalent of a Senior Manager. Look for the main competency heading e.g. *Engaging People; Leading and Communicating*

Using the Team Manager advert as an example you will need to locate the competency level e.g. MB1/SEO Competency level 3, which is the equivalent of a Team Manager. Look for the main competency heading e.g. *Engaging People; Leading and Communicating*

You will then see a list of behaviours – and identify the chosen behaviour for you to evidence 300 words against. *e.g. Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work*

We are seeking evidence of how you have demonstrated each of the 4 behaviours against the requirements for the role.

6. Further Questions

Please do not hesitate to drop us an email with your questions and we will get back to you

Email CIWHR@gov.wales

We look forward to receiving your application!