



External Recruitment 2019

Care Inspectorate Wales



The Prince's
Responsible
Business Network

Cyflogwr Gorau ar gyfer Hil 2018
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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.

This is an exciting and challenging period in CIW's operational history as we develop and implement new ways of working to support legislative changes.

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

Positions Available

Post Title	Grade
Head of Local Authority Team	EB1/G6 Competency level 4
Head of Registration and Enforcement Team	EB1/G6 Competency level 4
Senior Manager – Local Authority Team	EB2/G7 Competency level 4
Team Manager – Registration and Enforcement Team	MB1/SEO Competency level 3
Team Manager – Inspection Support Team	MB1/SEO Competency level 3
Team Manager – Childcare and Play Inspection Team	MB1/SEO Competency level 3
Inspector – Childcare and Play Inspection	MB2/HEO Competency level 3
Inspector – Adults Services	MB2/HEO Competency level 3
Inspector – Children and Younger Adults	MB2/HEO Competency level 3
Website Manager	MB2/HEO Competency level 3
<ul style="list-style-type: none"> The following 3 posts are part of Welsh Government’s Digital, Data and Technology (DDaT) profession. The recruitment and selection process is set out in the associated job advert. 	
<i>Senior Business Analyst/Technical Trainer</i>	<i>MB1/SEO Competency level 3</i>
<i>Senior CRM Developer</i>	<i>MB1/SEO Competency level 3</i>
<i>Senior On-line Services Developer</i>	<i>MB1/SEO Competency level 3</i>

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 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 SharedServiceHelpdesk@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**
- **An up-to-date CV** setting out your career history with key responsibilities and achievements
- **Evidence against the competency behaviours and 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.
 - For posts which require **essential Welsh language skills**, the sift and interview process will be conducted through the medium of Welsh.

3.Selection Process

Shortlisting/Sift

As mentioned in the External Candidate Recruitment Guidance, [Recruitment Guidance for External Candidates \(link\)](#) you will need to assure yourself that you can provide sufficient evidence of the core skills and behaviours and job specific criteria for the post. Where qualifications are part of the job specific criteria, you will need to determine whether the qualifications you hold are suitable eg A recognised Social Care qualification. The Social Care Wales website should assist you with this if you are not sure. <https://socialcare.wales/>

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 job specific criteria as set out in the job description/job advert. The competency areas will be assessed at interview.

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.

On the day, candidates will be required to:

- undertake a case study presentation which will be provided on the day. You will be provided with a set time to undertake the assessment, which will be assessed against the job specific criteria for the post.

This will be followed by:

- a competency based interview with questions against the 4 competency behaviours in the job description. You will be asked to provide real time examples that demonstrate your competency using the STAR format ie 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.

The interview panel is made up of 3 members ie a HR Panel Chair and 2 members of staff from CIW. You should allow approximately 2 hours for the entire interview process.

4. Indicative Timetable

The closing date for applications is **Friday 3rd May 2019** (dates stated on job advert). Shortlisting of candidates will take place from **Tuesday 7th May 2019 to Friday 17th May 2019**.

Interviews will take place from **Tuesday 4th June 2019 to Tuesday 18th June 2019**. Interviews will be held in Carmarthen, Llandudno Junction and Merthyr Tydfil. We will make every opportunity to invite you to an interview at the office closest to your home address.

5. Terms of Appointment

Working Pattern - The posts have been designed as a full-time role which could be delivered by one person working full-time or two people job-sharing. However, we welcome applications from people who work part-time and if someone who wants to work part-time is successful, we will make proportionate adjustments to the responsibilities of the post.

Location – The roles are available at Welsh Government offices in Carmarthen, Llandudno Junction, Merthyr Tydfil.

Flexible Working - Flexible working schemes are available which allow you to vary your working day and office location. Occasional work is required outside of normal office hours in order to complete inspections.

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/sites/default/files/publications/2018-09/pay-policy-statement.pdf>

Recruitment and Retention Allowance – Our inspector roles attract a recruitment and retention allowance of £4,535 per annum. This allowance is in addition to the substantive salary.

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.

Integrity: we are honest and trustworthy.

Respect: we listen, value and support others.

Caring: we are compassionate and approachable.

Fair: we are consistent, impartial and inclusive.

Professional: we are skilled, knowledgeable and innovative.

6. Further Information

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 Inspector advert as an example, you will need to locate the competency level eg Level 3 HEO/SEO, which is the equivalent grade of an Inspector (see table on page 2)

Look for the main competency heading *eg Leading and Communicating*

You will then see a list of behaviours – and identify the chosen behaviour for you to evidence 300 words against. *eg Communicate in a straightforward, honest and engaging manner with all stakeholders and stand ground when needed.*

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

Open Days/Drop in sessions

Come along to our Recruitment drop in session to:

- Find out more about the work we do;
- Hear from current inspectors;
- Obtain information about the roles we're currently advertising;
- Seek guidance to assist you in completing your on-line application

There are 3 sessions for you to choose a preference of either 9am – 10am, 12noon - 1pm, 3pm – 4pm. No need to book, come along on the day.

The sessions will be held at Welsh Government offices on:

Thursday 11th April – Merthyr

Friday 12th April - Carmarthen

Tuesday 23rd April – Carmarthen / Llandudno Junction

Monday 29th April – Merthyr / Llandudno Junction

If you are not able to make any of the dates/times, please do not hesitate to make contact with the line manager (contact details on the job adverts).

We look forward to receiving your application!