



Llywodraeth Cymru
Welsh Government

E-mail request

Our ref: ATISN 14987

Date: 21 April 2021

Dear

ATISN 14987

Thank you for your request which I received on 12 March 2021. You asked for the following information:

the classification of jobs within the Welsh Government specifically those classed as professional, specialist and generalist roles and particularly how this classification may influence job grading and pay. I also wish to request an exhaustive list of jobs that are classed as either professional or specialist within Welsh Government.

The information you requested can be found at Annex 1 to this letter (which also includes some caveats in relation to updates to the policies).

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely

Civil Service Model Grading Guidance (used by Welsh Government) –

<https://documents.hf.wales.gov.uk/id:A7598099/document/versions/published>

The guidance outlines the level of expectations/responsibilities for each grade from Team Support to Grade 6. It includes detail of the differences (in expectations) from one grade to the next and also provides some examples of the types of roles that you can expect to see at various grades.

Welsh Government Job Evaluation Policy:

<https://documents.hf.wales.gov.uk/id:A9149343/document/versions/published>

The agreed/published policy is dated 2014. Some aspects of the policy are in the process of being updated. This includes:

- The central job evaluation team's name has changed from ODJE (Organisation Design and Job Evaluation) to SRJE (Structural Review and Job Evaluation).
- HR Business Partners no longer have responsibility for formal job evaluation. They previously had a role in undertaking 'new post' evaluations (up to SEO level), but all formal job evaluation is now undertaken centrally by the SRJE Team.
- The Appoint system has replaced the previous online recruitment system (ORMS).
- Previous grading terms are used throughout (e.g. MB3 for EO and EB2 for Grade 7 etc.).

A Guide to JEGS (which includes an outline of the formal process):

<https://documents.hf.wales.gov.uk/id:A787922>

As with the Policy, this document is dated 2014 and has some aspects are in the process of being updated, in line with those highlighted above. For SCS roles, Evelyn Edwards is the sole contact point and Remuneration Committee has replaced the Senior Leadership Committee in the approval process.

Welsh Government Professions

Section 14 of the JEGS Guide refers to some roles considered as 'specialist staff', as captured by [SI 2007 No. 2781](#) (e.g. Economists and Statisticians). Further information on wider Welsh Government professions can be found at <https://wales365uk.sharepoint.com/sites/Intranet-Recruitment-and-Vacancies/SitePages/Our-professions-and-continual-development.aspx>

From a Job Evaluation perspective, Head(s) of Profession are expected to provide formal approval for roles within their respective profession. This includes approval that the role (and any proposed grading) falls within the profession and in line with any professional frameworks/expectations, as well as consideration of any recruitment/wider workforce planning etc.

The SRJE Team works closely with Heads of Profession and considers any professional frameworks/expectations, alongside the civil service grading guidance when undertaken job evaluation for any professional/specialist roles.