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Welsh Government Professions

Grading Key

- Team Support (Administrative Support)
- EO – Executive Officer (Management Band)
- HEO – Higher Executive Officer (Management Band)
- SEO – Senior Executive Officer (Management Band)
- G7 – Grade 7 (Executive Band)
- G6 – Grade 6 (Executive Band)

	Profession	Professional Framework/Standards	Welsh Government Job Families/Role Clusters
1.	Communications	<p>Communication profession roles are aligned to the Government Communication Service, and its professional standards.</p> <p>GCS The professional body for government communicators</p> <p>Professional standards for government communicators - GCS</p>	<p>Confirmed Job Families/Role Clusters include:</p> <p>Press Office</p> <ul style="list-style-type: none">• Assistant Press Officer (EO)• Press Officer (HEO)• Senior Press Officer (SEO)• Chief Press Officer (G7) <p>Content Designer</p> <ul style="list-style-type: none">• Content Design Officer (EO)• Content Design Manager (HEO)• Senior Content Designer (SEO) <p>Digital Communications</p> <ul style="list-style-type: none">• Digital Communications Officer (EO)

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			<ul style="list-style-type: none"> • Digital Communications Manager (HEO) • Senior Communications Manager (SEO) <p>Communications & Engagement</p> <ul style="list-style-type: none"> • Communications Support Officer (Team Support) • Communications Officer (EO) • Communications Manager (HEO) • Information Officer (HEO) • Senior Communications Manager (SEO) • Senior Information Officer (SEO) • Deputy Head of Communications (G7) • Head of Strategic Communications (G6)
2.	Digital, Data & Technology (DDaT)	<p>The DDaT profession has well established job families with roles being aligned to the central DDAT framework found here:</p> <p>Government Digital and Data Profession Capability Framework - Government Digital and Data Profession Capability Framework</p> <p>The eight job families are:</p> <ul style="list-style-type: none"> • Architecture • Data • IT Operations • Product & Delivery • QA Testing • Software Development 	<p>Confirmed role Clusters include:</p> <ul style="list-style-type: none"> • Service Desk Analyst (Team Support) • Senior Service Desk Analyst (EO) • Graphic Designer (EO) • Test Engineer (EO) • Associate UX Architect (EO) • Regional Desktop Responder (EO) • Business Analyst (HEO) • Cloud Engineer (HEO) • Data Scientist (HEO) • Senior Delivery Manager (SEO) • Senior AI Delivery Manager (SEO) • Senior Cloud Infrastructure Engineer (SEO) • Technical Architect (SEO)

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		<ul style="list-style-type: none"> • User Centred Design • Cyber 	<ul style="list-style-type: none"> • Principal Data Scientist (G7)
3.	Economics	<p>The Economics/Economist profession roles are aligned to the Civil Service Government Economics Service and professional standards:</p> <p>https://www.gov.uk/government/organisations/civil-service-government-economic-service</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Assistant Economist (HEO) • Senior Economist (SEO) • Economic Analyst (SEO) • Economist/Economic Adviser (G7) • Senior Economic Adviser (G6)
4.	Engineering	<p>The Engineering Council UK (ECUK) is an organisation set up by Royal Charter to regulate the Engineering Profession in the UK. It does this through 36 engineering Institutions (Licensed Members) who are licensed to put suitably qualified members on the ECUK's Register of Engineers.</p> <p>The Register has three sections: Chartered Engineer, Incorporated Engineer, and Engineering Technician. These titles are protected by the Engineering Council's Royal Charter and may only be used by registrants.</p> <p>Registrants can access many benefits to support professional development, including provision of professional Learning and Development programmes that meet UK and international standards for knowledge and experience.</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Area Manager (SEO) • Principal Engineer (SEO) • Traffic Engineer (SEO) • Project Director (G7)

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		http://www.engc.org.uk/	
5.	Facilities	<p>Facilities management is allied to the property and construction professions, and covers an extensive range of services including:</p> <ul style="list-style-type: none"> • estate strategy and utilization • property acquisition, disposal, and refurbishment • property compliance • space management • building repair and maintenance • cleaning • catering • front and back of office functions like reception, security, post room and concierge contract procurement and contract management. <p>The British Institute of Facilities Management (BIFM) is the UK's foremost institute representing the interests of those who practice facilities management (FM).</p> <p>https://www.iwfm.org.uk/</p>	<p>Welsh Government Facilities Profession is currently reviewing its job families/role clusters. Current/established job families/role clusters include:</p> <ul style="list-style-type: none"> • Facilities Support Officer (Team Support) • Regional Facilities Officer (EO) • Regional Facilities Manager (HEO) • Senior Facilities Manager (SEO)
6.	Finance	<p>The OneFinance website brings together materials and news from across the government finance function, in one place.</p> <p>https://gff.civilservice.gov.uk/</p>	<p>The Finance Profession is currently being reviewed but does have some well-established job families/role clusters. This includes:</p> <ul style="list-style-type: none"> • Finance Support (Team Support)

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		<p>This includes a link to the Finance Competence Framework setting out the key competences and behaviours required by colleagues performing finance roles.</p> <p>The finance profession is bound by the Finance Control Procedures, Government Financial Reporting Manual, and other standards such as the International Financial Reporting Standards (IFRS).</p> <p>Accountants and part qualified accountants may also be governed by a number of additional professional standards as required by the professional accountancy body to which they belong.</p>	<ul style="list-style-type: none"> • Finance Officer (EO) • Finance Manager (HEO) • Senior Finance Manager (SEO) • Senior Financial Analyst / Accountant (SEO) • Finance & Governance Business Partner (G7)
7.	Health	<p>Health Professionals align to their appropriate professional standards and chartered profession. The Chief Medical & Chief Nursing Officers lead health professions within Welsh Government.</p>	<p>Health sub-professions within Welsh Government include the below:</p> <ul style="list-style-type: none"> • Allied Health & Therapies • Dentistry & Oral Health • Environmental Health • Healthcare Science • Medicine • Nursing • Optometry • Pharmacy

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8.	HR	<p>HR Profession Roles align to CIPD professional standards/framework.</p> <p>http://www.cipd.co.uk/default.cipd</p>	<p>There are some establish job families/role clusters. However, there is ongoing work to align Welsh Government HR profession roles to the UK Government / Civil Service HR Career Framework & Job Families, which are currently being redesigned.</p> <p>All HR job families will be reviewed once this guidance has been published. More information can be found on the government people group website: Government People Group - GOV.UK</p>
9.	Inspectors	<p>The Inspectors Profession within Welsh Government covers:</p> <ul style="list-style-type: none"> - Care Inspectorate Wales - Healthcare Inspectorate Wales <p>Professional standards/expectations and necessary qualifications etc. can be accessed on their websites.</p> <p>http://careinspectorate.wales/?lang=en http://www.hiw.org.uk/</p>	<p>We have some established job families for inspectors (and support staff) ranging from Team Support to G6.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Inspector (HEO) • Senior Inspector (SEO) • Inspection Support Officer/Manager (EO) • Senior Service Manager (G7) • Head of Service (G6)
10.	Internal Audit	<p>Internal auditors working anywhere in the public sector in the UK follow the professional standards of practice set out in Public Sector Internal Audit Standards (PSIAS), which include the:</p> <ul style="list-style-type: none"> • Definition of Internal Auditing • Code of Ethics 	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Auditor (HEO) • Senior Auditor (SEO) • Audit manager(G7)

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		<ul style="list-style-type: none"> International Standards for the Professional Practice of Internal Auditing, as adapted for the UK public sector. <p>PSAIS_1_April_2017.pdf</p>	
11.	International Trade	<p>The International Trade Profession (ITP) was launched in May 2018. The profession covers four key areas:</p> <ul style="list-style-type: none"> Trade policy Export and investment. International negotiations Overseas offices and UK Government overseas representatives. <p>Further details relating to the profession can be accessed at:</p> <p>International trade policy GOV.WALES</p>	<p>We have one confirmed job family:</p> <ul style="list-style-type: none"> External Relations manager (SEO)
12.	KIM	<p>The Knowledge and Information Management (KIM) Profession in the Welsh Government is part of the wider Government Knowledge and Information Management (GKIM) Profession.</p> <p>The profession is aligned to the GKIM Skills Framework, which can be accessed at:</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> Library Support/Assistant (Team Support) Librarian (EO) Library Manager (HEO)

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		https://www.gov.uk/government/organisations/civil-service-government-knowledge-information-management-profession/about#the-gkim-profession-skills-framework	
13.	Legal	<p>It is a requirement that all professional staff in Legal Services be qualified as a solicitor, a barrister, or a legal executive.</p> <p>The detailed requirements for education and training of legal professionals are set by The Law Society, The Bar Council, or the Institute of Legal Executives. The requirements include academic training, vocational training and continuing professional development.</p> <p>Further details can be found at: https://www.gov.uk/government/organisations/civil-service-government-legal-profession</p>	<p>The Legal profession has well established Job Families/Role Clusters. This includes:</p> <ul style="list-style-type: none"> • Lawyer (G7) • Senior Lawyer (G6) • Deputy Director (SCS1)
14.	Marketing	<p>Membership of the Chartered Institute of Marketing (CIM) is recommended if you work in a marketing role. Membership of other relevant professional bodies, such as the Direct Marketing Association (DMA) or the Chartered Institute of Public Relations (CIPR) is also appropriate.</p> <p>CIM's Professional Marketing Standards provide a practical and sound framework defining the competencies required of marketing professionals at all levels:</p>	<p>Confirmed Job Families/Role Clusters includes:</p> <ul style="list-style-type: none"> • Marketing Coordinator (EO) • Marketing Manager (HEO) • Senior Marketing Manager (SEO)

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		CIM Global Professional Marketing Framework CIM	
15.	Operational Delivery	<p>Operational delivery is defined as 'a group of professional people, and their managers, who provide services directly to customers and the public'. There are estimated to be some 350,000 staff working in the operational delivery profession across government.</p> <p>Within the Welsh Government, the profession covers a wide variety of roles including those delivering services direct to citizens and those working in corporate functions. Roles within the profession are grouped into the following six skills families:</p> <ul style="list-style-type: none"> • help and advice. • case ownership • safety and enforcement • validation and compliance • operational design and support • leadership and management. <p>Operational Delivery Profession - GOV.UK</p>	<p>We do have some established/historical job families/role clusters that sit within the ODP profession. However, the profession recently launched a centralised approach to job families. This can be found here: Job Families and Role Clusters - Operational Delivery Profession</p> <p>Work will be ongoing within the profession to standardise the job family approach, in line with the wider civil service approach.</p>
16.	Operational Research	<p>A list of the type of techniques Operational Researchers use can be found on the Government Operational Research Service (GORS) website.</p> <p>http://www.operational-research.gov.uk/</p>	<p>We do not currently have any formal/confirmed job families/role clusters for this profession.</p>

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17.	PA	Members of the PA Profession work closely with members of the SCS who are their line managers, usually in conjunction with the Departmental Executive and Senior Executive Assistants (EA and SEA). They provide personal and executive support.	Confirmed Job Families/Role Clusters include: <ul style="list-style-type: none">• Personal Assistant (Team Support)• Executive Assistant (EO)• Senior Executive Assistant (SEO)
18.	Planning	All members of the Royal Town Planning Institute (RTPI) are bound by a Code of Professional Conduct which applies to all of their professional activities. Further information on these standards are available from the RTPI's website: http://www.rtpi.org.uk/	Confirmed Job Families/Role Clusters include: <ul style="list-style-type: none">• Casework officer (Team Support)• Decisions Officer (EO)• Decisions Manager (HEO)• Planning Manager/Officer (HEO)• Senior Planning Manager (SEO)• Planning Inspector (G7)

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19.	Policy	<p>The Policy profession recently launched (internally) a new approach and framework to support the job family/role cluster approach. This is still being developed.</p>	<p>The role clusters currently being developed (but not limited to) include:</p> <ul style="list-style-type: none"> • Policy Officer (EO) • Policy Manager (HEO) • Senior Policy Manager (SEO) • Policy Lead / Head of Policy (G7)
20.	Procurement & Commercial	<p>Commercial & Procurement profession aligns to the standards and expectations of the Chartered Institute for Purchasing & Supply:</p> <p>http://www.cips.org/</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Category/Contracts Officer (EO) • Category Manager (HEO) • Senior Category Manager (SEO) • Category Lead (G7)
21.	Project Delivery	<p>The Project Delivery Profession and standards is aligned to the wider UK Government/Civil Service professional standards and capability framework:</p> <p>About us - Project Delivery Profession - GOV.UK</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Project Delivery / Development Officer (HEO) • Project Delivery / Development Manager (SEO) • Senior Project Delivery Manager / Director (G7)

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22.	Science	<p>The Government Science and Engineering (GSE) Science and Engineering Skills Framework details five science and engineering related competencies:</p> <ul style="list-style-type: none"> • Securing, maintaining, and developing relevant technical expertise • Applying scientific and technical knowledge • Understanding and complying with statutory requirements and standards • Sustaining and developing the profession; and • Overseeing the technical work of others. <p>http://www.bis.gov.uk/go-science/science-in-government/science-engineering-profession/gse</p>	<p>Confirmed Job Families/Role Clusters include:</p> <ul style="list-style-type: none"> • Science Officer (EO) • Deputy Head of Science (G7) • Head of Science (G6)
23.	Social Research	<p>The Social Research Profession aligns to the civil service/government social research standards/framework:</p> <p>http://www.civilservice.gov.uk/networks/gsr</p>	<p>The profession has well established job families/role clusters for the following roles:</p> <ul style="list-style-type: none"> • Research Officer (HEO) • Senior research Officer (SEO) • Principal Research Officer (G7)
24.	Statistics	<p>The GSS Statistician Competency Framework skills required of those in the profession:</p> <p>https://gss.civilservice.gov.uk/</p>	<p>The profession has well established job families/role clusters for the following roles:</p> <ul style="list-style-type: none"> • Statistical Officer (EO) • Higher Statistical Officer (HEO) • Senior Statistical Officer (SEO) • Principal Statistician (G7)

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25.	Surveyors	<p>Professional standards for members of the Royal Institution of Chartered Surveyors (RICS) are governed and upheld as an integral element of membership: http://www.rics.org/wales</p> <p>For members of other professional bodies, those standards will be governed by each respective institution, such as the Chartered Institute of Building, Institution of Civil Engineers, or Royal Institute of British Architects.</p>	<p>The profession has well established job families/role clusters for the following roles:</p> <ul style="list-style-type: none"> • Assistant Surveyor (HEO) • Property Surveyor (SEO) • Technical Project Manager (SEO) • Senior Property Surveyor (G7) • Senior technical project Manager (G7)
26.	Translation	<p>The Welsh Government employs highly qualified and skilled linguists to deliver the range of English/Welsh and Welsh/English translation services required by the organisation. These day-to-day services include written translation, legislative translation, simultaneous interpretation and proofreading of translated text. The centre of excellence also leads on behalf of the Welsh Government on activities which set the standards for work undertaken in the Welsh language – e.g., terminology standardisation and language style guides, and maintaining and hosting BydTermCymru.</p> <p>Welsh Government has an internal development programme for both new recruits & existing staff, with formal assessments developed and used for all recruitment (both internal/external).</p>	<p>The profession has well established job families/role clusters for the following roles:</p> <ul style="list-style-type: none"> • Business Support (Team Support) • Business Officer / Manager (EO) • Translator (HEO) • Senior Translator (SEO) • Team Leader (G7)

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27.	Veterinary Medicine	All vets within Office of the Chief Veterinary Officer are required to be members of the Royal College of Veterinary Surgeons (RCVS)) and to comply with RCVS standards and competencies: http://www.rcvs.org.uk/	Veterinary medicine currently has one confirmed/established job family: <ul style="list-style-type: none">• Veterinary Adviser (G7).
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