

## **CIVIL SERVICE LOCAL LOAN OPPORTUNITIES SUPPORT OFFICER FOR CIVIL SERVICE SOUTH EAST and London AREAS**

Job Title – Support Officer – Civil Service Local South East and London

Grade – AO/EO

Status – Staff would join this cross departmental team on loan for a period of up to 6 months. Salary and T&S would continue to be paid by their home department. They would be subject to their home Department's terms and conditions.

Location (flexible)

1 x SE

1 X London

Role – Civil Service Local facilitates and promotes action to create opportunities to improve the working lives of civil servants and provide better services for the public, all with an emphasis on value for money. Civil Service Local is supported by Sir Bob Kerslake, the Head of the Civil Service, who is committed to enabling local civil servants, wherever they work to participate fully in the 21<sup>st</sup> century civil service.

Civil Service Local is the only cross-departmental initiative actively promoting and delivering greater collaborative working and reform at local level. It has three key areas of activity:

- Management of local redeployment networks (part of the Cabinet Office Protocol arrangements) which encourages a cross-departmental approach to the management of surplus staff
- Creation of opportunities for staff to develop and practice skills both personally and professionally in a safe environment
- Fosters and promotes collaborative working between departments in making better use of our collective assets

Main Duties –

- Active project monitoring and reporting to ensure that the main aims of CS Local are being achieved and that key players know the latest position
- Good records, knowledge and information management – ensuring information is stored well, is easily accessible and shared with relevant parties and stakeholders
- Improving and enhancing the project and information management of the team so that these are always up to date and responsive
- Effective diary and time management, leading on arranging the dates of meetings, confirming attendees and organising the preparation and distribution of papers/documents for meetings in good time
- Establishing, maintaining and updating contact, stakeholder and other information.

**Essential Skills; Competencies and Behaviours–**

### **Leading and Communicating**

- Takes responsibility for development and application of own skills knowledge and behaviours to be a good role model for effective leadership and management within CS Local.

- Encourages staff to network across boundaries to learn, share knowledge, continuously improve ways of working and manage change effectively
- Is convincing and articulate when presenting issues, leading to others to accept key conclusions
- Proactively builds networks and partnerships and connects people around business challenges and key projects

### **Collaborating and Partnering**

- Works collaboratively (internally and externally) to share knowledge and expertise, avoiding duplication of effort and ensuring analytical capacity is maximised

### **Delivering at Pace**

- Accesses relevant contacts and internal and external networks to maximise outputs and outcomes
- Being flexible is essential – the role demands a high degree of flexibility

### **Building Capability for All**

- Effectively manages issues, conflicts, priorities, communications & personnel across projects
- Ensures timely intervention and successful engagement with stakeholders to keep projects/ programmes on track and deliver project outcomes.
- Develops own ability to think creatively and reflects this in undertaking own work, and contributes to the bigger picture. Suggests new approaches to delivering objectives.

### **Desirable skills**

- Working knowledge of CS Local and able to act as an ambassador for it.
- To be confident and comfortable using Microsoft Excel, Word and PowerPoint on a daily basis to a high level
- Able to deal with a range of stakeholders and senior officials confidently and professionally.
- Is able to work equally well as part of a small team, a larger 'virtual team' and with minimal supervision/on your own initiative.
- Strong interpersonal and influencing/persuasive skills.

### **Expressions of interest should be sent to:**

Liz Challand Assistant Local Co-ordinator for London and the SE :  
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