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Role Profile Template – Facilitator CS Local NE/YH Academy	
Effective date and version number	<i>June 2014 – Version 1</i>
Role Title:	Facilitator CS Local North East/Yorkshire and the Humber Academy (NEYHA) – People Development
Number of posts	7
Grade:	Indicatively EO – G6/7 (any grade with relevant skills or experience will be considered)
Business/Function where this type of role exists:	Civil Service Local: North East
Time Commitment	1 day familiarisation of event 1 day dress rehearsal 4 days at Academy in Newcastle (20th – 23 rd October 2014) 1 day a month for 6 to 12 months to support group projects
Context:	<p>Civil Service Local is a cross government programme, working closely with the Cabinet Office and engaging with our agencies and departments to influence the delivery of Civil Service Reform.</p> <p>We do this by:</p> <ul style="list-style-type: none"> ➤ Connecting departments through special interest and Redeployment Networks to increase career opportunities for all staff; ➤ Creating opportunities to build capability; ➤ Championing volunteering opportunities to encourage Civil Servants to connect with their communities and build a sense of identity in their localities; ➤ Trailblazing initiatives and new delivery models to complement the Civil Service Reform Plan. <p>We are a small team of local coordinators, based around the country and supported by project staff loaned to us by departments and agencies. We can offer opportunities to develop personally and professionally by taking part in or leading a project.</p> <p>Civil Service Local has been operating for just over 2 years in its current form, and has a programme of initiatives that seek to meet the national objectives, contribute to Civil Service Reform and deliver objectives that meet the needs of the region.</p>
Role Purpose	<p>CS Local North East and Yorkshire and the Humber is facilitating an Academy for 50 delegates to be held in October 2014 that will require them to devise and deliver a group project to help support Civil Service reform.</p> <p>The aim of the Academy is to develop future leaders of the Civil Service through both individual and collective development opportunities and encourage closer working across government departments. The 2014 Academy aims to develop project ideas to shape and support future Civil Service reform and involves ongoing evaluation of individual development and business effectiveness</p> <p>The delegates will be formed into groups of 7 ‘families’ and the successful candidates will be required to facilitate and support one of these groups throughout the four day event and in the 6-12 month period after the Academy to support group projects.</p> <p>The role will offer opportunities:</p> <ul style="list-style-type: none"> • for personal development working closely with individuals from different government departments, across grade levels with different experiences and backgrounds

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	<ul style="list-style-type: none"> to enhance interpersonal skills and a greater appreciation of cultures/approaches across government departments
Responsibilities/Tasks:	<p>The successful candidates will:</p> <ul style="list-style-type: none"> Plan time to familiarise and understand the facilitators brief and any other knowledge/skills required prior to the CS Local NEYHA 2014 Attend meetings as required Ensure the smooth running of the facilitation of the NEYHA, notifying of any difficulties Participate in the pre-brief and de-brief sessions of Facilitator meetings during the event Coach and provide support to an Academy project team in basic project management/disciplines Use generic project management documentation Provide a link between the project team and the CS Local NE/YH management team Encourage team and individuals to recognise and celebrate their successes and use this to build their competences
Management of people:	No direct line management is envisaged.
Key Interactions:	<p>The job holder will need to work and engage with:</p> <ul style="list-style-type: none"> ➤ CS Local North East and Yorkshire and the Humber Programme Team ➤ CS Local North East and Yorkshire and the Humber Project Facilitator lead ➤ CS Local North East and Yorkshire and the Humber Academy Delegates
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> ➤ Delivery against objectives and targets for the project you support ➤ Engagement and interaction with delegates and project team ➤ Effectiveness, completeness and delivery of Academy
a) Academic/Professional Qualifications	None required.
b) Specialist Knowledge and experience	Experience of facilitation is preferred but support will be given before and during the Academy. Experience of project management and coaching / developing others as well as plenty of enthusiasm and commitment to the role.
c) Civil Service Competency Framework competencies required	<p>Leading and communicating</p> <p>You will lead from the front and communicate with clarity, conviction and enthusiasm. You will support principles of fairness of opportunity for all and be dedicated to supporting a diverse range of colleagues. You will take the opportunity to communicate regularly with your family, giving clear direction, specifying goals and supporting their achievement. You will communicate using appropriate styles, methods and timings to maximise impact and understanding. You will understand and support the work of the Civil Service, specifically around the aims of CS Local and support the Civil Service values and culture. You will use your experience and skills enthusiastically to encourage others to develop.</p> <p>Building capability for all</p> <p>You will have a strong focus on continuous learning for yourself and others. You will be open to learning and helping others to learn. You will strive to improve your own knowledge and skill set and pass the benefit of your experience on to others. You will help to develop those with potential in the Academy environment. You will contribute to a learning and knowledge sharing culture across government. Devote your time to facilitating the leaders of the future. Get to know your project team to understand how you can help delegates to identify opportunities for learning and areas for</p>

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	<p>development. Seek and give feedback to help continuous improvement.</p> <p>Collaborating and partnering</p> <p>You will create and maintain positive, professional and trusting relationships, with your project team and your “family”. You will work collaboratively and share information and experience where appropriate – you will proactively offer help where appropriate. You will be open to and willing to make changes, and you will do it in an open and inclusive manner. You will invest time and energy to foster team spirit. You will deal with disputes or conflicts of interest quickly and effectively. You will champion collaborative working and promote a culture of seeking solutions where cross departmental boundaries pose problems</p>
d) Learning requirements	<p>You will need to understand the facilitators brief and any other knowledge/skills required prior to the CS Local NEYHA 2014. Attendance at an awareness session prior to the Academy, date to be confirmed.</p>
d) Role Specifics	<p>Location: The role can be based in any North East location. The venue for the academy is Newcastle so travel to there will be involved.</p> <p>Placement: The position would suit a full-time (in addition to other duties) or part-time worker at any grade EO – G6/7.</p> <p>Funding: Home departments will need to meet salary and expenses during the period of the project</p>
Application Information	<p>If you are interested in this role please contact:</p> <p>Michèle Crawford/Richard Armstrong Michele.crawford@csresourcing.gsi.gov.uk Richard.armstrong@csresourcing.gsi.gov.uk CS Local North East / Yorkshire and the Humber Co-ordinators Tel: 03000 555931 / 03000 555986</p> <p><i>For more information on CS Local and previous academies please visit the blog - Civil Service Local Blog - East Midlands Academy</i></p>