



# CIVIL SERVICE

## LOCAL

### SOUTH EAST

#### CS Local South East Job Shadow OPPORTUNITY

<b>Reference</b>	<i>For CS Local SE use</i>
<b>Type of Exchange</b>	Job Shadowing
<b>Department</b>	Child Maintenance Group
<b>Location</b>	Ashdown House Hastings
<b>Brief Description</b>  What does the opportunity involve?  What areas will the opportunity allow the participant to demonstrate, develop or address?	Opportunity to see what it is like to work in a team that supports an operational centre of around 900 staff. Experience the diverse range of skills that are required within the Area Team. The areas of work covered are:- <b>Implementation</b> – bringing in new projects and changes <b>Communications</b> – local news, posters, work related information <b>Finance and budgets</b> – monitoring spend against profile <b>Resources</b> – Maintaining Staff in Post database, ensuring the organisation maintains the organisation design principles. <b>Planning and risks</b> <b>All Area Service support</b> – Health and Safety, Infrastructure
<b>Duration</b> Please specify whether 1 day or longer	3 hours
<b>Further Information</b>	For further information about this opportunity , please contact Julie Roche <b>but please do not apply to</b> on 01424 816694
<b>How to Apply</b>	Complete CS Local Development Exchange Expression of Interest E mail to: <a href="mailto:liz.challand@csresourcing.gsi.gov.uk">liz.challand@csresourcing.gsi.gov.uk</a>