



CIVIL SERVICE

NORTH EAST

CSNE JOB SHADOWING OPPORTUNITY

Reference	<i>For CSNE use</i>
Type of Exchange	<i>Job Shadowing</i>
Department	HMRC Personal Tax – Customer, Product & Process – NINo Policy
Location	BP4202 Benton Park View – but possible opportunities to travel to meetings elsewhere including 100 Parliament Street London
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	<p>The NINo Policy team is small (1 G7 1 HO) but the work is extremely varied and current work involves Cabinet Office, Home Office and others as well as very close links to DWP. The HMRC NINo Policy team work includes responsibility for the secretariat of the joint DWP/HMRC NINo Board which is responsible for the governance and issuance of the National Insurance Number.</p> <p>Opportunities may be available to job shadow on cross cutting issues with other government departments and will allow participants to particularly develop the following competences;</p> <p>Seeing the Big Picture – how we work with other departments while keeping the customer as central to decision making</p> <p>Collaborating and Partnering – seeing how building effective relationships is crucial to HMRC in administration of the jointly owned National Insurance number</p> <p>Managing a Quality Service – gaining an understanding of how the NINo is a key identifier and used across government to benefit customers</p>
Duration	Opportunity could allow participant to job shadow for 1-2 days 6 times a year. We are happy to be flexible on this to adapt to any opportunities we may be able to offer as well as

	any participants
Closing Date	None stated
Further Information Contact: Name, Email Address, Telephone number.	Claire Wilson Tel 03000 557226
How to Apply	Complete the application form and email to richard.armstrong.csresourcing.gsi.gov.uk

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