



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/04
Type of Exchange	Discussion Groups and Networking
Department	DSA as part of DfT
Location	The Axis, 112 Upper Parliament St, Nottingham. NG1 6LP
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	DSA offer to host meetings with OGD Facilities Management Teams to discuss areas of mutual interest such as: managing supplier performance, training for client staff and the impact of GPU Property Vehicles.
Duration	6 months – 1 year
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Lisa De-Rosa, DSA, 0115 936 6956</i>
How to Apply	Complete CS Local Job Shadowing Expression of Interest form To obtain an EOI form please e-mail janice.smith@csresourcing.gsi.gov.uk



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Local

CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/05
Type of Exchange	Shadowing Opportunity
Department	DWP – Jobcentre Plus
Location	Derbyshire
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	<p>An opportunity for and HEO or SEO to spend a short period (approx 1 week) with a Jobcentre Plus Operations Manager to become more familiar with the work of Jobcentre Plus and management roles in the organisation.</p> <p>Opportunity could include; observing roles/activities in Jobcentres, attending management meetings etc.</p> <p>Increase understanding of JCP CSD delivery to customers Identify good practices and/or processes that they may be able to use in own business to improve performance/engagement</p> <p><i>N.B. if travel to different Jobcentres involved then transport could be arranged.</i></p>
Duration	1 week
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Della Houghton, JCP, 0115 9895759</i>
How to Apply	Complete CS Local Job Shadowing Expression of Interest form To obtain an EOI form please e-mail janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/06
Type of Exchange	Shadowing / Twinning
Department	Shared Services Debt Management Contact Centre Corby
Location	Discovery House, Courier Road, Corby Northants East Midlands, NN17 5BA
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	<p>Shared Services Debt Management administers the process for the recording and recovery of losses to public funds. Our Contact Centres are part of a virtual network and administer the recovery of these debts. Our main contact with customers is by telephone and we use contact centre IPCC technology to facilitate this, including the use of an automated dialling facility to run outbound telephony campaigns to contact customers. We record and manage debts using Debt Manager, a commercial off the shelf IT system.</p> <p>This opportunity will provide participants with an understanding of how social security benefit debt is recovered and to see at first hand the working of a Shared Services Debt Management virtual Contact Centre environment.</p> <ul style="list-style-type: none">▪ Look at how customer service is delivered in a challenging environment where the aim is to maximise recovery▪ Learn about the variety of methods, skills and approaches to securing a recovery.▪ Experience the working environment and culture in the site(s).▪ Share experiences and knowledge with colleagues.▪ Gain a higher level of understanding of another part of DWP.

	<p>Expressions of interest should specify what you would like to gain from the offered opportunity.</p> <p>This could also provide the opportunity for twinning following the initial visit allowing staff from our organisation to keep regular contact with colleagues at similar levels in other organisations to exchange ideas , learn and support each other</p>
Duration	Initially 1 – 2 days
Closing Date	Open
Further Information	<p>For further information about this opportunity , please contact :</p> <p><i>Alison.Fisk@dwp.gsi.gov.uk 01536 442058</i></p>
How to Apply	<p>Complete CS Local Job Shadowing Expression of Interest form</p> <p>To obtain an EOI form please e-mail janice.smith@csresourcing.gsi.gov.uk</p>



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/012
Type of Exchange	Shadowing SCS Deputy Director Change
Department	HMRC
Location	Nottingham or London (more interesting meetings in London)
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Shadowing DD Change at meetings probably including one to one meetings with senior Directors, SMT meetings, Programme Board meetings. Should provide overview of work in Change Directorate and strategic view of change being undertaken in Enforcement & Compliance one of the key HMRC areas. Provides insight into the breadth and depth of issues covered at a senior level
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Jayne Banner 0115 9741599/07880 725782</i>
How to Apply	Complete CS Local Job Shadowing Expression of Interest form To obtain an EOI form please e-mail Janice.smith@csresourcing.gsi.gov.uk



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Local

CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/015
Type of Exchange	Shadowing Graeme Hood, Head of CAR Pensions
Department	HM Revenue and Customs
Location	Castle Meadow Campus, Nottingham
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	A day shadowing Graeme Hood, a member of the steering group for Civil Service East Midlands. The agreed day will provide exposure to and involvement in a range of meetings and other activities covering Graeme's responsibilities as Head of Business responsible for Pension Schemes in HMRC and as the senior manager for the Castle Meadow campus, a site with some 2,000 staff.
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Alison Hudson, HMRC, on 0115 974 2004 or email Alison.Hudson@hmrc.gsi.gov.uk</i>
How to Apply	Complete CS Local Job Shadowing Expression of Interest form To obtain an EOI form please e-mail Janice.smith@csresourcing.gsi.gov.uk



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CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/016
Type of Exchange	Job shadowing
Department	Ministry of Justice, National Offender Management Service
Location	East Midlands
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Organisational Development/Restructure Probably some kind of engagement or OD intervention or a day shadowing in the office at meetings. Facilitation or meeting skills
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact vicki.skedd@hmpps.gsi.gov.uk
How to Apply	Complete CS Local Job Shadowing Expression of Interest form To obtain an EOI form please e-mail Janice.smith@csresourcing.gsi.gov.uk



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Local

CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/018
Type of Exchange	Work shadow
Department	ACAS
Location	Nottingham
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Observing the Acting AD in her daily business, which might include attending meetings, policy, discussions, and staff briefings.
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Kate Nowicki</i> knowicki@acas.org.uk
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain an EOI form please e-mail Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/024
Type of Exchange	Job shadowing
Department	Child Maintenance Enforcement Commission
Location	Nottingham/ Leeds
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	As Head of People Development for CMEC I am involved in the design and implementation of a number of products – including training programmes, leadership development, talent management, engagement interventions – all designed to improve the capability of our people and equip them to deliver improved service to clients. I would be happy to arrange for someone to shadow me or one of my team to gain an insight into another organisation and understand how HR supports major business change.
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact (<i>Elaine Beardsley-Turton via e-mail elaine.beardsley-turton1@childmaintenance.gsi.gov.uk</i>)
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/025
Type of Exchange	Job Shadow – Contact Centre Manager (CCM)
Department	DWP
Location	Contact Centre Services Derby Contact Centre Holborn House Stanier Way Wyvern Business Park Derby DE21 6BF
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	What a CCM does: how a 450 people CC works; what are the priorities, the challenges; how we manage performance and people; and how does the future look.
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact jerry.richardson@dwp.gsi.gov.uk
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	<i>For CSEM use</i> EM/DE/026
Type of Exchange	
Department	Land Registry
Location	Peterborough or Leicester Offices
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	We can provide opportunities to spend time in either office which house c250 staff undertaking the registration of land. Whilst we can provide an insight into the land registration process that might interest those involved in property dealings, our main offering is shadowing to understand the different challenges of either: <ol style="list-style-type: none">1. Team leader of c20 staff2. Operations Manager c180 staff3. Area Manager c500 staff across two offices
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>John Robinson</i> john.robinson@landregistry.gsi.gov.uk
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/027
Type of Exchange	Job Shadowing
Department	HMRC Estates & Support Services
Location	Barkley House, Castle Meadow, Nottingham
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	<p>To shadowing the Director of HMRC Estates & Support Services (Ed McKeegan)</p> <p>Ed is responsible for the delivery and management of a cost-effective and affordable estate that supports the HMRC business. His role also carries a responsibility for the health, safety and security of people within our buildings, addressing the physical mitigation of risks for the built environment and service delivery.</p> <p>Shadowing could include attending senior management meetings and will provide an insight into the work we do in Estates & Support Services.</p>
Duration	1 day
Closing Date	Open
Further Information	For further information about this opportunity , please contact <i>Wendy McIvor (0115 9740838)</i> <i>Wendy.mcivor@hmrc.gsi.gov.uk</i>
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL JOB SHADOWING OPPORTUNITY

Reference	EM/DE/028
Type of Exchange	Shadowing
Department	BIS EM & SEM (Department for Business Innovation & Skills, East Midlands and South East Midlands)
Location	Apex Court, City Link, Nottingham NG2 4LA
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Shadowing an Assistant Director as part of their Local Enterprise Partnership Relationship management role. The opportunity will allow the participant to gain an understanding of how the new local economic development landscape works, and learn more about the breadth of policies which BIS is responsible for. This may potentially include meetings with departmental colleagues and external partners.
Duration	1 day
Further Information	For further information about this opportunity , please contact : Janice.smith@csresourcing.gsi.gov.uk
How to Apply	Complete CS Local Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/030
Type of Exchange	Shadowing
Department	HMP Gartree
Location	Market Harborough
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	To shadow a grade 7 / 8 operational manager whilst completing the duty manager role. This could include attending / chairing meetings, being reactive to operational demands / incidents. In charge of regime and making sure everything is complete in a timely manner. Visiting areas and providing support and advice to a diverse population of staff and prisoners.
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk

**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/031
Type of Exchange	
Department	Offender Management Unit
Location	HMP Gartree
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	As Head of OMU I have responsibility for the department in ensuring all Sentence plan boards, Oasys and re categorisation are completed within set timescales. I also manage the public protection in managing risk against children and victims.
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk

**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/032
Type of Exchange	(Fridays only)
Department	Therapeutic Community
Location	HMP Gartree
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Gartree Therapeutic Community is a twenty-three bed self-contained wing in a prison for men serving life sentences. Members participate in a democratic therapeutic community model that includes small therapy groups held three days a week and community meetings held two days a week. Fourteen multidiscipline staff manage the facility and referrals are based on need for longterm rehabilitation and treatment, with an average stay lasting two years. As roughly two-thirds of the prison population include people with one or more personality disorders, the community has a high proportion of men with longstanding emotional and relationship difficulties, although no such diagnosis is required for joining the community. The day will involve experiencing a community meeting and seeing the residents working on their issues. A tour of the unit and a chance to ask any questions and gain an understanding of how a TC works.
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



CS LOCAL – EAST MIDLANDS JOB SHADOWING OPPORTUNITY

Reference	EM/DE/033
Type of Exchange	
Department	Psychology and Programmes
Location	HMP Gartree
Brief Description	Programme Manager
What does the opportunity involve?	Overseeing the daily running of the programmes department and delivery of OBP's
What areas will the opportunity allow the participant to demonstrate, develop or address?	Building relationships and team working Caring Problem solving and decision making Organising and maximising performance Embracing Change Developing self and others
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/034
Type of Exchange	Shadowing
Department	HMP Gartree
Location	Market Harborough
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	To shadow a grade 3 /4 Prison Officer. Working face to face with offenders and completing numerous roles appropriate to the regime for the day. This could include supervision of visits, Searching, Wing duties and group supervision.
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/035
Type of Exchange	Shadowing
Department	HMP Gartree
Location	Market Harborough
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	To shadow a grade 5 /6 Custodial manager Execution of duties such as management of staff and prisoners. Quality assurance checks of processes and leading consultation groups with prisoners.
Duration	1 day
Further Information	For further information about this opportunity , please contact lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest To obtain a form please email: Janice.smith@csresourcing.gsi.gov.uk



**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	<i>For CSEM use</i> EM/DE/036
Type of Exchange	Shadowing
Department	Gymnasium
Location	HMP Gartree
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Shadow a member of the P.E. team in leading, teaching, officiating and participating in P.E. activities whilst working to the Safe System of Work thus giving all participants the opportunity to gain the maximum possible benefits.
Duration	1 day
Further Information	For further information about this opportunity , please contact: lorraine.mills@hmps.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest form. To obtain a form please e-mail: Janice.smith@csresourcing.gsi.gov.uk



**CS LOCAL – EAST MIDLANDS JOB SHADOWING
OPPORTUNITY**

Reference	EM/DE/037
Type of Exchange	Shadowing
Department	HMRC
Location	Nottingham
Brief Description What does the opportunity involve? What areas will the opportunity allow the participant to demonstrate, develop or address?	Understanding of Deployment activity across HMRC including understanding the work of whole team moves, redeployment, priority movers and office closures.
Duration	1 day
Further Information	For further information about this opportunity , please contact ; Sheryl.hall@hmrc.gsi.gov.uk
How to Apply	Complete CS Local – East Midlands Job Shadowing Expression of Interest and e-mail to: Janice.smith@csresourcing.gsi.gov.uk