



**CIVIL  
SERVICE  
LOCAL** EAST  
OF ENGLAND

Effective date:	April 2015 to February 2016
Role Title:	<b>Early Talent Management Learning and Development Facilitator</b> Learning and Development facilitators are required to work as a team to develop and deliver the Civil Service Local East of England Early Talent Management Programme.
Grade:	HEO
Business/Function:	Civil Service Local – East of England
Time Commitment:	1 week every six to eight weeks up to a total of 6 weeks in 12 months (combined with current work).
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. Our challenge is to identify, develop and deliver initiatives that result in:</p> <ul style="list-style-type: none"><li>• better opportunities for staff;</li><li>• better services for the public;</li><li>• better value for money.</li></ul> <p>Civil Service Local works across government departments in the East of England and is funded by HMRC, DWP, MoJ. HO and MoD.</p>
Role Purpose	<p>The Civil Service East of England Steering Group, which represents departments in the East, has agreed that we should offer a cross-departmental Early Talent Management Programme for Administrative Grades and Executive Officers equivalents who have not yet had line management experience. Evaluation of similar programmes run in the North East and Yorks and Humberside showed that performance in core areas improved by at least 20% and in some cases by 70%. Overall performance improved by at least 30% and in some cases 60%.</p> <p>The programme is designed to provide participants with skills to become generalist managers and potential leaders of the future and consists of a launch and celebration event and five two-day modules covering CS Competency Framework competences - collaborating and partnering, leading and communicating, building capability for all and quality service.</p>
Responsibilities/Tasks:	<ul style="list-style-type: none"><li>• Work with the East of England CS Local Co-ordinator to review and develop the content of the programme;</li><li>• Deliver the CS Local East of England Early Talent Management programme;</li><li>• Evaluate the work undertaken;</li><li>• Provide management updates on progress.</li></ul>
Management of people:	No direct line management.
Key Interactions:	The job holder will work with and engage: <ul style="list-style-type: none"><li>• CS Local East of England Co-ordinator</li></ul>

	<ul style="list-style-type: none"> <li>• Other facilitators in the team;</li> <li>• Participants from across departments;</li> <li>• Line managers and mentors.</li> </ul>
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> <li>• Delivery against objectives for the programme</li> <li>• Evaluation of feedback from each module.</li> </ul>
Academic/Professional Qualifications	None required.
Specialist Knowledge and experience	<p>Ideally we are looking for the following background, experience and qualifications:</p> <ul style="list-style-type: none"> <li>• Attended the following Training for Trainers events: <ul style="list-style-type: none"> <li>○ Presentation skills</li> <li>○ How Adults Learn</li> <li>○ Participative Training Methods</li> </ul> </li> <li>• Myers Briggs Type Indicator (MBTI) step 1 practitioner</li> <li>• Experienced in delivering: <ul style="list-style-type: none"> <li>○ MBTI workshops</li> <li>○ teamwork/team builds (MRTi &amp; Tuckman models)</li> <li>○ leadership modules (Action centred leadership &amp; situational leadership)</li> <li>○ communication skills (Transactional analysis, Johari's window &amp; feedback models)</li> <li>○ coaching workshops (STEER &amp; GROW)</li> <li>○ customer service events ( Profiling, BECKS &amp; POWER models)</li> </ul> </li> </ul> <p>However, as this is a development opportunity, expressions of interest are invited from those who meet some of these and can be supported to develop others. (Please note that if there are no expressions of interest from Myers Briggs practitioners this part of the programme will be delivered in a different way.)</p>
Behaviours and Core Competencies required	<p><b>Seeing the Big Picture</b> Be alert to emerging issues and trends which might impact or benefit participants.</p> <p><b>Leading and Communicating</b> Communicate in a succinct, engaging manner; Communicate using appropriate styles, methods, and timing, to maximize understanding and impact.</p> <p><b>Collaborating and Partnering</b> Invest time to create a common focus and genuine team spirit.</p> <p><b>Building Capability for All</b> Value and respond to different personal needs in the team using these to develop others and promote inclusiveness. Continually seek and act on feedback to evaluate and improve their own and team's performance.</p>
Role Specifics	<p><b>Location:</b> The CS Local East of England team is based at HMRC, Churchgate, Peterborough. Facilitators are expected to potentially spend some of their time at this location for preparation and delivery of the modules, although if London-based then we can make alternative arrangements. Some delivery may be at other Civil Service locations in the East of England.</p> <p><b>Placement:</b> This is suitable as either meaningful work or as a development opportunity. The position would suit a full-time (in addition to other duties) or part-time worker at HEO.</p>

	<p><b>Funding:</b> Home departments will need to meet salary and expenses during the placement. Line Manager permission must be obtained before expressing interest in this opportunity.</p> <p><b>Line Management</b></p> <p>The post holder will retain their current line management and the CS Local EE Co-ordinator will agree and report on a development objective for this work.</p>
Deadline	<p><b>Expressions of Interest to Ian Barton by 6 March 2015:</b></p> <p><a href="mailto:Ian.Barton@csresourcing.gsi.gov.uk">Ian.Barton@csresourcing.gsi.gov.uk</a></p>

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