

## PROTECT

<b>Role Profile – Project Manager ( loan) - Civil Service Local – West Midlands Academy</b>	
Role Title:	Civil Service Local – West Midlands Academy Project Manager
Grade:	G7/SEO (or equivalent)
Business/Function where this type of role exists:	Civil Service Local: West Midlands
Time Commitment	<b>2 – 3 days per week, increasing to full time nearer the event</b>
Context:	<p>CS Local is a cross departmental initiative. We are part of Civil Service Resourcing and work closely with Cabinet Office. Our purpose is to work collaboratively across departments to advance local influence over the delivery and effectiveness of reform. We lead initiatives that test new ideas, trial new ways of working together and encourage all Civil Servants to actively engage with the reform agenda.</p> <p>Our programme evolves continuously in response to government priorities and local needs but we work to a set of core themes to provide:</p> <ul style="list-style-type: none"> <li>• improved value for money,</li> <li>• better opportunities for staff, and</li> <li>• more efficient services to the public.</li> </ul> <p>Our work is guided by these themes, the Civil Service Reform Plan, CS 21 and by the overarching business objectives of Civil Service Resourcing. Uniquely we work across departments and reach out to localities beyond Whitehall, creating local networks and reinforcing a shared identity. As such our work programme complements but does not duplicate existing departmental business.</p> <p>Civil Service Local in the West Midlands has been operating for over 4 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. We are hosted by HMRC but work across government departments in the region and the wider public sector.</p>
Role Purpose	<p>This role sits within the CS Local West Midlands team and the job-holder will be responsible for planning and delivering the 2016 West Midlands Academy and for monitoring the projects arising from it and evaluating their success. The dates of the Academy are 25 – 28 January 2016.</p> <p>Civil Service Local Academies begin with a 4 day leadership residential development school for Civil Servants and are followed by a 12 month team based project. They are usually open to staff between AA - EO.</p> <p>The aim of the Academy is to develop future leaders of the Civil Service through both individual and collective personal development opportunities and encourage closer working across government departments. The Academy will deliver a suite of projects to shape and support future Civil Service Reform and involve ongoing evaluation of individual development and business effectiveness.</p> <p>Objectives of the role include:</p> <ul style="list-style-type: none"> <li>• development and delivery of the 2016 Academy</li> <li>• monitoring and evaluating projects arising from it</li> <li>• supporting roll out to other CS Local Academies.</li> </ul> <p>The successful candidate will be required to engage stakeholders and project teams from across the Civil Service and other public sector bodies plus interact with customers and stakeholders from a range of organisations across the region.</p> <p>The job-holder will join the Civil Service Local West Midlands team and input into</p>

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	<p>decisions on project direction, resourcing and communications.</p> <p>The role will offer opportunities:</p> <ul style="list-style-type: none"> <li>• for personal development working closely with individuals from different government departments, across grade levels with different experiences and backgrounds;</li> <li>• to be involved in shaping and developing the future model for cross government learning and development;</li> <li>• to develop skills and experience of delivering project outcomes and facilitation at cross government events.</li> </ul>
Responsibilities/Tasks:	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>➤ develop the portfolio in line with the CS Reform agenda and other local priorities;</li> <li>➤ work with colleagues on the delivery of each aspect of the project;</li> <li>➤ manage resourcing (recruit a project team) and ensure developmental objectives are met;</li> <li>➤ complete monthly performance reports and updates as required;</li> <li>➤ feed into Steering Group in respect of delivery, performance, risks, issues and successes;</li> <li>➤ work with stakeholders and customers in all government departments in the West Midlands, as well as representing and promoting Civil Service Local with internal and external customers;</li> <li>➤ source speakers and guests for the event itself;</li> <li>➤ ensure nominations are sought from all departments, agencies, arms length bodies and non-departmental bodies with staff in the West Midlands and ensure sufficient delegates apply to make the event viable and successful;</li> <li>➤ support other Civil Service Local teams as required to give advice and help them prepare for the delivery of their Academy events.</li> </ul>
Management of people:	<p>No direct line management is envisaged as project staff are part-time volunteers / secondees, but project teams will need to be managed in terms of performance, delivery and personal development.</p>
Key Interactions:	<p>The job holder will need to work with and engage:</p> <ul style="list-style-type: none"> <li>➤ CS Local West Midlands Steering Group;</li> <li>➤ Stakeholders and customers from all government departments and the Public Sector;</li> <li>➤ Other Civil Service Local Academy teams.</li> </ul>
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> <li>➤ delivery against objectives and targets for each project on the work programme;</li> <li>➤ engagement and management of programme and project staff, including effective resource management, staff retention and development;</li> <li>➤ alignment of actions and decisions with strategy and political context;</li> <li>➤ effectiveness, completeness and delivery of performance reports;</li> <li>➤ risk and issue management.</li> </ul>
a) Academic/Professional Qualifications	<p>None required.</p>
b) Specialist Knowledge and experience	<p>None required.</p>
c) Behaviours and Core Competencies required	<p><b>Leading and Communicating</b></p> <p>At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. It is about establishing a strong direction and a persuasive future vision; managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the Civil Service.</p>

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	<p><b>Collaborating and Partnering</b> People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the Civil Service to help get business done. At all levels, it requires working effectively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.</p> <p><b>Delivering at Pace</b> Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.</p>
d) Learning requirements	None.
d) Role Specifics	<p><b>Location:</b> The role can be based in any West Midlands location but will involve regular trips to Birmingham to access on-line documentation and liaise with the Civil Service Local West Midlands team. Other travel will be involved but this will be mostly in the West Midlands.</p> <p><b>Loan:</b> The position would suit a full-time (in addition to other duties) or part-time person at either G7 or SEO, although other grades will be considered if potential in their behaviours and skills is clearly evident. The project is for a 12 month period, but can be extended by mutual agreement.</p> <p><b>FUNDING: HOME DEPARTMENTS WILL NEED TO MEET SALARY AND, PREFERABLY, EXPENSES DURING THE LOAN.</b></p>