



North East, Yorkshire and the Humber

DEVELOPMENT OPPORTUNITY TO DELIVER A TALENT MANAGEMENT PROGRAMME IN EITHER THE NORTH EAST OR YORKSHIRE AND THE HUMBER

Effective date:	October 2015 to September 2016
Role Title:	Talent Management Learning and Development Facilitators required to work as part of a team of facilitators to deliver the Civil Service North East or Yorkshire and the Humber Talent Management Programmes for Administrative Grades and Executive Officer grades.
Grade:	Any management grade
Business/Function:	Civil Service Local North East, Yorkshire and the Humber
Time Commitment:	This is a development opportunity to be combined with current job and requires a commitment of: 1 day Briefing; 1 day Launch; 4 days every six weeks over 5 months for preparation and delivery of modules (16 days); 1 day a month over 7 months to support group project; 1 day Mid Year Review; 1 day End of Programme Presentation and Celebration; Total of 27 days over a year.
Context:	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: <ul style="list-style-type: none"> • better opportunities for staff; • better services for the public; • better value for money. Civil Service Local works across all government departments and is funded by HMRC, DWP, MoJ, HO and MoD.
Role Purpose	The programme is designed to provide participants with skills for the future civil service to become generalist managers and potential leaders consists of a launch and celebration event and four two-day modules covering CS Competence Framework competences - collaborating and partnering, leading and communicating, building capability for all and managing a quality service, as well as aspects of civil service reform. Participants will also work in groups to develop a project and be assigned a Mentor for the duration of the programme.
Responsibilities/Tasks:	<ul style="list-style-type: none"> • Facilitator and coach for a small group within the programme; • Deliver some whole group sessions on the CS Local Talent Management programme; • Support their small group through developing and delivering a reform based group project; • Evaluate the work undertaken; • Provide management updates on progress.
Management of people:	No direct line management.

Key Interactions:	<p>The job holder will work with and engage with:</p> <ul style="list-style-type: none"> • CS Local North East, Yorkshire and the Humber Programme Team • Other programme facilitators (as part of a team of 4); • Administrative/Executive officer Grade Participants from across departments; • Line managers and mentors.
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> • Delivery against objectives for the programme • Evaluation of feedback from each module.
Specialist Knowledge and experience	<p>We are looking for the following skills and experience:</p> <ul style="list-style-type: none"> • Attended some type of training / facilitation training such as: <ul style="list-style-type: none"> ○ Presentation skills ○ How Adults Learn ○ Participative Training Methods • Experience of facilitating discussions with groups of people • Knowledge of some management theories such as <ul style="list-style-type: none"> ○ MBTI; ○ teamwork/team builds (MRTi & Tuckman models) ○ leadership modules ○ communication skills (Transactional analysis, Johari's window & feedback models) ○ coaching workshops (STEER & GROW) ○ project management. <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.</p>
Behaviours and Core Competencies required	<p>Seeing the Big Picture Leading and Communicating Collaborating and Partnering Building Capability for All</p>
Role Specifics	<p>Location: The CS Local NEYH team is based at Benton Park View, Newcastle upon Tyne. It is likely that the NE programme will take place at this site.</p> <p>The site(s) for the YH programme is to be determined.</p> <p>Placement: 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 a management grade.</p> <p>Funding: 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>Line Management</p> <p>The post holder will retain their current line management and the CS Local NEYH Co-ordinator will agree and report on a development objective for this work.</p>
Deadline	<p>Expressions of Interest to Richard Armstrong by 28 August 2015.</p>

Civil Service Local is committed to ensuring that wherever possible our events are accessible to all participants. If you have any specific requirements, please let us know and we will endeavour to make any reasonable adjustments.

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