

PROTECT

Role Profile – Project Manager (loan) - Civil Service Local – Midlands Academy	
Role Title:	Civil Service Local – Midlands Academy Project Manager
Grade:	G7/SEO (or equivalent)
Business/Function where this type of role exists:	Civil Service Local Midlands
Time Commitment	2 – 3 days per week, increasing to full time nearer the event
Context:	<p>CS Local is a cross departmental initiative and part of Cabinet Office's Strategy team. Our purpose is to bring together departments and agencies within each locality to deliver actions and opportunities that will bring the new vision for the Civil Service to life and encourage more of us to be part of it.</p> <p>We do this through:</p> <p>Connecting: Develop local connectivity between departments. Encourage greater effectiveness through sharing resources, expertise and developing strong local networks.</p> <p>Citizens: Improve social mobility and the life chances of vulnerable citizens in our local communities by harnessing the voluntary power of the Civil Service.</p> <p>Capability: Build the capability of the Civil Service by design and delivery of cross departmental initiatives in each region that promote priority skills and better leadership.</p> <p>And improving</p> <p>Impact: Champion the vision for the Civil Service by engaging Civil Servants in all regions, raising awareness, promoting inclusion and encouraging participation.</p> <p>Innovation: Encourage a culture of innovation through the design and piloting of creative solutions and new ways of working together.</p> <p>Investment: Demonstrate the efficiency of connection and innovation by adding twice the value of the investment in Civil Service Local.</p> <p>Civil Service Local in the Midlands has been operating for over 5 years in its current form, and has a programme of initiatives that seek to meet the national objectives, contribute to the Civil Service Vision and deliver objectives that meet the needs of the region.</p>
Role Purpose	<p>This role sits within the CS Local Midlands team and the job-holder will be responsible for planning and delivering the 2017 Midlands Academy and for monitoring the projects arising from it and evaluating their success. The exact dates of the Academy have yet to be confirmed but we hope to run it late January/early February.</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"> • development and delivery of the 2017 Academy • monitoring and evaluating projects arising from it • supporting roll out to other CS Local Academies. <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 Midlands team and input into decisions</p>

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	<p>on project direction, resourcing and communications.</p> <p>The role will offer opportunities:</p> <ul style="list-style-type: none"> • for personal development working closely with individuals from different government departments, across grade levels with different experiences and backgrounds; • to be involved in shaping and developing the future model for cross government learning and development; • to develop skills and experience of delivering project outcomes and facilitation at cross government events.
Responsibilities/Tasks:	<p>The successful candidate will:</p> <ul style="list-style-type: none"> ➤ develop the portfolio in line with the CS Reform/Vision agenda and other local priorities; ➤ work with colleagues on the delivery of each aspect of the project; ➤ manage resourcing (recruit a project team) and ensure developmental objectives are met; ➤ complete monthly performance reports and updates as required; ➤ feed into Steering Group in respect of delivery, performance, risks, issues and successes; ➤ work with stakeholders and customers in all government departments in the Midlands, as well as representing and promoting Civil Service Local with internal and external customers; ➤ source speakers and guests for the event itself; ➤ ensure nominations are sought from all departments, agencies, arms length bodies and non-departmental bodies with staff in the Midlands and ensure sufficient delegates apply to make the event viable and successful; ➤ support other Civil Service Local teams as required to give advice and help them prepare for the delivery of their Academy events.
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"> ➤ CS Local Midlands Steering Group; ➤ Stakeholders and customers from all government departments and the Public Sector; ➤ Other Civil Service Local Academy teams.
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> ➤ delivery against objectives and targets for each project on the work programme; ➤ engagement and management of programme and project staff, including effective resource management, staff retention and development; ➤ alignment of actions and decisions with strategy and political context; ➤ effectiveness, completeness and delivery of performance reports; ➤ risk and issue management.
a) Academic/Professional Qualifications	<p>None required.</p>
b) Specialist Knowledge and experience	<p>None required.</p>
c) Behaviours and Core Competencies required	<p>Leading and Communicating</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>Collaborating and Partnering 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>Delivering at Pace 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>Location: The role can be based in any Midlands location but will involve regular trips to Birmingham or Nottingham to access on-line documentation and liaise with the Civil Service Local Midlands team. Other travel will be involved but this will be mostly in the Midlands.</p> <p>Loan: The position would suit a full-time (in addition to other duties) or part-time person at either G7 or SEO. The project is for a 12 month period, but can be extended by mutual agreement.</p> <p>FUNDING: HOME DEPARTMENTS WILL NEED TO MEET SALARY AND, PREFERABLY, EXPENSES DURING THE LOAN.</p>