

CS Local North West People Connections Programme

Secondment Opportunities with HM Revenue & Customs

HMRC collects the money that pays for the UK's public services and helps families and individuals with targeted financial support.

The Making Tax Digital for Individuals Programme, which is part of HMRC's Transformation programme has a number of secondment opportunities in Preston, Liverpool or Manchester.

Position 1: HO Project Delivery Team Support

The role will vary but responsibilities will include:

- Developing and updating plans
- Establishing and maintaining logs, libraries or databases;
- Identifying, capturing and analysing data and information such as risks and issues or stakeholders,
- Secretariat duties;
- Providing status/ highlight/ planning/exception reports to management;
- Acting as a central point of communication and maintaining processes and structures to ensure transfer of information and understanding between programme/project and its stakeholders;
- Co-ordinating arrangements for the design and delivery of programme/project workshops and events
- Use of PPM tools, guidance, administrative services and/or repository for lessons learned;
- Administration of change control, maintenance of files, document control procedures.

Position 2: Band O Project Delivery Team Support

The role may vary, but responsibilities will include:

- Updating plans;
- Maintaining logs, libraries or databases;
- Capturing data and information such as risks and issues
- Secretariat duties
- Co-ordinating arrangements for the design and delivery of programme/project workshops and events
- Use of PPM tools, guidance, administrative services and/or repository for lessons learned;
- Administration of change control, maintenance of files, document control procedures;
- Providing support in administrative work.



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Positions 3&4. HO and SO Business Analyst

The role of the HO Business Analyst is to support the Programme to implement technology solutions in a cost-effective way. This will involve defining, analysing and documenting the requirements of a project and communicating them clearly to stakeholders and suppliers.

Responsibilities may vary but will include:

- Work with stakeholders to carry out business analysis activities capturing the business processes and functions
- Apply business modelling tools and analysis techniques to articulate business requirements
- Work closely with and support Project and Service managers
- Lead, support and facilitate workshops with IT suppliers, business and stakeholders
- Work with business on end to end delivery of change including test implementation and process changes

Position 5: SO Project Manager

The Project Manager has the authority to run the project on a day-to-day basis. The role is to ensure the project delivers the required business and IT products to agreed time, cost and quality criteria and tolerances, whilst staying within agreed scope and managing associated risks and issues. The Project Manager will also to ensure the capabilities delivered by the project will enable the benefits defined in the Business Case to be achieved.

Responsibilities may vary but will include:

- Planning the project;
- Actively managing project risks, issues, constraints and dependencies
- Effective stakeholder management
- Initiating and leading project workshops and events
- Status reporting

If you're interested in any of the above opportunities, please:

- discuss this with your Line Manager to agree developmental objectives
- complete an Expression of Interest form and submit to jo.nunnerley@hmrc.gsi.gov.uk