

Civil Service Local Support Officer

Status:

Staff would join this cross departmental team on loan for a period of between 6 to 24 months. Salary and T&S would continue to be paid by their home department. They would be subject to their home Department's terms and conditions.

Grade: AO or EO

Location:

Any location in the South West or Wales

Background:

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 the vision for a Brilliant Civil Service. We do this by:

Connect - Develop local connectivity between departments. Encourage greater effectiveness through sharing resources, expertise and developing strong local networks.

Citizens - Improve social mobility and the life chances of vulnerable citizens in our local communities by harnessing the voluntary power of the Civil Service.

Capability- Build the capability of the Civil Service by design and delivery of cross departmental initiatives in each region that promote priority.

Inspire - Champion the vision for the Civil Service by engaging Civil Servants in all regions, raising awareness, promoting inclusion and encouraging participation.

Innovation - Encourage a culture of innovation through the design and piloting of creative solutions and new ways of working together.

Investment - Demonstrate the efficiency of connection and innovation by adding twice the value of the investment in Civil Service Local.

We are a small team of Local Co-ordinators, based around the country and supported by project staff loaned to us by departments and agencies. We can offer opportunities to develop personally and professionally by taking part in or leading a project.

The CS Local Support Jobholder will have the opportunity to liaise with a wide

range of stakeholders from across other departments at all grades, as well as with external partners such as voluntary organisations.

There is a requirement for occasional travel within the South West & Wales

Main tasks:

- Manage CS Local Events Forward Plan to ensure timely and efficient delivery of projects;
- Administer CS Local Events, including Talent Programmes, Discovery Sessions, Learning at Work Days, Engagement Events;
- Provide secretariat support for a variety of network meetings, including timely collation and distribution of papers, drafting minutes and monitoring action points
- Project monitoring and reporting to ensure that the main aims of CS Local are being achieved
- Ensure information is managed, easily accessible and shared with relevant parties and stakeholders
- Support Project Managers in the delivery of CS Local projects, including development opportunities such as Talent Programmes, Mentoring and Job Shadowing, Volunteering and Engaging Schools and Discovery Sessions.
- Promote CS Local through the website, newsletters, emails and face to face engagement.

Desirable skills:

- To be confident and comfortable using Microsoft Excel, Word and PowerPoint on a daily basis to a high level
- Able to deal with a range of stakeholders and senior officials confidently and professionally.
- Is able to work equally well as part of a small team, a larger 'virtual team' and with minimal supervision/on your own initiative.
- Strong interpersonal and influencing/persuasive skills.

The competences this opportunity will support are:

Collaborating and partnering
Leading and communicating
Seeing the bigger picture
Changing and Improving
Delivering at Pace