



Civil Service  
Local

## North East, Yorkshire and the Humber

### DEVELOPMENT OPPORTUNITY TO FACILITATE A LEADERSHIP ACADEMY IN EITHER THE NORTH EAST OR YORKSHIRE AND THE HUMBER

<b>Effective date:</b>	November 2017 to December 2018
<b>Role Title:</b>	<b>Leadership Modular Academy Learning and Development Facilitators</b> required to work as part of a team of facilitators to deliver the Civil Service Local North East or Yorkshire and the Humber Talent Academies for Administrative Grades and Executive Officer grades.
<b>Grade:</b>	Any management grade.
<b>Business/Function:</b>	Civil Service Local North East, Yorkshire and the Humber.
<b>Time Commitment:</b>	This is a development opportunity to be combined with current job and requires a commitment over 13 months of: 1 day Briefing; 1 day Launch; 4 days preparation for modules over 4 months plus delivery of 4 2-day modules (12 days); Half day a month over 8 months to support group project (4 days); 1 day Mid Year Review; 1 day End of Programme Event; Maximum of 20 days over a year.
<b>Context:</b>	Civil Service Local is part of Cabinet Office but based in our regions. 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. Our key themes are:  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 skills and better leadership.
<b>Role Purpose</b>	The programme is designed to provide participants with skills for the future civil service as potential managers and leaders. It is a 12 month programme including four, two-day modules covering CS Competence Framework competences – Collaborating, Partnering, Leading, Communicating and Building Capability, as well as aspects of civil service reform. Participants will work in groups to develop a project and be assigned a Mentor for the duration of the programme.
<b>Responsibilities/Tasks:</b>	<ul style="list-style-type: none"> <li>Facilitate and coach a small group of 8-9;</li> <li>Deliver some whole group of 32-50 people sessions;</li> <li>Support small group through developing and delivering a civil service vision based group project;</li> <li>Evaluate the work undertaken;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide management updates on progress.</li> </ul>
<b>People Management:</b>	No direct line management.
<b>Key Interactions:</b>	<p>The job holder will work with and engage with:</p> <ul style="list-style-type: none"> <li>• CS Local North East, Yorkshire and the Humber Team;</li> <li>• Other programme facilitators (as part of a team of 4-6);</li> <li>• Administrative/Executive officer Grade Participants from across departments;</li> <li>• Line managers and mentors.</li> </ul>
<b>Performance Metrics:</b>	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> <li>• Delivery against objectives for the programme</li> <li>• Evaluation of feedback from each module.</li> </ul>
<b>Specialist Knowledge and experience</b>	<p>We are looking for the following skills and experience:</p> <ul style="list-style-type: none"> <li>• Attended some type of training / facilitation training such as: <ul style="list-style-type: none"> <li>○ Presentation skills</li> <li>○ How Adults Learn</li> <li>○ Participative Training Methods</li> </ul> </li> <li>• Experience of facilitating discussions with groups of people</li> <li>• Knowledge of learning and management theories such as <ul style="list-style-type: none"> <li>○ MBTI, Situational Leadership, Learning Styles;</li> <li>○ teamwork/team builds (Tuckman models)</li> <li>○ leadership modules</li> <li>○ communication skills (Transactional analysis, Johari's window &amp; feedback models)</li> <li>○ coaching workshops (STEER &amp; GROW)</li> <li>○ project management.</li> </ul> </li> </ul> <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>
<b>Behaviours and Core Competencies required</b>	<p>Seeing the Big Picture  Leading and Communicating  Collaborating and Partnering  Building Capability for All</p>
<b>Role Specifics</b>	<p><b>Location:</b> The CS Local NEYH team is based at Benton Park View, Newcastle upon Tyne. The NE programme will take place at this site. The YH programme will take place at Quarry House Leeds.</p> <p><b>Placement:</b> This is a development opportunity and is suitable as meaningful work or professional development for full-time (in addition to other duties) or part-time management grade people.</p> <p><b>Funding:</b> 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><b>Line Management</b></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>
<b>Deadline</b>	Expression of Interest to <a href="#">Richard Armstrong</a> by 8 September 2017.

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.

