

HEO Assistant Co-ordinator, Civil Service Local	
Role Title	Assistant Co-ordinator
Eligibility	Substantive HEOs and equivalent. The position is on a loan basis and will be funded by Civil Service Local. It is available on a full-time or part-time basis. The post will be for a period of 12 months (subject to agreement by Civil Service Local and the applicant's parent department).
Location	Birmingham and Bristol
Job Description	<p>The role of Assistant Co-ordinator will work across two CS Local teams - the Midlands and South West. The job holder will be responsible for supporting the two Local Co-ordinators and working with two other Assistant Coordinators.</p> <p>Civil Service Local is a key route to making A Brilliant Civil Service a reality at local level.</p> <p>Building and maintaining good relationships across the Civil Service is critical and this role offers the chance to innovate, develop ideas and implement new ways of working that will help shape the modern civil service.</p> <p>It also offers the chance to enhance project management and networking skills across departments, to learn more about the delivery of public services and contribute to the successful delivery of products and approaches which will benefit civil servants.</p> <p>The role will include extensive travel across the Midlands and the South West..</p>
Responsibilities/Tasks	<p>The Assistant Coordinator will:</p> <ol style="list-style-type: none"> 1) Be responsible for the development of one or more specific projects or themes. This will require the engagement of stakeholders and project teams from across the Civil Service and other public sector bodies as appropriate, and interaction with customers and stakeholders from a range of organisations across the region or the country. <p>Specific elements include:</p> <ul style="list-style-type: none"> • Project scoping, development and planning • Engaging stakeholders and customers • Monitoring and review including completing performance reports and updates as required <ol style="list-style-type: none"> 2) Develop and maintain communication networks including:

	<ul style="list-style-type: none"> Developing contacts at the appropriate level where these do not currently exist. Building new and existing relationships to facilitate the delivery and implementation of projects across the area and the country. Ensuring databases are up to date, accurate and fit for purpose. <p>4) Provide support to the Local Co-ordinators including:</p> <ul style="list-style-type: none"> Taking the lead on providing a consistent approach to the planning and delivery of projects and events Representing the team at specific events/projects as agreed with the Co-ordinator Providing/analysing statistical information to support the development of CS Local and underpin individual projects
Behaviours and Core Competencies required	<p>Leading and Communicating – leading from the front and communicating with clarity, conviction and enthusiasm.</p> <ul style="list-style-type: none"> Put forward your own views in a clear and constructive manner, choosing an appropriate communication method e.g e-mail, telephone/face to face Act in a fair and respectful way in dealing with others Write clearly in plain, simple language <p>Collaborating and Partnering – working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders. Whilst having the confidence to challenge assumptions</p> <ul style="list-style-type: none"> Proactively contribute to the work of the whole team Seek help when needed in order to complete own work effectively Be open to taking on different roles <p>Building Capability for All</p> <p>Delivering at Pace – working to agreed goals and activities and dealing with challenges in a responsive and constructive way</p> <ul style="list-style-type: none"> Work with energy and pace to get the job done Take responsibility for the quality of own work and keep manager informed of how the work is progressing
Learning requirements	None.
Application and Selection process	<p>The role is effective from the 2nd April 2018.</p> <p>Applications are invited on an Expression of Interest basis. An expression of interest form is available from Nita Murphy or Andrea James</p> <p>If you would like to discuss the position please call Nita on 07768-592471 or Andrea on 07825-281895</p> <p>Applications should be sent to: Nita Murphy by close 12 March.</p> <p>Interviews will be held in either Bristol or Birmingham</p>