

Role Profile for Project Coach for CS Local Midlands Academy Projects

Role Title:	Project Coach Civil Service Local Midlands Academy – People Development.
Grade:	HEO or above (any grade with relevant skills or experience will be considered)
Business/Function where this type of role exists:	Civil Service Local: Midlands.
Time Commitment	<p>2 days attendance at Academy (MOD Whittington, Lichfield) on 16th & 17th August 2018..</p> <p>Approx. 1 day each month in the 12 months following Academy. Also attendance at mid year and end of year evaluation days.</p> <p>With advance preparation time total commitment is likely to be 18 days.</p>
Context:	<p>Civil Service Local is a programme established by Cabinet Office which seeks to ensure the Civil Service has a professional, motivated and skilled workforce that takes pride in, and is passionate about, delivering better, more cost-effective public services across the country. The programme is run through 5 regional networks with the overarching aims of:</p> <ul style="list-style-type: none"> ● Improving the culture, identity and brand of the Civil Service. ● Identifying, developing and delivering initiatives that result in: <ul style="list-style-type: none"> ○ better opportunities for staff ○ better services for the public ○ ensuring the best value for money from making effective and efficient use of resources. <p>Civil Service Local is a key route to delivering Civil Service Vision - A Brilliant Civil Service, which will seek to deliver government aims of creating a modern and highly-skilled workforce that can deliver the efficiencies and changes required for future success.</p> <p>Civil Service Local in the Midlands has been operating since July 2011, and has a programme of initiatives that seek to meet the national objectives, contribute to Civil Service Vision and deliver objectives that meet the needs of the locality. It works across the locality, across government departments and the wider public sector.</p>

<p>Role Purpose</p>	<p>One of the key deliverables for CS Local Midlands is an Academy which will be held from the 13th to 17th August 2018 that will include a requirement for delegates to devise and deliver a project to help support Civil Service Vision. The Project Coach role sits within the CS Local Midlands Programme Team and the successful applicant will be responsible for providing coaching and mentoring support to a CS Local Midlands Academy project.</p> <p>The aim of the Academy is to develop future leaders of the Civil Service through both individual and collective development opportunities & encourage closer working across government departments. The 2018 Academy aims to deliver a suite of project ideas to shape and support future Civil Service & involves ongoing evaluation of individual development and business effectiveness.</p> <p>The successful candidate will be required to coach a project team of Academy delegates to deliver their chosen project. This will involve coaching in basic project management principles, acting as a sounding board, offering appropriate challenge, keeping the team on track as well as supporting individuals with development of competences and managing risks to delivery.</p> <p>You will work collaboratively with the Dragons (Project sponsors) and other Coaches.</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 build and support cross government networks ● to develop skills and experience of delivering project outcomes, facilitation at cross government events and to help build & develop an effective team ● to enhance interpersonal skills and a greater appreciation of cultures/approaches across government departments ● to be involved in shaping and developing the future model for cross government learning and development. <p>What the role does not involve:</p> <ul style="list-style-type: none"> ● You are not the project manager for the Academy project. ● Your role is not to carry out the project management disciplines required in order to deliver project. ● Your role is not to dictate the direction of the project, although you do highlight potential pitfalls for the project team to consider where appropriate.
<p>Responsibilities/Tasks:</p>	<p>The successful candidate will:</p> <ul style="list-style-type: none"> ● Coach an Academy project team in basic project management/disciplines. ● Provide support to an Academy project team to deliver their project. ● Provide a link between the project team and the CS Local Midlands management team. ● Utilise generic project management documentation. ● Upskill project team members in the relevant aspects of project management. ● Work closely with the CS local Midlands Project Coach lead, ensuring reporting commitments are met. ● Work closely with colleagues and fellow coaches supporting delivery of the project. ● Encourage team and individuals to recognise and celebrate their successes and use this to build their skills. ● Work with key stakeholders and customers in relevant government departments in the Midlands, as well as taking opportunities to represent and promote CS Local. ● Attend the mid and end of year evaluation days. ● Be responsible for delivery of monthly short progress reports.

Management of people:	No direct line management is required as project staff are part-time volunteers / secondees
Key Interactions:	The job holder will need to work and engage with: <ul style="list-style-type: none"> • CS Local Midlands Project Manager and Programme Team. • CS Local Midlands Project Coach lead & fellow Coaches. • CS Local Midlands Academy Delegates. • Key stakeholders from relevant government departments.
Measure of success:	Success in the role will be measured by: <ul style="list-style-type: none"> • Delivery against objectives and targets for the project you support. • Engagement with programme and project staff. • Feedback from individuals involved either directly or indirectly with the Academy.
a) Academic/Professional Qualifications	None required.
b) Knowledge and experience	Experience of project management and coaching / developing others as well as plenty of enthusiasm and commitment to the role. A short expression of interest and discussion with the Lead Coach and Academy Project Manager to confirm suitability/availability will be required.
c) Civil Service Competency Framework competencies required	<p>Building capability for all</p> <p>You will have a strong focus on continuous learning for yourself and others. You will be open to learning and helping others to learn. You will strive to improve your own knowledge and skill set passing the benefit of your experience on to others. You will help to develop those with potential in the Academy environment. You will contribute to a learning and knowledge sharing culture across government. Devote your time to coaching and mentoring the leaders of the future. Get to know your project team to understand how you can help delegates to identify opportunities for learning and areas for development. Seek and give feedback to help continuous improvement.</p> <p>Leading and communicating</p> <p>You will lead from the front and communicate with clarity, conviction and enthusiasm. You will support principles of fairness of opportunity for all and be dedicated to supporting a diverse range of colleagues. You will take the opportunity to communicate regularly with staff, giving clear direction, specifying goals and supporting their achievement. You will communicate using appropriate styles, methods and timings to maximise impact and understanding. You will understand and support the work of the Civil Service, specifically around the aims of CS Local and support the Civil Service values and culture. You will use your experience and skills enthusiastically to encourage others to develop.</p> <p>Collaborating and partnering</p> <p>You will create and maintain positive, professional and trusting relationships, both with your project team and the wider CS Local Midlands project team. You will work collaboratively and share information and experience where appropriate – you will proactively offer help where appropriate. You will be open to and willing to make challenge, and you will do it in an open and inclusive manner. You will invest time and energy to foster team spirit. You will deal with disputes or conflicts of interest quickly and effectively. You will champion collaborative working, think beyond your own Department and promote a culture of seeking solutions where cross departmental boundaries pose problems.</p>
d) Learning requirements	Attendance at a 1 day (or 2 x half day) training event and at an awareness session which will be held a few weeks before the Academy at the venue. You will also need to have an overview understanding of Civil Service Vision.

e) Role Specifics	<p>Location: The role will be based in any Midlands location. Some travel may be involved but will be mostly contained within the Midlands region.</p> <p>Placement: The position would suit a full-time (in addition to other duties) or part-time worker at either HEO or SEO, although other grades will be considered if potential in their behaviours and skills is evident. The project is for 12 months, but can be extended as appropriate.</p> <p>Funding: <u>Home departments will need to meet salary and necessary travel expenses during the period of the project.</u></p>
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Application Information	<p>If you are interested in this role please send a completed expression of interest form to: katie.giles@cabinetoffice.gov.uk by cop Friday 15th June 2018.</p> <p>If you have any more questions about the role please either email Katie or call her on: 07342020594</p>
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