

Role Profile Template – Facilitator Academy	
Role Title:	Facilitator CS Local Academy – People Development
Grade:	EO – G7 (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>A minimum of 1 day training and familiarisation event – (TBC). 1 day dress rehearsal – (date TBC – MOD Whittington). 5 days at residential Academy at MOD Whittington (13th – 17th August 2018) with scheduled evening activities. A half-day after action review – TBC.</p> <p>Additional planning and preparation time as shown below.</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>
Role Purpose	<p>One of the key deliverables for CS Local is an Academy which begins with a five day residential event to be held in August 2018 that will require delegates to devise and deliver a project to help support Civil Service vision.</p> <p>The successful candidates will be required to facilitate a group of 8 civil servants, from across Government departments, who are formed into “families” throughout the five day residential event and subsequent year-long project.</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 enhance interpersonal skills and a greater appreciation of cultures/approaches across government departments. ● Support, enhance and develop facilitation and team building skills.
Responsibilities/Tasks:	<p>The successful candidates will:</p> <ul style="list-style-type: none"> ● Plan time to digest Facilitators brief and any other knowledge/skills required prior to the CS Local Midlands Academy 2018. ● Attend meetings, workshops and rehearsals as required. ● Cooperate with the Lead Facilitator, Project Manager and CS Local

	<p>Programme Team to ensure the smooth running of the facilitation of the Academy. Raising any issues as appropriate.</p> <ul style="list-style-type: none"> ● Participate in the pre-brief and debrief sessions of Facilitator meetings during the event. ● Mentoring of the Delegate Facilitators.
Management of people:	No direct line management is required.
Key Interactions:	<p>The job holder will need to work and engage with:</p> <ul style="list-style-type: none"> ● CS Local Midlands Programme Team. ● CS Local Midlands Academy Project Manager. ● CS Local Midlands Academy Lead Facilitator. ● CS Local Midlands Academy Coach and Project sponsor 'Dragon' (allocated to 'family'). ● CS Local Midlands Academy Delegate Facilitators. ● CS Local Midlands Academy delegates.
Performance Metrics:	<p>Success in the role will be measured by:</p> <ul style="list-style-type: none"> ● Delivery against objectives and targets for the project you support. ● Engagement and interaction with delegates & project team. ● Effectiveness, completeness and delivery of Academy.
a) Academic/Professional Qualifications	None required.
b) Specialist Knowledge and experience	Experience of facilitation is preferred but support will be given before and during the Academy. A short expression of interest and telephone discussion with the Project Manager and/or Lead Facilitator to confirm suitability/availability will be required.
c) Civil Service Competency Framework competencies required	<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 your family, 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>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 skills and pass 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 facilitating 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>Collaborating and partnering</p> <p>You will create and maintain positive, professional and trusting relationships, with your project team and your "family". 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 changes, 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 and promote a culture of seeking solutions where cross departmental boundaries pose problems.</p>

d) Learning requirements	You will need to digest and understand the facilitators brief and any other knowledge/skills required prior to the CS Local Midland Academy 2018.
d) Role Specifics	<p>Location: The role holder can be based in any Midlands location. Some travel may be involved but will be mostly contained to the Midlands region.</p> <p>Placement: The position would suit a full-time (in addition to other duties) or part-time worker at any grade EO – G7</p> <p>Funding: Home departments will need to meet salary and expenses during the period of the project</p> <p>NB: Accommodation and catering arrangements are provided free of charge during the residential phase.</p>
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 close of business 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>