



Civil Service
Local East, South East
& London

Get involved with CS Local ESEL in 2018

We are a small team, part of Civil Service Group in Cabinet Office, covering the East, South East and London regions of the country. Our purpose is to bring together departments and agencies within our locality, to be a catalyst for collaboration and new ways of working together. We recognise that to become the brilliant Civil Service to which we all aspire requires effective leadership, increased capability and more innovative and inclusive ways of working together.

As a small team we cannot hope to make a significant difference alone and we rely on volunteers to deliver the range of initiatives we support.

Listed below are a number of ways you can get involved and work with us for your personal development and/or your corporate contribution to the wider Civil Service.

The number of hours required varies from role to role, but for all the opportunities line management, salary and any travel and subsistence costs would remain the responsibility of your own department. Participation in any of these activities is subject to your department releasing you for the agreed time.

Unless stated otherwise we would expect you to undertake the role for a year. This can be extended by mutual agreement.

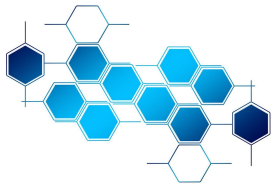
We have not specified grade, if you feel you have the necessary attributes for the role you are welcome to apply.

How to apply.

Please email the given contact expressing your interest with the following information.

- Your details including name, email, office address, phone number and grade.
- Role interested in.
- Max. 350 words on why you are applying and what skills you will bring to the role.
- Confirmation you have discussed with your line manager and they are happy to support your application.

The closing date for this current round of recruitment is 30 August 2018 but if you are interested in working with us you are welcome to contact us at any time.



Networks

What

We currently facilitate a number of networks including Engagement, Continuous Improvement, Change, Inclusion, Young Citizen Outreach and Social Mobility. We are open to other network suggestions.

Cross-Government Networks are a way of connecting people from different government departments with a common interest and encouraging collaboration. The focus is on using the power of the collective to improve both capability of people as well as business outcomes across the Civil Service through sharing knowledge and experience. Colleagues have the opportunity to learn about cross cutting subjects and different departmental approaches, and use this knowledge to apply to their own business areas as appropriate.

Currently networks tend to meet face to face 3 or 4 times a year with ad hoc communications in between meetings.

The objectives are to:

- connect and collaborate with others in a profession, function or having a common interest in an environment where they can learn and share information;
- foster a positive outcome from either a personal or business perspective;
- operate in the A Brilliant Civil Service framework, creating groups of proactive agents for change.

The role – Network Leads

Role Description - What will you do?

- Identify and work with different government departments to develop a proactive network of colleagues to share information, best practice and ideas on the network theme. In consultation with network members you will be responsible for scheduling meetings, researching topics for discussion, devising content and preparing agendas and keeping network members engaged.

Behaviours – What will you bring to the role?

- Leadership – Show pride and passion for public service. Create and engage others in delivering a shared vision.
- Changing and Improving - Seek out opportunities to create effective change and suggest innovative ideas for improvement. Review ways of working, including seeking and providing feedback.
- Working together - Form effective partnerships and relationships with people both internally and externally, from a range of diverse backgrounds, sharing information,

resources and support.

What's in it for me?

- An opportunity to develop your knowledge and skills
- to develop skills and experience of facilitation of cross government events
- Make new contacts
- Expand your CV

Estimated time required

1 day a month - however this is negotiable and flexible to fit in with your business requirements and the needs of CS Local.

Where are these roles based?

The roles can be carried out at any work location across the East, South East and London region. Some travel to events will be required and to keep in touch with the CS Local team.

To apply or for further information contact: susan.coles2@cabinetoffice.gov.uk also stating your Network preference.



CS Local Academy for AA – EO Grades

What

Civil Service Local Academies are a cross-departmental development programme, bringing together potential leaders of the future to build their personal and professional skill set and collaborate on individual projects to support the Civil Service Vision. They are open to AA – EO (or equivalent) grades.

Academies begin with a 4 day leadership residential development school followed by a 12 month team based project. Delegates are brought back together for a mid-year review and end of year celebration.

The objectives are to:

- build professional skills and capability of our future leaders;
- increase confidence and self awareness to become an inspiring leader;
- empower people to make a change for the better;

- develop awareness of and encouragement to develop career paths across departments;
- raise awareness of the vision for A Brilliant Civil Service (ABCS).

The 2018 academy is 5 to 8 November 2018 at the Park Inn, Bedford.

The role – CS Local Academy project lead.

Role Description - What will you do?

- Responsible for planning and delivering the 2018 ESEL Academy, with support from the CS Local Team. This includes managing delegates, recruiting and managing facilitators for the programme, managing the projects arising from the programme and evaluating success and impact.
- Supporting and sharing intelligence with other CS Local Academies.

Behaviours – What will you bring to the role?

- Managing a Quality Service - Deliver service objectives with professional excellence, expertise and efficiency, taking account of diverse customer needs.
- Communicating and Influencing - Communicate purpose and direction with clarity, integrity and enthusiasm.
- Delivering at pace -Take responsibility for delivering timely and quality results with focus and drive. Respect the needs, responses and opinions of others.

What's in it for me?

- personal development
- working closely with individuals from different government departments, across grade levels with different experiences and backgrounds;
- to be involved in shaping and developing the future model for cross government learning and development;
- to develop skills and experience of delivering project outcomes;
- to develop skills and experience of facilitation of cross government events.

Estimated time required

2 or 3 days a month until after the residential school in November then 1 - 2 days a month for the following academy year - however this is negotiable and flexible to fit in with your business requirements and the needs of CS Local. In addition you would be expected to attend the residential school, mid and end of year events.

Where are these roles based?

This role can be carried out at any work location across the East, South East and London region. Some travel to events will be required and to keep in touch with the CS Local team.

To apply or for further information contact: ian.barton@cabinetoffice.gov.uk



Discovery Sessions

What

Discovery sessions are interactive bite-sized learning opportunities of interest to a cross government audience. Colleagues have the opportunity to hear and learn about a wide variety of subjects and explore the challenges affecting the Civil Service. Typically sessions last around two hours but two or more shorter sessions around a particular theme may be scheduled for the same day.

Topics include digital skills, devolution, well being, cyber security, CS Learning offer, pensions and mental health awareness.

Sessions may be run anywhere across our region where there is a suitable venue and sufficient demand.

The objectives are to:

- connect people from different departments in an environment where they learn and share information;
- provide an opportunity for people to increase their skills and networks;
- enable people to gain insight into challenges and government priorities;
- promote awareness of CS Local and A Brilliant Civil Service.

The role

Discovery Session Project Manager

Role Description - What will you do?

This role will be responsible for planning and delivering the 2018/19 Civil Service Local ESEL Discovery Session programme, with support from the CS Local Team. This includes researching potential topics, sourcing speakers, event accommodation, event management and evaluating success and impact.

What's in it for me?

The role will offer opportunities:

- for personal development, as well as working closely with individuals from different government departments, across grade levels with different experiences and backgrounds, you will also gain insights into the topics delivered.

- to be involved in shaping and developing cross government learning and development session;
- to develop skills and experience of delivering project outcomes;
- to develop skills and experience of facilitation of cross government events.

Person Specification - What will you bring to the role?

- Managing a Quality Service - Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Work with stakeholders to set priorities, objectives and timescales. Successfully deliver high quality outcomes that meet the customers' needs and gives value for money. Identify risks and resolve issues efficiently. Involve a diverse range of colleagues, stakeholders and delivery partners in developing suggestions for improvements. Establish ways to find and respond to feedback from customers about the services provided.
- Seeing the bigger picture - Understand the strategic drivers for your area of work. Align activities to contribute to wider organisational priorities. Remain alert to emerging issues and trends which might impact your work area. Seek out and share experiences to develop knowledge of the team's business area.
- Delivering at pace - Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary.

Estimated time required

2-3 days a month - however this is negotiable and flexible to fit in with your business requirements and the needs of CS Local.

Where are these roles based?

This role can be carried out at any work location across the East, South East and London region. Some travel to events will be required and to keep in touch with the CS Local team.

To apply or for further information contact: nafesa.salahuddin@cabinetoffice.gov.uk



Shadowing Opportunities programme

What

This is a new programme in our area although it is successfully running in other regions.

Cross-Government shadowing is a way of connecting people from different government departments to open up opportunities and help them see the bigger picture as well as supporting skill and personal development.

The objectives are to:

- connect with others in another department, profession or function in an environment where they can learn and share information;
- foster a positive outcome from either a personal or business perspective;
- operate in the A Brilliant Civil Service framework.

The role – Shadowing programme manager

Role Description - What will you do?

- Identify and work with different government departments to develop suitable shadowing opportunities.
- Promote the scheme
- Manage the shadowing opportunities
- Evaluate success and impact.

Behaviours – What will you bring to the role?

- Managing a quality service - Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Work with stakeholders to set priorities, objectives and timescales. Successfully deliver high quality outcomes that meet the customers' needs and gives value for money.
- Delivering at pace - Act promptly to reassess workloads and priorities when there are conflicting demands to maintain performance. Allow individuals the space and authority to meet objectives, providing additional support where necessary, whilst keeping overall responsibility.
- Working together - Develop a range of contacts outside own team and identify opportunities to share knowledge, information and learning. Show genuine interest when listening to others. Contribute to an inclusive working environment where all opinions and challenges are listened to and all individual needs are taken into account.

What's in it for me?

- An opportunity to develop your knowledge and skills
- to develop skills and experience of delivering project outcomes;
- Make new contacts
- Expand your CV

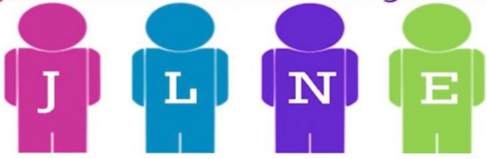
Estimated time required

1-2 days a month (may be slightly more initially until programme set up) - however this is negotiable and flexible to fit in with your business requirements and the needs of CS Local.

Where are these roles based?

The roles can be carried out at any work location across the East, South East and London region. Some travel to events will be required and to keep in touch with the CS Local team.

To apply or for further information contact: susan.coles2@cabinetoffice.gov.uk



Junior Leaders Networking Events

What

These are quarterly half day events held in locations across our region aimed at AO/EO grades from across government departments. They are a mix of networking, collaborating on issues that concern them, hearing from inspirational speakers and learning.

The objectives are to:

- connect people from different departments in an environment where they learn and share information;
- provide an opportunity for people to increase their skills and networks;
- enable people to gain insight into challenges and government priorities;
- promote awareness of CS Local and A Brilliant Civil Service.

The role

Junior Leaders Networking Events Lead

Role Description - What will you do?

This role will be responsible for planning and delivering the 2018/19 Civil Service Local ESEL JLNE programme, with support from the CS Local Team. This includes researching potential topics, sourcing speakers, venues, event management and evaluating success and impact.

What's in it for me?

The role will offer opportunities:

- for personal development, as well as working closely with individuals from different government departments, across grade levels with different experiences and backgrounds.
- to develop skills and experience of delivering project outcomes;
- to develop skills and experience of facilitation of cross government events.

Person Specification - What will you bring to the role?

- Managing a Quality Service - Develop, implement, maintain and review systems and services to ensure delivery of professional excellence. Work with stakeholders to set priorities, objectives and timescales. Successfully deliver high quality outcomes that meet the customers' needs and gives value for money.
- Leadership - Show pride and passion for public service. Create and engage others in delivering a shared vision. Value difference, diversity and inclusion, ensuring fairness and opportunity for all.
- Delivering at pace - Have a positive and focused attitude to achieving outcomes, despite any setbacks. Regularly check performance against objectives, making suggestions for improvement or taking corrective action where necessary.

Estimated time required

Typically 1-2 days a month - however this is negotiable and flexible to fit in with your business requirements and the needs of CS Local.

Where are these roles based?

This role can be carried out at any work location across the East, South East and London region. Some travel to events will be required and to keep in touch with the CS Local team.

To apply or for further information contact: susan.coles2@cabinetoffice.gov.uk