

PROTECT



**Civil Service
Local**

CS Local Support Officer Vacancy – South West & Wales

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| Role Title: | CS Local Support Officer |
| Grade: | Admin Officer |
| Status | You will join our team on loan for a period of between 12 to 24 months. Salary and T&S will need to be paid by your home department for the duration of the loan. You will be subject to your home Department's terms and conditions. |
| Location | Any location in the South West or Wales (you will continue to be located in your current department) |
| Hours | Full time or part time hours will be considered |
| Context: | <p>Civil Service Local is a small but dynamic team, hosted by Cabinet Office but based in localities across the country. Our purpose is to bring together departments and agencies within each locality, to be a catalyst for positive change, collaboration and better ways of working together. We support the Civil Service in its vision to be brilliant at meeting current and future challenges. We do this by:</p> <p>Connect - Develop stronger connectivity between departments & other public bodies by creating a more collaborative and flexible Civil Service.</p> <p>Citizens – Raise aspirations and improve life chances of vulnerable citizens with targeted interventions creating stronger communities that build resilience & enhance the reputation of the Civil Service.</p> <p>Capability- significantly contributes to the personal development of our people, building their skills and leadership capability to strengthen and transform the Civil Service to meet current and future challenges.</p> <p>Inspire - Inspire people to become personally active in delivering the Civil Service Vision in their locality and create a culture where they inspire others to do the same.</p> <p>Innovation - Promote a culture of innovation and offer unique local opportunities to develop creative solutions to improve business outcomes.</p> <p>Investment - Demonstrate CS Local is a good investment by generating a step change in energy enthusiasm and commitment, enabling our people to become the best they can be</p> |

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| | <p>We are a small team based around the country and supported by project staff loaned to us by departments and agencies. The CS Local Support Officer will have the opportunity to liaise with a wide range of stakeholders from across other departments at all grades, as well as with external partners such as voluntary organisations.</p> |
| <p>Responsibilities/ Tasks:</p> | <ul style="list-style-type: none"> • Writing articles for our blog on Gov.UK • Setting up events, promoting, managing attendees, security lists, evaluation etc. • Managing the CS Local events diary to ensure timely and efficient delivery of projects • Administrative support for CS Local events, including talent programmes, discovery sessions, networking events, volunteering and job shadowing • Providing secretariat support for a variety of network meetings, including timely collation and distribution of papers, drafting minutes and monitoring action points • Ensuring all information is managed, easily accessible and shared with relevant parties and stakeholders • Promotion of CS Local through the website, newsletters, emails and face-to-face engagement. • There is a requirement for occasional travel within the South West & Wales |
| <p>Essential skills</p> | <ul style="list-style-type: none"> • To be confident and comfortable using Microsoft Excel, Word and PowerPoint on a daily basis to a good level. It would also be helpful to have knowledge of Google drive, Google documents and Google sheets (although this is not essential). • Able to deal with a range of stakeholders and senior officials confidently and professionally. • Able to work equally well as part of a small team, a larger 'virtual team' and with minimal supervision/on your own initiative. • Strong interpersonal and influencing skills. |
| <p>Behaviours and Core Competencies required</p> | <p>Delivering at Pace – working to agreed goals and activities - 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 your manager informed of how the work is progressing • Work in an organised manner using own knowledge and expertise to deliver on time and to standard <p>Collaborating and Partnering – working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people, whilst having the confidence to challenge assumptions.</p> |

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- Proactively contribute to the work of the whole team
- Get to know fellow team members/colleagues and understand their viewpoints and preferences
- Seek help when needed in order to complete own work effectively
- Be open to taking on different roles

Leading and Communicating – showing your pride and passion for public service, communicating purpose and direction with clarity, integrity and enthusiasm.

- Put forward your own views in a clear and constructive manner, choosing an appropriate communication method e.g. e-mail, telephone/face to face
- Assess the effectiveness of internal communications and act on feedback to ensure communication is timely, relevant and meets the needs of the audience.
- Write clearly in plain simple language and check work for spelling and grammar, learning from previous inaccuracies

Application and Selection process

Applications are invited on an Expression of Interest basis on the accompanying form.

If you would like to discuss the role further please call Nita Murphy on 07768592471 or email nita.murphy@cabinetoffice.gov.uk

Applications should be sent to nita.murphy@cabinetoffice.gov.uk by close of business on the 21st February 2019

Interviews will be held in March in Bristol - date to be confirmed