

Facilitator Role Profile - South West Future Leaders' Academy

Role Title:	Facilitator CS Local Future Leaders' 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: South West
Time Commitment	<p>A minimum of 1 day training in advance of the event, which may be held face to face or via a series of telekits</p> <p>4 days residential at the Academy in a hotel in Plymouth (24th to 27th September 2019) with scheduled evening activities.</p> <p>Approximately 1.5 days per month to work with/support your Academy team</p> <p>2 days for a mid-year and end-year review – supporting your Academy team to showcase their project and progress</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 throughout the UK. Our purpose is to bring together departments and agencies within each locality to deliver actions and opportunities that will bring the vision for a Brilliant Civil Service to life and encourage more of us to be part of it.</p> <p>We work to support the Civil Service vision of a Brilliant Civil Service</p> <ul style="list-style-type: none"> ● Improved Outcomes ● Effective Leaders ● Skilled People ● A Great Place to Work <p>Under this umbrella our themes are:</p> <p>Connect: Develop local connectivity between departments. Encourage greater effectiveness through sharing resources, expertise and developing strong local networks.</p> <p>Citizens: Improve social mobility and the life chances of vulnerable citizens in our local communities by harnessing the voluntary power of the Civil Service.</p> <p>Capability: Build the capability of the Civil Service by design and delivery of cross-departmental initiatives in each region that promote priority skills and better leadership.</p> <p>Inspire: Champion the vision for the Civil Service by engaging Civil Servants in all regions, raising awareness, promoting inclusion and encouraging participation.</p> <p>Innovation: Encourage a culture of innovation through the design and piloting of creative solutions and new ways of working together.</p> <p>Investment: Demonstrate the efficiency of connection and innovation by adding twice the value of the investment in Civil Service Local.</p>
Role Purpose	One of the key deliverables for CS Local is an Academy, which is a four-day

	<p>residential event to be held in September 2019 that will require delegates to devise and deliver a project to help support A Brilliant Civil Service.</p> <p>The successful candidates will be required to facilitate a group of 8 to 10 civil servants, from across Government departments, who are put into teams throughout the four 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 candidate will:</p> <ul style="list-style-type: none"> • Plan time to digest the Facilitators brief and any other knowledge/skills required prior to the CS Local South West Academy 2019. • Attend meetings, workshops and rehearsals as required. • Cooperate with the Lead Facilitator, Project Manager and CS Local Programme Team to ensure the smooth running of the Academy. Raising any issues as appropriate. • Participate in the pre-brief and debrief sessions for Facilitators during the event. • Facilitate the work of their Academy team during the 4 day event and during the 12 months following
Management of people:	No direct line management is required.
Key Interactions:	<p>The facilitator will need to work and engage with:</p> <ul style="list-style-type: none"> • CS Local Programme Team. • CS Local Academy Project Manager. • CS Local Academy Lead Facilitator. • CS Local Academy Project sponsor - 'Dragon' (one Dragon allocated to each team). • CS Local 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 the 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 the team you will be facilitating. 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 Academy 2019.
d) Role Specifics	<p>Location: The role holder can be based anywhere in the South West. Some travel may be involved.</p> <p>Placement: The position would suit a full-time or part-time worker (in addition to other duties) at any grade EO – G7</p> <p>Funding: <u>Home departments will need to meet salary and expenses during the period of the project</u></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: Heidi.stephens@cabinetoffice.gov.uk by close of business Friday 14th June 2019.</p> <p>If you have any more questions about the role please either email Heidi</p>