



Civil Service
Local

North East, Yorkshire and the Humber Academy

DEVELOPMENT OPPORTUNITY TO FACILITATE AT FUTURE LEADERS ACADEMY IN EITHER THE NORTH EAST OR YORKSHIRE AND THE HUMBER

Effective date:	January 2020 to December 2020
Role Title:	Leadership Talent Modular Academy Learning and Development Facilitators required to work as part of a team of facilitators to deliver the Civil Service Local North East or Yorkshire and the Humber Talent Academies for Administrative Grades and Executive Officer grades.
Grade:	HEO to G7
Business/Function:	Civil Service Local North East, Yorkshire and the Humber.
Time Commitment:	<p>This is a development opportunity to be combined with current job and requires a commitment over 12 months of:</p> <ul style="list-style-type: none"> 1 day Briefing; 1 day Launch; 4 days for preparation. 8 Days Delivery of 2 x 2-day modules + 1 x 2.5-day module and 1 x 1-day career development module; 8 days at 1 per month over the next 8 months to support group project; 1 day Mid Year Review; 1 day End of Programme Presentation and Celebration; <p>Maximum of 24 days over a year.</p>
Context:	<p>Civil Service Local is part of Cabinet Office but based in our regions. Our purpose is to bring together departments and agencies within each locality to deliver actions and opportunities that will bring the new vision for the Civil Service to life and encourage more of us to be part of it. Our key themes are:</p> <p>Connect: Develop local connectivity between departments by creating a more collaborative civil service.</p> <p>Capability: Significantly contribute to the personal and professional development of our people, building their skills and leadership capability to strengthen and enhance the reputation of the civil service.</p> <p>Citizens: Raise aspirations and improve life chances for vulnerable citizens with targeted interventions creating stronger communities that build resilience and enhance the reputation of the civil service.</p>
Role Purpose	The Academy is designed to provide participants with skills for the future civil service as potential managers and leaders. It is a 12 month programme including three, two-day modules covering Civil service behaviours – Seeing the Big Picture, Changing and Improving, Leadership, Communicating and Influencing, Working Together and Developing Self and Others, as well as aspects of the vision for a brilliant civil service. Participants will work in groups to develop a project and be assigned a personal Mentor for the duration of the programme.
Responsibilities/Tasks:	<ul style="list-style-type: none"> • Facilitator and coach for a small group within the programme; • Deliver some whole group sessions on the programme; • Support their small group through developing and delivering a

	civil service vision based group project; <ul style="list-style-type: none"> Evaluate the work undertaken; Provide management updates on progress. 	
People Management:	No direct line management.	
Key Interactions:	The job holder will work with and engage with: <ul style="list-style-type: none"> CS Local North East, Yorkshire and the Humber Team; Other programme facilitators (as part of a team of 4-8); Administrative/Executive officer Grade Participants from across departments; Line managers and mentors. 	
Performance Metrics:	Success in the role will be measured by: <ul style="list-style-type: none"> Delivery against objectives for the programme; Evaluation of feedback from each module. 	
Specialist Knowledge and experience	We are looking for the following skills and experience: <ul style="list-style-type: none"> Attended some type of training / facilitation training such as: <ul style="list-style-type: none"> Presentation skills Participative Learning Experience of facilitating discussions with groups of people Knowledge of some management theories such as <ul style="list-style-type: none"> MBTI; teamwork (Tuckman models) leadership models communication skills (Transactional analysis, Johari's window & feedback models) coaching workshops (STEER & GROW) project management. However, as this is a development opportunity, expressions of interest are invited from those who meet some of these and can be supported to develop others.	
Behaviours and Core Competencies required	Seeing the Big Picture Leading Communicating	Working Together Developing Self and Others Working at Pace
Role Specifics	<p>Location: The CS Local NEYH team is based at Benton Park View, Newcastle upon Tyne. The NE programme will take place at this site. The YH programme will take place at Quarry House in Leeds.</p> <p>Placement: This is suitable as meaningful work or a professional development opportunity for a full-time (in addition to other duties) or part-time worker at a management grade.</p> <p>Funding: Home departments will need to meet salary and expenses during the placement. Line Manager permission must be obtained before expressing interest in this opportunity.</p> <p>Line Management</p> <p>The post holder will retain their current line management and the CS Local NEYH Co-ordinator will agree and report on a development objective for this work.</p>	
Deadline	Expression of Interest form from and to Anne Hunter by 11/10/20.	

Civil Service Local is committed to ensuring that wherever possible our events are accessible to all participants. If you have any specific requirements, please let us know and we will endeavour to make any reasonable adjustments.