

# Change Team Manager (OPS Band 2 / Grade 7)

Health and Safety Executive

**Apply before 23:59 on Monday 24th January 2022**



## Reference number

176083

## Salary

£53,350 - £59,890

## Grade

Grade 7

## Contract type

Permanent

## Business area

HSE - Operational Services Division (OPS)

## Type of role

Digital  
Project Delivery

## Working pattern

Flexible working, Full-time, Job share, Part-time

## Number of posts

2

## Location

East Midlands (region), East of England (region), North East (region), North West (region), Scotland, South East (region), South West (region), Wales, West Midlands (region), Yorkshire and the Humber (region)

## About the job

### Summary

The Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and places - we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, lower healthcare and welfare costs, and better productivity.

Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role. We look forward to receiving your application.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

### Job description

HSE is maturing its approach to managing and delivering change to enable the delivery of our ambitious roadmap of transformation and we're building a team of change, project management and delivery professionals to support this work.

We are leading on a number of cross government, multi-agency programmes in addition to a series of internal transformational initiatives: from establishing a new Building Safety Regulator to a post EU exit Chemicals regulation regime. We're designing new digital services to transform the way we deliver services and regulate, enabling new operating models, and transitioning to agile methods of development and delivery.

### The team we're building

We're seeking a range of project managers, change and business improvement managers, business analysts and subject matter specialists to work alongside a wider community of delivery partners and operational teams. Delivery partners range from top tier consulting houses to SMEs focused on digital innovation. You will work alongside Digital, Data and Technology professionals as well as operational and subject matter experts from HSE divisions. We're seeking change agents who relish the opportunity to lead in a rapidly maturing environment.

### Specific role context

Reporting to the Head of Change and Business Improvement, this is an influential position, playing a key role in the successful operation of one of the world's leading regulators.

This is an exciting new opportunity for an exceptional candidate to drive HSE's Transformation agenda and help shape our future. If you are looking for an opportunity to make a tangible difference that will be felt across the entire of Great Britain, please read on.

### Overall Purpose

The Change Team Manager is responsible for providing routine line management for the change and project delivery practitioners within the organisations change team. The Change Team Manager is therefore, responsible for ensuring all practitioners are effectively supported, developed and

performance managed - to ensure the overarching capability meets the needs of the organisation. The Change Team Manager will work closely with lead practitioner, performance and capability manager and resource managers.

This is an exciting opportunity to help us lead, drive and deliver significant change across HSE, driven by a new strategy and a number of new and challenging transformation programmes.

## **Responsibilities**

As part of your role you will:

People Management - Line Management of the organisation's change and project delivery practitioners, ensuring performance, wellbeing and development needs are defined and managed

Resource Strategy and Planning - Work alongside the projects and programmes to implement planned resource strategies for the portfolio, ensuring capability needs are met now and, in the future

Communication and Stakeholder Engagement - Work closely with senior leaders, lead practitioners and resource managers to ensure the continued development and effective use of practitioners

Guidance - Provide direction and guidance on development to team and more broadly across departmental profession

Leadership - Articulates the vision for the wider change capability and ensures appropriate objectives are defined to develop the capability accordingly

Professional Development - Ensures all practitioners are aligned to appropriate delivery professions with associated career pathways and development plans

Assurance - Provide assurance on team deliverables alongside other change practitioners to ensure outputs of team meet the needs of programmes and projects

## **Essential Skills and Experience:**

You will have:

Prince 2 (Practitioner level) accredited or equivalent formal project qualification

Extensive experience of line management of change and project delivery professionals

Knowledge of project delivery methodologies and framework

Knowledge of Change Management and Service Improvement Methodologies and approaches

Excellent oral and written communications

## **Desirable Skills and Experience:**

Change Management qualification

Microsoft Office to a high standard and be able to spearhead working smarter with modern technologies

## Benefits

### Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity

We invest in our people with;

- Competitive rates of pay
- Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.9%, far more than in the private sector.
- Family friendly policies and working hours to help balance your home life and career
- 25 days annual holiday increasing to 30 days after 5 years' service, plus bank holidays and 1-day Civil Service privilege leave
- Parental leave benefits: Maternity, adoption or shared parental leave of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity leave of 2 weeks full pay.

## Things you need to know

### Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete basic personnel security standard checks.

### Selection process details

#### Behaviours

We'll assess you against these behaviours during the selection process:

Leadership

Making effective decisions

Changing and Improving

Communicating and Influencing

Working Together

Technical Skills

You'll be asked to deliver a 5-minute presentation to assess your technical skills, details of which will be sent with your invite to interview.

Sift will take place week commencing 31st January

Interviews to take place week commencing 7th February

### Information

It is the candidate's responsibility to ensure they are aware of the terms and conditions they will adopt should they be successful in their application. For a summary of HSE terms and conditions as part of Civil Service Reform, please see the attached document.

Any move across the Civil Service on or after 4 October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers.

If you have a disability and you need an application form in an alternative format or you would like to know more about our recruitment process, please contact: [hr.resourcing-team@hse.gov.uk](mailto:hr.resourcing-team@hse.gov.uk)

## Complaints

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing:

[HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk) or by writing to HSE at the following address:

HSE Resourcing Team2.3  
Redgrave Court  
Merton Road  
Bootle  
Merseyside  
L20 7HS

If you are not satisfied with the response you receive from the Department, you can contact Civil Service commissioners: <https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

Feedback will only be provided if you attend an interview or assessment.

## Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

## Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

## Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

### Contact point for applicants

Job contact :

Name : Mark Hamilton

Email : [mark.hamilton@hays.com](mailto:mark.hamilton@hays.com)

Recruitment team :

Email : [HR.Resourcing-Team@hse.gov.uk](mailto:HR.Resourcing-Team@hse.gov.uk)

