

Resource Support Officer (Band 5/ EO)

Health and Safety Executive

Apply before 11:59pm on Monday 24th January 2022



Reference number

176347

Salary

£26,372 - £29,749

Grade

Executive Officer

Contract type

Permanent

Business area

HSE - Operational Services Division (OSD)

Type of role

Digital
Project Delivery

Working pattern

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

Number of posts

1

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

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.

Resource Support

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.

Job description

Why We're Recruiting

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 are 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.

Responsibilities

Specific role context

The role of the Resource support is to support the resource function in defining the people resources required for a project at different stages, and to identify, recruit, deploy, flex and develop those resources to support successful delivery- across the Portfolio. The resource manager works closely with the Resource Manager and delivery teams to ensure resource requirements are met.

Key Responsibilities

Resource Strategy and Planning - Work alongside the projects and programmes to implement planned resource strategies for the project, in line with the project requirements and standards. Likely to be

focused on recruitment and allocation of internal resources.

Stakeholder Management-Engage with stakeholders on resource management requirements alongside the project and programme teams.

Reporting-Collect timely and accurate data to report on Project Resource and Capability activities, planned or otherwise, on a regular basis to local or departmental teams. Highlight key resourcing and capability risks. Support the use of resource management tools in projects.

Capability Management -Collect timely and accurate data to report on Project Resource and Capability activities, planned or otherwise, on a regular basis to local or departmental teams. Highlight key resourcing and capability risks. Support the use of resource management tools in projects.

Recruitment-Ensure provisions are made for onboarding all new project and change practitioners joining the team.

Experience - Essential

Experience of agile and PRINCE2 project management methodologies.

Experience of working in dynamic project environment.

Experience- desirable

Managing projects using Project Online, Microsoft Project or similar tool.

Experience of managing budgets.

Agile or Prince 2 (Practitioner level) accredited or equivalent or equivalent qualification.

Using Microsoft Office suite to a high standard and spearheading working smarter with modern technologies.

Benefits

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- 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:

Making effective decisions

Developing self and others

Working together

Delivering at pace

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

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 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

Recruitment team :

Email : hr.resourcing-team@hse.gov.uk

