

Supplier Management Support (OSD Band 5/EO)

Health and Safety Executive

Apply before 11:59pm on Tuesday 4th January 2022



Reference number

169731

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.

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.

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.

Job description

HSE is Looking for a partner/ supplier manager to join our internal business change and project delivery capability. HSE is relatively early in its transformation journey with a number of big programmes underway and a sizeable pipeline of work ahead to support both corporate, and service specific change across the organisation.

Over the next few years, our activity will include both the delivery of discrete projects and the building of our internal capability and infrastructure, in IT, Digital, Data, Project and Change management. This will require HSE to work with a range of external partners to help ensure we have the appropriate capability and support to enable us to deliver effectively both now and for the future

You will play a key role in supporting the procurement and management of the of any external partners that HSE works with. Working under the Supplier/ Partner Manager-you will undertake tasks as required to ensure the partners deliver to HSE requirements.

Responsibilities

To support the supplier and partner manager in procuring and managing any external partners required by HSE to directly deliver or support its delivery of change and improvement projects. Ensuring the effective communication between parties and maintaining records of decisions and other related duties such as:

- Supporting procurement activity
- Supporting partner management activity
- Ensuring effective records are maintained and data made available as required

Work can be done from any HSE office, but there will be expectation of some travel to HSE's Bootle Head Office (and other offices) as and when required by the role.

Essential Skills and Criteria

- Experience at managing external suppliers as part of project delivery
- An understanding of standard approaches and methodologies to change and project delivery
- Excellent communication skills - capable of engaging with a range of stakeholders to gather requirements and ensure needs are met effectively

Experience - desirable

- An understanding of the work of HSE and National Regulatory Bodies.

Behaviours

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

- Changing and Improving
- Managing a Quality Service
- Working Together
- Communicating and Influencing

Benefits

We invest in our people with;

- Competitive rates of pay.
- Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.1%, 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.

This post is eligible for Excess Fares Allowance. A successful internal candidate currently based at another office may be entitled to Excess Fares Allowance in Line with HSE policy (<http://intranet/finance/expenses/excess-fares-allowance-policy.htm>)

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

This vacancy is using Success Profiles, and will assess your Behaviours and Experience.

The Sift will take place during the week commencing 3rd January 2022 and you will be assessed on your personal statement and CV which should outline how your experience meets the essential skills and criteria. We may contact you for an informal telephone conversation as part of the sifting process.

If you are successful at sift stage you will be invited to an interview which will be a blended approach of strength based questions and some behaviour based and technical skills questions as outlined above.

As part of your interview 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.

Interviews will take place week commencing 10th January 2022 and week commencing 17th January 2022

Useful Guidance

Please access the following Link for guidance on how to apply and how to complete a Statement of Suitability <https://www.civil-service-careers.gov.uk/how-to-apply/>

Further 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

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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
Telephone: 0161 228 6266

Recruitment team :

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

Further information

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 Team 2.3 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/>

www.hse.gov.uk

