

Resource Support Officer (OSD Band 5/EO)

Health and Safety Executive

Apply before 11:59pm on Monday 4th April 2022



Details

Reference number

195173

Salary

£26,372 - £29,749

Grade

Executive Officer
Band 5

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

National

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.

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.

Job description

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.

Responsibilities

Resource Strategy and Planning - work alongside projects and programmes to implement planned resource strategies for the project, in line with 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.

Analytics and Reporting - collect and analyse data to report on Project Resource and Capability and Performance activities. 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

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 27.1%, 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.

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

Experience - essential

Experience of agile and PRINCE2 project management methodologies

Experience of working in a dynamic project environment

Experience of stakeholder engagement, establishing relationships with Project Managers on resource management requirements.

Experience of data analysis, interpreting complex data sets and translating to simple terms.

Significant experience of Microsoft Office suite including an advanced command of Excel.

Experience of developing or contributing towards performance reports

Experience - desirable

Agile or Prince 2 accredited or equivalent

Experience of resource planning and scheduling

Experience of recruitment and onboarding

Behaviours

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

Making effective decisions
Developing self and others
Working together
Delivering at pace.

As part of the application process you will be asked to complete a CV and Personal Statement (Max word limit 750)

Your personal statement should demonstrate how you meet the Key Responsibilities as set out in the job description and essential criteria.

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/>

The Sift will take place on 4th April 2022 and you will be assessed on your personal statement and CV. 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 on the 12th April 2022.

These dates may change subject to business needs

Please note, due to current COVID restrictions, interviews will take place using MS Teams, where you will be required to have access to;

A laptop - personal or work
A webcam
Good internet access
MS Teams

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

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

Attachments

[HSE Terms and Conditions - CSJ Advert Annex](#) (type, size)

