

Project Support Officer

Home Office

Apply before 11:55 pm on Sunday 15th May 2022

[Return to search results](#)



Details

Reference number

XX

Salary

£30,817 - £33,899 (National)

£35,054 - £38,558 (Croydon/London)

Grade

Higher Executive Officer

Contract type

Permanent

Business area

HO - Delivery

Type of role

Project Delivery

Working pattern

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

Number of posts

50

Section links

[Location](#)

[About the job](#)

[Benefits](#)

[Things you need to know](#)

[Apply and further information](#)

Location

Croydon, Liverpool, Manchester, Sheffield

About the job

Summary

We are looking to identify Level 2 Project Support Officers to play a key role in supporting the delivery of projects in line with departmental priorities at the Home Office.

You will join the Home Office at an exciting time. The Home Office keeps the UK secure and prosperous; protects its citizens, residents and visitors and their property; and upholds rights, liberties and the rule of law. We lead on immigration and passports, drugs policy, crime and fire policy, counter-terrorism and work to ensure visible, responsive and accountable policing in the UK.

We cover some of the most high-profile policies in Whitehall, issues such as anti-social behaviour, crime prevention, tackling drug use, immigration, policing and terrorism. All are at the heart of the Government's agenda and we work closely and cooperatively with a wide range of other departments.

The Home Office is committed to be an inclusive employer with a diverse and representative workforce at all levels. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.

We particularly welcome applications from ethnic minorities candidates and women as they are currently underrepresented within Home Office project delivery roles at this grade level. Appointments will be made on merit on the basis of fair and open competition.

Job description

Project Support Officers enables the smooth running of the project by supporting the Project Manager through the operation of Project Management processes and the coordination of business management actions and activities on their behalf. The roles will offer an excellent opportunity to hone and develop your project delivery

skills. There will certainly be scope for those who excel and demonstrate ability to progress within the project delivery profession.

To discover more information about the Project Support Officer role including job responsibilities and person specification please access our Microsite (<https://webmicrosites.hays.co.uk/web/home-office-project-manager>). Please ensure you read this, and the Project Delivery Capability Framework, in full prior to applying.

Responsibilities

- **Planning and Scheduling.** Accountable for implementing and maintaining appropriate systems to enable effective planning and scheduling.
- **Monitoring and Reporting and Admin.** Establish and maintain project controls, keeping the project manager aware of the project status. Prepare project performance reports, presenting statistics and researching new information. The Project Support Officer will ensure organisational tasks are carried out efficiently. Manage and monitor compliance of the project with Departmental Security, Health & Safety, Equality & Diversity, Business Continuity and Business Planning.
- **Resources.** Lead a team responsible for identifying, developing and deploying resources. Manage workforce planning, providing information for effective decision making to the Project Manager. Procurement of supplies and services related to project support within Delegated Financial Authority limits.
- **Stakeholder Management.** Manage professional relationships with a wide range of internal and external stakeholders, and act as lead point of contact for some external parties. Draft and sign-off correspondence.
- **Financial control.** Monitor project spend and contribute to the compilation of budgets and the development of the business case. Ensures an accurate asset register is maintained.
- **Risk and Issues.** Manage potential risk areas, working with risk

managers and escalating as appropriate.

Essential criteria

We are seeking Project Support Officers looking to develop their skills and work on some of the most interesting projects at the Home Office.

Skills and experience may include:

- Experience of working in a Programme Management Office (PMO), and/or project/programme environment.
- Good written and verbal communication skills, with an understanding of the use of different channels and formats for different audiences.
- Ability to be proactive, and able to work in a fast-paced environment, managing their own time and priorities effectively.
- Strong interpersonal skills and the ability to build effective relationships with colleagues at every level within an organisation.
- Strong problem solving skills with the ability to form well thought out conclusions and recommendations.
- Close attention to detail, good organisational skills, and the ability to develop and implement effective administrative processes.

Desirable criteria

Agile Project Management Practitioner, APM Project Management Qualification or other related qualification.

- Experience of Microsoft Project.
- Experience in delivering PMO support in a technical or business transformation environment.

Behaviours

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

- Making Effective Decisions
- Delivering at Pace

Technical skills

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

- Stakeholder Engagement
- Planning

Benefits

This role is available for full-time, part-time or flexible working arrangements (including job share partnerships) but you should discuss your needs with the recruiting team if you are successful at interview.

Hybrid working

Hybrid working enables employees to work partly in their workplace(s) and partly at home. As Covid-19 restrictions are lifted, a hybrid working pattern may be available, where business needs allow. Applicants can discuss what this means with the vacancy holder if they have specific questions.

The Civil Service offers pension arrangements which are part of the reward package. Membership of the pension scheme offers a range of benefits that will provide financial security both in the time up to retirement and beyond.

Your pension is a valuable part of your total reward package where:

The employer makes a significant contribution to the cost of your pension; Your contributions come out of your salary before any tax is taken. This means, if you pay tax, your take-home pay will not be reduced by the full amount of your contribution; and Your pension will

continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire. For more information, visit www.civilservicepensionscheme.org.uk

Full time new entrants to the Civil Service and those Civil Servants on modernised terms and conditions will be entitled to 25 days leave increasing on a sliding scale to 30 days after 10 years' service.

In addition to this you are entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday. The allowance is pro-rated for part-time staff.

With competitive maternity, paternity and parental leave we also recognise the importance of a good work-life balance and offer flexible working and a family friendly approach to work.

The Department offers engaging jobs in work that really matters; jobs which have a direct impact on the quality of public services. Roles can offer great job satisfaction and there are many opportunities to develop and progress both within the Department and across the wider Civil Service.

We are committed to investing in our staff and offer a range of work based training and qualifications, coaching and mentoring opportunities and a guaranteed five days of learning a year.

You will be supported by ongoing professional development and have opportunities for professional accreditation. Joining the Civil Service also opens up a whole world of career and development opportunities across government with a range of support to help you meet your full potential.

Interest free season ticket and bicycle loans. Some locations also offer onsite facilities including fitness centres and staff canteens.

Civil Servants taking up appointment on promotion will adopt the modernised Civil Service terms and conditions which came in to effect from 1 July 2013. Existing Civil Servants appointed on level transfer will retain their existing terms and conditions.

Things you need to know

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

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 Strengths, Experience and Technical skills.

As part of the application process you will be asked to complete a CV and personal statement (maximum 1250 words)

Further details around what this will entail are listed on the application form.

Please note your personal statement should summarise your skills and experience against the essential criteria and demonstrate the following **behaviours** from Success Profiles and **technical competencies** within the Project Delivery Capability Framework:

Behaviours:

- Making Effective Decisions
- Delivering at Pace

Technical Competencies:

- Stakeholder Engagement
- Planning

Candidates will be sifted on the basis of a personal statement. The CV is for information purposes only and will not be marked.

If you are successful at the sift stage you will be invited to interview which will be a blended approach consisting of technical based questions and strengths based questioning.

For guidance on the Technical skills please refer to the link below:

Click [here](#) to visit the Project Delivery Capability Framework.

Sift and Interview dates

Sift will take place from 16th May 2022.

Interviews will take place week commencing 6th June 2022.

We will try to meet the dates set out in the advertisement. There may be occasions when these dates will change. You will be provided with sufficient notice of the confirmed dates.

We are closely monitoring the situation regarding Coronavirus, and will be following Central Government advice as it is issued, as such you will be invited to attend a video interview utilising Skype for Business or Microsoft Teams.

PLEASE NOTE: Due to time constraints we may not be able to offer alternative interview date(s). It is therefore expected that candidates who are successful at sift stage will make themselves available during the above time frame given.

Further information

For meaningful checks to be carried out, individuals need to have lived in the UK for a sufficient period of time to enable appropriate checks to be carried out and produce a result which provides the required level of assurance. You should normally have been resident in the United Kingdom for the last 3 years if the role requires CTC clearance, 5 years for SC clearance and 10 years for DV. A lack of UK residency in itself is not necessarily a bar to a security clearance and applicants should contact the Vacancy Holder/Recruiting Manager listed in the advert for further advice.

A reserve list may be held for a period up to 12 months from which further appointment may be made.

Every day, Home Office civil servants do brilliant work to develop and deliver policies and services that affect the lives of people across the

country and beyond. To do this effectively and fairly, the Home Office is committed to representing modern Britain in all its diversity, and creating a welcoming, inclusive workplace where all our people are able to bring their whole selves to work and perform at their best.

We are flexible, skilled, professional and diverse. We work to recruit and retain disabled staff and area Disability Confident Leader. We are proud to be one of the most ethnically diverse departments in the civil service. We are Stonewall top 100 Workplace Equality Employer and a Social Mobility Foundation top 75 employer.

New entrants are expected to join on the minimum of the pay band.

Applicants who are successful at interview will be, as part of pre-employment screening, subject to a check on the Internal Fraud Database (IFD). This check will provide information about employees who have been dismissed for fraud or dishonesty offences. This check also applies to employees who resign or otherwise leave before being dismissed for fraud or dishonesty had their employment continued. Any applicant's details held on the IFD will be refused employment.

For further information please see the attached notes for candidates which must be read before making an application.

Existing Civil Servants should note that some of the Home Office terms and conditions of employment have changed. It is the candidate's responsibility to ensure they are aware of the Terms and Conditions they will adopt should they be successful in application and should refer to the notes for candidates for further details.

Transfer Terms: Voluntary.

If you are invited to an interview you will be required to bring a range of documentation for the purposes of establishing identity and to aid any pre-employment checks.

Please see the attached list of Home Office acceptable ID documents.

Any move to the Home Office from another employer will mean you can no longer access childcare vouchers. This includes moves

between government departments. You may however be eligible for other government schemes, including Tax Free Childcare. Determine your eligibility at [here](#)

Reasonable Adjustments

If a person with disabilities is at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you need a change to be made so that you can make your application, you should:

- Contact Government Recruitment Service via HOrecruitment.grs@cabinetoffice.gov.uk as soon as possible before the closing date to discuss your needs
- Complete the “Assistance Required” section in the “Additional Requirements” page of your application form to tell us what changes or help you might need further on in the recruitment process. For instance, you may need wheelchair access at interview, or if you're deaf, a language service professional

If you are experiencing accessibility problems with any attachments on this advert, please contact the email address in the ‘Contact point for applicants’ section.

Feedback

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 :Home Office Resourcing Centre
- Email :HORCCampaignTeamCorporateEnablers@homeoffice.gov.uk

Recruitment team :

- Email :HOrecruitment.grs@cabinetoffice.gov.uk

Further information

If you feel that your application has not been treated in accordance with the recruitment principles, and wish to make a complaint, then you should contact in the first instance

HORecruitment.GRS@cabinetoffice.gov.uk. If you are not satisfied

with the response that you receive, then you can contact the Civil Service Commission.