

Governance and Reporting Manager (OPS Band 2 / Grade 7)

Health and Safety Executive

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



Reference number

176135

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

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

Governance and reporting Manager

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

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'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

The role of the Governance and Reporting Specialist is to manage and control governance activities in the project to enable effective management and decision making of the project. They should ensure timely, consistent and accurate data collection, analysis and reporting on project progress and delivery confidence.

Overall Purpose

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

Business Case - Draft parts of the Business Case and quality assure specialist contributions gaining appropriate specialist sign off. Quality Assure (QA) Investment board papers

Stakeholder - Work with stakeholder to agree a governance and reporting structure. Set up project boards, ensuring all relevant stakeholders are represented (e.g. User, supplier etc)

Governance and Reporting Landscape - Understand and communicate the organisation's governance pathways – driving appropriate use of boards and build governance into the project cycle. Analysis and challenge of data in the reports (is there a rainbow of honesty). Present reports at relevant boards. Develop and agree tolerances, escalation triggers and investment gateways.

Risks and Issue Management - Ensure risks and issues are an integral part of the governance cycle and boards give enough time to consider key risks and issues.

Benefits realisation - Ensure realisation of benefits for customers through planning and designing and that project outputs meet programme requirements

Change Control - Design change control process, agreeing tolerance and escalation points. Oversee compliance with change request process, escalating non-compliance.

Knowledge and Information Management - Set knowledge and information processes that conforms with the organisation's standards. QA and challenge the project/ business to follow the agreed processes. Disseminate lessons learned within project and wider community.

Experience - essential

You will have:

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

Proven track record of Programme management delivery

Experience of managing budgets and cost benefit cases

Experience of leading and managing teams

Knowledge of project methodologies and software

Experience - desirable

Defining and implementing effective governance on key programmes

Hands-on programme delivery experience

Excellent understanding of Government assurance controls, I.e. HMT, IPA, OGC

Working within a complex or public sector environment, particularly one that adheres to Government Digital Service Standards.

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:

Communicating and influencing

Leadership

Working Together

Changing and Improving

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

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

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

