

# Project Support Officer (OSD Band5/EO)

Health and Safety Executive

**Apply before 11:59 pm on Tuesday 4<sup>th</sup> January 2022**



**Reference number**

169773

**Salary**

£26,372 - £29,749

**Grade**

Executive Officer

**Contract type**

Permanent  
Fixed Term

**Length of employment**

25 months

**Business area**

HSE - Operational Services Division (OSD)

**Type of role**

Project Delivery

**Working pattern**

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

**Number of posts**

7

## 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.

### 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 Project Support Officer covers a diverse range of activities to support the delivery of the project's objectives. The Project Support Officer enables the smooth running of the project by supporting the project manager through the operation of project management processes, and the co-ordination of business management actions and activities on their behalf.

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

- Assist with and maintain appropriate systems to enable effective planning and scheduling.
- Assist in maintaining, monitoring and reporting project controls and in producing project reports.
- Responsible for project file management using robust version control. Organise key project meetings and provide secretariat support.
- Management of staff as appropriate, including their development.
- Assist with maintaining the stakeholder log for internal and external stakeholders. Act as the focal point for project responses to external requests for information.
- Assist with the monitor of project spend and contribute to the compilation of budgets. Maintains an accurate asset register for the project.
- Assist with and maintain risk and issue logs, escalating as appropriate

## Essential Experience

- Experience of agile and PRINCE2 project management methodologies
- Experience of working in a project or programme or similar environment
- Experience of working in dynamic project environment

## Desirable Experience

- 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

## Essential Skills and Criteria

- The delivery of projects to time, cost and benefits criteria.
- Effective communication between Stakeholders, Business Service Owners and the project.
- Project Documentation produced to a high quality.
- Business readiness is effective in order to receive the changes to working practices.
- Post-implementation and embedding activities identify learning for use in subsequent projects.
- Effective use of all MS Software, including Excel.

## Behaviours

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

Changing and Improving  
Seeing the Big Picture  
Working Together  
Delivering at Pace

## 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.

### **Allowances**

In regards to the permanent position, this post is eligible for Excess Fares Allowance for the permanent post only. 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**

In regards to the FTA, existing Civil Servants and applicants from accredited NDPBs are eligible to apply, but will only be considered on loan basis (Civil Servants) or secondment (accredited NDPBs). Prior agreement to be released on a loan basis must be obtained before commencing the application process. In the case of Civil Servants, the terms of the loan will be agreed between the home and host department and the Civil Servant. This includes grade on return.

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](mailto:hr.resourcing-team@hse.gov.uk)

### **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/>

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.co.uk

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 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/>

[www.hse.gov.uk](http://www.hse.gov.uk)

