

Planning Manager (Band 2/ Grade 7)

Health and Safety Executive

Apply before 11:55 pm on Monday 7th March 2022



Details

Reference number

188833

Salary

£53,350 - £59,890

Grade

Grade 7

Contract type

Permanent

Business area

HSE - Operational Services Division (OSD)

Type of role

Digital

Governance

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.

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, programme and portfolio governance and assurance specialists with subject matter expertise to work alongside a wider community of delivery partners and operational teams to drive higher standards of compliance and quality across our portfolio of transformation. Delivery partners range from top tier consulting houses to SMEs focused on digital innovation. You will work alongside PPM, Digital, Data and Technology professionals as well as operational and subject matter experts from HSE divisions. We're seeking governance and assurance specialists who relish the opportunity to lead in a rapidly maturing environment.

Reporting to the Head of Portfolio Management Office, this is an influential position, playing a key role in the successful operation of one of the world's leading regulators.

This is an exciting new opportunity for an exceptional candidate to drive HSE's Transformation agenda and help shape our future. If you are looking for an

opportunity to make a tangible difference that will be felt across the entire of Great Britain, please read on.

Overall Purpose

As the Planning Manager you will play an important role in defining, building, and monitoring our ambitious roadmap of digital and business transformation, focusing on operational and regulatory effectiveness and efficiency whilst improving overall portfolio outcomes.

You will be responsible for working with a variety of operational delivery specialisms to improve project and programme delivery compliance, you will define and imbed the standards for effective planning, ensuring all aspects of portfolio deliverables and dependencies are governed and assured to support HSE in delivering our ambitions transformation agenda.

Focused on setting and implementing best practice standards to drive the collective delivery of organisational outcomes that will improve regulatory effectiveness and efficiency and improve project and programme compliance you will 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

As part of your role you will:

- Provide visible and effective leadership, and work with project managers and wider operational departments such as IT and Regulatory partners to deliver business case benefits and outcomes.
- Develop clear visions and standards, champion the use of best practice project / programme and portfolio planning standards, tools, and processes.
- Apply advanced knowledge in the discipline of planning for the analysis and successful resolution of risks and issues and identification of opportunities.
- Identify future capacity and capability needs of the portfolio planning function and puts in place strategies to meet them with Resource Leads and specialist departments such as HR, Procurement and Recruitment.
- Deliver effective assurance across the portfolio and provide clear reporting and recommendations for improvements
- Build and maintain external networks to access technical and professional best practice, manage productive and effective relationships with senior stakeholders, including Executive Committee members.
- Analyse performance data, looking at trends to identify areas for improvement and collaboration, and selecting appropriate methods and tools to resolve them. Where appropriate making recommendations to senior level executives on the balance and prioritisation of the portfolio.
- Develop the portfolio pipeline, including regular planning and pipeline reviews with key stakeholders and the categorisation and prioritisation of new activities
- Be the point of professional knowledge and expertise on planning across the full portfolio. Support the business in identifying appropriate strategies for dealing

with individual and collective priorities and risks / resourcing demands. Provides key reports and supports effective governance and decision making.

- Provide specialist advice and leadership to ensure successful delivery of the portfolio. Provide guidance and advice to Project and Resourcing Managers during project initiation on selection of planning approach, resource forecasting, tools, processes, and proportionality.
- Support the development and communication of improvement principles, guidelines and best practice throughout HSE to build knowledge and optimise service delivery.

Experience - essential

You will have:

- Experience using Prince 2 and Agile Project Management delivery methods alongside Microsoft Project and broader PPM tools such as MS Project Online.
- Experience of leading planning workshops and tracking and reporting on dependencies across multiple projects and programmes
- Experience of defining and implementing project and portfolio planning frameworks
- Experience of leading and managing teams, setting best practice standards, and supporting others to comply and follow set procedures.
- Experienced in managing people both directly and on a matrix management basis extending to the coaching and mentoring of junior team members as part of driving the consistency of standards and outputs.
- Experience of leading change and driving change awareness within a complex and geographically dispersed organisation.
- A solid track record of delivering service/performance improvements, efficiencies, and enhanced user experience.

Experience – desirable

- Experience of delivering / assuring large scale transformation programmes to GDS standards.
- Experience of working within a regulatory or similarly complex environment.
- Experience in project / programme management delivery, specifically operational experience of managing resource budgets and forecasts in a project delivery environment or similar.
- Portfolio Management qualification – Management of Value, Management of Risk, Management of Portfolios, Management of Successful Programmes, or relevant experience.
- Experience of developing business cases to Green Book standards and managing funding bids within government.

Skills

- Project planning. You will be highly proficient in the use of Microsoft project, including generating customised reports, master plans, resource and cost loaded plans, critical path analysis and scenario / contingency planning.
 - Reporting. You know how to generate Management Information (MI) reports for multiple audiences including project reviews, programme delivery review, leadership team and board executives in-line with P3M3 categorisation.
 - Audit / Assurance. You know how to audit / assure / health check projects and programmes against change management frameworks
 - Dependency Management. You know how to work with project teams to define and track project and programme interdependencies, escalating blockages and issues for action and presenting key portfolio dependencies through high level summary plans and plans on a page.
 - Tools. You will be Extremely proficient in PowerPoint / Excel / Visio / SharePoint with experience of data analysis and generating Management Information (MI) reports, ideally automatically, for multiple audiences including project reviews, programme delivery review, leadership team and board executives
 - Communication. You will have excellent written and verbal communication skills, providing effective summaries & briefings for all stakeholders including material which could be used for external audiences, with close attention to detail, good organisational skills, and the ability to develop and implement effective processes.
 - Business Analysis. You know how to collectively align planned and in development work, evaluating initiatives, updating, and monitoring schedules to determine the most effective and efficient route to delivery. Providing clarity on key milestones to define what, when and how activities will be organised across the portfolio to ensure collective outcomes can be achieved, against resource availability and pipeline demand.
 - Compliance. You know how to set the standards for delivery and work with project teams and resource leads to track and monitor collective progress throughout the life of interrelated projects and programmes across the portfolio. You can act as a recognised expert and advocate for best practice approaches, continuously reflecting and challenging the team.
- Stakeholder relationship management. You know how to direct the strategic approach for stakeholder relationships, establishing and promoting the meeting of stakeholder objectives. You are able to actively manage senior stakeholders and create a compelling case for change.

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

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

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

- Managing a Quality Service
- Leadership
- Making Effective Decisions
- Changing and Improving

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/>

Closing date for applications is 7th March 2022 at 23.55pm.

The Sift will take place during the week commencing 14th March 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 21st March 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

Further Information

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

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](#).

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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 Opens in new window](#)(pdf, 92kB)

