

## Notes for candidates – inspection/corporate support

We are looking for up to three associates to provide administrative support across our corporate and inspection function. We are looking for candidates with the following skills:

- Business management administration
- Project and Programme support
- HR support

HMIC monitors, inspects and reports on the effectiveness, efficiency and legitimacy of police forces in England and Wales, as well as the Police Service of Northern Ireland, the National Crime Agency and other national law enforcement agencies.

HMIC is independent of both the government and the police service. We produce major reports which shine a light on issues at the very heart of policing. These are widely covered by the media and help inform the public of the performance of their local forces.

The successful applicant will need to be organised, methodical, have excellent IT skills and be able to operate in a fast paced environment. Duties may include:

- supporting the HR team with recruitment processes;
- supporting the delivery of projects, board papers and presentations;
- providing secretariat support to senior managers;
- producing management information;
- drafting secondment agreements with police forces;
- supporting the HMIC continuous improvement team to deliver communication updates and provide project support; and
- providing inspection teams with project and administration support.

### Daily rate

The daily rate for an associate in an inspection support or corporate support role is £180. Tax and National Insurance will be deducted at source.

Once on the register, individuals will be allocated short-term fixed-term appointment dependent on the business need, level of role and leadership required, and matched with a post that requires their skills and experience. Please note: being on the associate register is not a guarantee of work.

Successful applicants will be required to undergo a security vetting procedure.

## **Essential requirements**

Experience of working in a project environment and providing project support

- A confident communicator (both oral and written)
- Flexibility and ability to learn quickly in a fast moving environment taking on additional responsibilities at short notice.
- Able to plan, prioritise, multi-task and manage a significant workload effectively under pressure and to tight deadlines.
- Good relationship management experience, with the ability to interact with people at all levels within the organisation and be able to influence and negotiate.
- Excellent administration skills
- Good systems knowledge – e.g. Microsoft Office (particularly Word, Excel PowerPoint and Visio)

## **Key competencies**

You must be able to demonstrate the following competencies. Full details of the Civil Service Competency Framework are available at:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/436073/cscf\\_fulla4potrait\\_2013-2017\\_v2d.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/436073/cscf_fulla4potrait_2013-2017_v2d.pdf)

### **Managing a quality service**

Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

## **Collaborating and partnering**

People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the Civil Service, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.

## **Delivering at pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly.

## **Leading and communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It's about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision; managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the Civil Service.

## **Location of roles**

The location of the role will be dependent on the activity required. Some roles may require the Associate to be office-based in London, which means the Associate will be expected to be in the office more than three days per week and in line with civil service guidelines Associates will be liable for their own home-to-office travel arrangements and costs.

For non-office-based roles Associates will be designated as Home Workers and business travel expenses will be paid.

## **Application process**

You are required to submit an application form and undertake a written test. For those successful at this initial stage there will be an interview.

Timed written tests will be conducted online.

The successful candidate must pass security clearance and any offers made will be based on the condition that the candidate subsequently passes the clearance process.