



Role profile

People & Resourcing Officer

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| Civil Service Grade: Executive Officer (EO) | Salary Minimum: £29,965 (London); £26,126 (National). | Contract Type: Permanent |
| Job Type(s): Administration/Corporate Support Secretarial Human Resources | Civil Service Profession: No Profession | DfT Directorate: Group Assurance & Digital Analysis & Science |
| Location(s): London, Leeds, Birmingham | Reporting to Job Title: Analyst Capability Development Manager | |

Job description

The UK's transport system is used by most of the population every day, whether travelling to and from work, school, shops, hospitals, or just meeting friends and family. Transport will be key to supporting the growth of the economy following the UK's exit from the EU. The international freight industry ensures that there are food and goods in the shops, and prompt delivery of parts and raw materials.

The Department for Transport is investing to make journeys better: simpler, faster and more reliable. Our plans will support jobs, enable business growth, reduce emissions, and bring our country closer together.

DfT has c.340 analysts, a third of which are based in the Analysis & Science Directorate (ASD). The Chief Analyst & Science Director leads ASD and has overall accountability for all analysis produced by the Department. The Chief Analyst's Office supports the Director in ensuring ASD operates effectively and helps deliver the Director's vision for the wider analytical community.

As part of the Chief Analyst's Office you will provide recruitment administration, process leavers and joiners IT and building passes, ensure mandatory training is undertaken, and maintain induction materials for ASD.

You will also support delivery of work programmes which ensure DfT has the right people and skills across the analytical community. This includes providing administrative support to enable effective management of the analyst graduate schemes and delivery of analyst learning events.

Working with your manager, you will be required to develop a good understanding of the different analytical professions and teams in both ASD and the wider analytical community. You will need to build close working relationships with ASD team leads and colleagues in IT, Security and HR.

Duties and responsibilities

- You will be ASD's expert on all aspects of the recruitment and new-starter administration processes. You will work closely with recruitment managers, providing support at all stages of the campaign, for example in preparing interview schedules and paperwork. You will monitor progress and plan for successive stages of the campaign. You will be proactive in following up on the outcomes of campaigns to understand when new joiners are expected to arrive so you can plan for their arrival.
- You will make sure that everything is in place for new joiners on the day of their arrival so they can settle in and get up and running quickly. This includes ensuring they have an IT account, equipment, locker and stationery, and an appointment to obtain a security pass. You will support new joiners by signposting them to essential mandatory training, organising for them to attend relevant inductions and helping them navigate DfT IT systems.
- You will maintain an up-to-date staff list, organisation chart and induction pack for ASD.
- You will be the key liaison between ASD and colleagues working in IT, Security and Facilities. You will raise and take responsibility for resolving any issues encountered by ASD colleagues, collaborating closely with specialists to do so. You will keep ASD colleagues informed about progress.
- You will work closely with the Analyst Capability Development Lead to ensure the analyst community has the right people and skills. You will ensure courses and seminars run smoothly by arranging logistics, disseminating materials to attendees and processing feedback forms. You will provide administrative support for cross-team recruitment campaigns and for analyst graduate schemes.
- You will provide cover for other members of the Chief Analyst's Office when they are on leave and provide support to them during busy periods. Specific tasks you will be responsible for include records management, diary management for Deputy Directors and arranging logistics for large meetings.

Person specification

Behaviours

Managing a quality service

Create clear plans and set priorities which meet the needs of internal customers. Clearly explain to customers what can be done, keeping them fully informed of plans and progress. Identify common problems that affect service, report them and find possible solutions. Deliver good customer service which balances quality and cost effectiveness.

Communicating and influencing

Communicate clearly and concisely both orally and in writing. Take time to consider the best communication channel to use for the audience. Express ideas clearly and with respect for others. Respond constructively and objectively to comments and questions.

Delivering at pace

Follow relevant policies and procedures to complete your work. Have a positive and focused attitude to achieving outcomes, despite any setbacks.

Working together

Develop a range of contacts outside own team and identify opportunities to share knowledge, information and learning. Show genuine interest when listening to others. Offer support and help to colleagues when in need.

[More information about Behaviours](#)

Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Other helpful information you need to know

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| Level of security clearance: Baseline Personnel Security Standard (BPSS) | Working Pattern: Full-time; Part time; Job share; Flexible working | Contact Information: Kirstie.burgin@dft.gov.uk 07825 014931 |
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