



Driver & Vehicle
Standards
Agency

Portfolio Assurance Business Partner

Reference: 349271

Closing Date: 24 April 2024

Location: Bristol, Newcastle-upon-Tyne, Nottingham, Swansea

Salary: £32,603

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million
driving tests each year



38.5 million
MOT certificates issued each year



2 million
theory tests each year



31,958
defective vehicles discovered each year

Why join DVSA?

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain's roads for a life time of driving.

The Finance, Commercial and Assurance directorate provides essential finance, procurement and assurance support that touches everything that we do. The finance team covers financial accounting, financial control, management accounting and business partnering.

Working with our shared service provider, we deliver excellent financial control services to our colleagues. This includes managing payments and receipts, delivering payroll services, and ensuring all transactions are recorded accurately and in a timely manner.

We support leaders throughout the organisation through our network of Finance Business Partners working closely with directors and managers to make sure finance insights underpin decision making. This includes financial modelling and developing business cases.

We are involved in setting the direction through the DVSA strategy. We maintain the long term financial plans, agree funding settlements with DfT, and prepare the annual budget. We provide regular financial reporting to stakeholders including Department for Transport (DfT), the Board and budget-holders. This reporting is a key part of sustainably managing the essential services that we deliver within the financial constraints that we face.

We make sure that DVSA abides by the high financial standards expected of being a part of DfT. This includes compliance with accounting standards and government accounting rules, and delivering fully audited Annual Report and Accounts each year.

I am passionate about courageous leadership and creating an atmosphere where everybody can make a difference. I hope that you will consider joining me in contributing to the ongoing and future success of DVSA.



Clare Nichols, Chief Financial Officer

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's
Responsible
Business Network



About the job

This opportunity is within the Assurance team at the Driver and Vehicle Standards Agency (DVSA), a fast paced and dynamic team where the purpose is to safeguard the agency, by providing guidance and confidence in risk and compliance.

The core values are Independence, Collaboration and Integrity which are reflected in the work carried out and behaviours demonstrated.

The role holder will engage confidently with senior leaders in DVSA, championing the assurance principles and values, encouraging an objective, positive, transparent assurance culture across the organisation.

The role holder will build and maintain effective working relationships to provide independent assurance support to the DVSA Change Portfolio of Projects and Programmes. They will advise Senior Responsible Owners (SROs), Programme and Project Teams on quality assurance and quality control activities within project lifecycles, using insight from governance, risk and project controls.

The role holder will support internal project assurance reviews to help get projects back on track, and they will work collaboratively to make recommendations for business improvements.

The role holder will manage, develop, improve and communicate the Programme and Project Management Framework (PPMF) products and provide best practice advice to stakeholders in line with Agency, Departmental, HM Treasury and Infrastructure and Project Authority (IPA) standards.

Activities may include:

- Act as the single point of contact and provide for best practice advice for programmes, associated projects and related business areas
- Advise on the use of templates and processes effectively to set up Programmes and Projects for successful delivery. Monitor the integrity and robustness of project controls against the Agency's portfolio delivery and assurance frameworks.
- Advise Senior Responsible Owners (SROs), programme and project teams with quality assurance and quality control activities within project lifecycles using insight from governance risk, and controls.

- Provide a continuous assurance approach to support Senior Responsible Owners (SROs), programme and project teams with quality assurance and quality control activities within project lifecycles using insight from governance risk, and controls; representing Portfolio Assurance Team at Programme/Project Boards as required.
- Develop, manage, communicate and provide continuous improvement on the Programme and Project Management Framework (PPMF) products that support DVSA's Change Portfolio of Programmes and Projects. Ensure that all products meet customer and stakeholder needs and that they align to the latest Infrastructure & Projects Authority (IPA), Departmental and HM Treasury guidelines.
- Oversight of the DVSA lessons learned database, ensuring it is updated regularly and that lessons meet the required standards. Ensuring that key lessons are shared by providing analysis reports and presentations to identify key themes and insights.
- Check compliance with risk management processes and risk escalation in line with the required standards; use insight from risks to enable informed decision making in business management.
- Provide training to stakeholders through workshops and training events on the use and application of the portfolio delivery, including the design and delivery of presentations and training materials.
- Conduct Health checks and Assurance Reviews on Programmes and Projects to ensure they are on track against time, cost and quality.

Departmental Assurance Co-ordinator (DAC) responsibilities (as required)

- Ensure programmes and projects complete a Risk Potential Assessment (RPA) to schedule Assurance Reviews and/or Health check Reviews, including implementing Integrated Assurance and Approvals Plans (IAAPs).
- Build and maintain a pool of Assurance Reviewers from within DVSA; facilitate their involvement and development within the review process.
- Liaise with DfT and the Infrastructure & Projects Authority (IPA) for high-risk Projects and with Internal Audit to ensure the co-ordination of reviews with the audit Programme

Leadership

- Manage and engage with honesty and integrity upholding the reputation and values of the Agency, Department and Civil Service.

- Work in collaboration with other managers across all functions for the good of DVSA and to create a high performing and well-respected Agency.
- No line manager responsibilities.

Internal and External Relationships

The role holder Reports to Senior Assurance Business Partner (SEO).

The role holder works closely with:

- Senior stakeholders across DVSA
- Project and Programme Senior Responsible Owners (SROs)
- Project and Programme teams
- Project/Programme Management (PPM) Community
- Business Change
- Liaison with the Department for Transport (DfT), CDDO, Cabinet Office and other government departments as required

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and Personal Statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Experience of giving sound and authoritative advice and support to all stakeholders
- Managing and advising senior stakeholders
- Experience in setting standards and processes to enable and monitor quality
- Proven track record of the implementation and management of processes including standards, templates and documentation in a timely manner
- Awareness of project/programme delivery
- General management and business change experience
- Presentation and facilitation skills

Qualifications:

If not already held there will be development opportunities to work towards once of the following whilst in post

- PRINCE2 Foundation/Practitioner level or willingness to work towards
- Managing Successful Programmes (MSP) Foundation or Practitioner
- Better Business Cases
- Agile awareness or equivalent, or willingness to work towards
- Project Assurance Training

Further Information:

This post is offered on a Fixed Term Appointment (FTA) basis.

For permanent Civil Servants, this role is only available on loan, so you must have your home departments approval to return to them at the end of the loan before you apply. There is no opportunity for a permanent Civil Servant to take on this role as a fixed term appointment. OGD applicants will be appointed on an inward loan and subject to the terms of the agreed inward loan. Internal candidates will return to their previous post at the end of the loan period, which will need to be agreed with your line manager in advance.

If you're employed by a non-departmental public body (NDPB) by moving jobs this will involve a change of employer and you may break the statutory rules on [continuity of employment](#).

This role can be based in [Bristol](#), [Newcastle](#), [Nottingham](#) or [Swansea](#), your presence at one of these locations will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our **expectation** is that you will spend a minimum **60% of your time at your base location**. Visits to other DVSA sites or work locations count towards this.

There will be occasional travel required with this role to other DVSA locations, including overnight stays.

Whilst we welcome applications from those looking to work with us on a part time basis, there is a business requirement, for the successful candidate to be able to work at least 30 hours per week.

Please take note that DVSA does not hold a UK Visa & Immigration (UKVI) Skilled Worker License sponsor and are unable to sponsor any individuals for Skilled Worker Sponsorship.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) during the selection process.

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

- **Communicating and Influencing**
- **Changing and Improving**
- **Managing a Quality Service**

Interviews will include a blend of [Behaviour](#) and [Experience](#) questions.

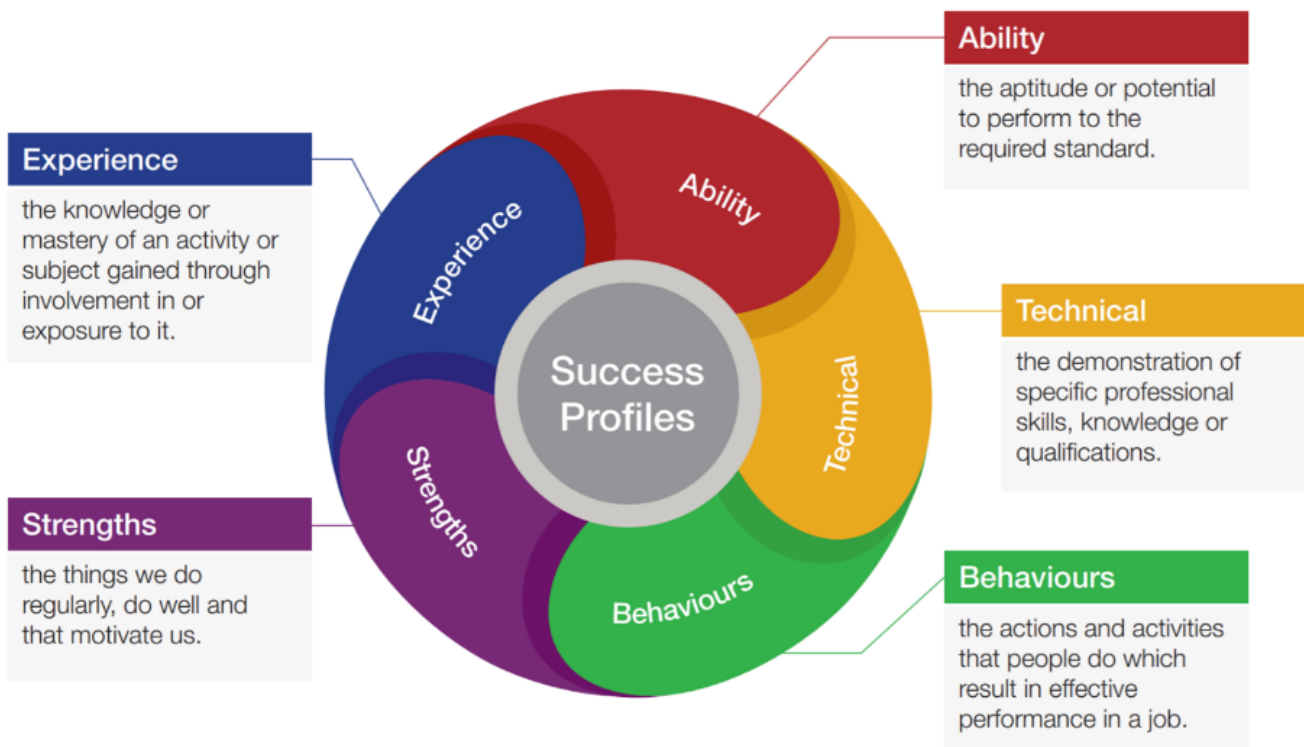
Success Profile Level 3

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1250 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#) and [Experience](#) questions.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 24 April 2024

Shortlisting: 02 to 03 May 2024

Interviews: from 16 May 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
Standards
Agency

DVSA
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Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: zita.easton@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk