



Driver & Vehicle
Standards
Agency

Business Development Consultant

Reference: 354027

Closing Date: 9th June 2024

Location: Newcastle-upon-Tyne

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.

I'm delighted that you're interested in joining the Corporate Services directorate at DVSA. We provide some of the functions that enable delivery of front-line services to the public. Working here you can be proud of the direct role you have in enabling the organisation to operate effectively, and providing support for the critical driver, vehicle and enforcement services at DVSA.

Corporate services includes teams responsible for:

- Estates; who ensure that we have the buildings and workspaces that we need,
- Deployment and planning; who carry out scheduling of front line operations, and make sure they have the equipment they need to do their jobs,
- Portfolio and project teams; who support and deliver projects and programmes across the agency, and
- Shared services; who provide the HR and finance systems needed for the organisation to operate effectively.

In Corporate Services we're looking for people who are keen to learn and develop, to share their experiences and skills with others, and to actively look for improvements in how we do things. We provide a very supportive environment where you are empowered to do your best work.

We want the people in Corporate Services to reflect the communities that we serve, so we really welcome applications from all backgrounds. You can read more about how we support you and your wellbeing later in this pack.

Thank you for your interest.



Carrie Dolan

Director of Corporate Services

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

As a Business Development Consultant you will Identify and source replacement facilities for activities displaced by site closures. Build relationships with internal and external stakeholders to ensure estate network can meet demand and is commercially viable. Identify gaps in service provision, work with stakeholders to source alternative locations and deliver DVSA activities displaced by site closures.

Post holder is the initial contact and liaison with prospective service providers and interface with Corporate Estates Management surveyors. Ensuring a baseline of requirements is identified, agreed and translated into Heads of Terms.

Conversely identify and explain network capacity when dealing with prospective facility enquiries. Collaborate with both DVSA and Non DVSA service providers to identify their aspirations, growth models and resource requirements, whilst ensuring DVSA staff can be effectively utilised.

Moving scheme functions including but not limited to decommissioning GVTs testing equipment. Capture data on service provision and business readiness, providing reports and evaluation on transitional activities. Deliver tasks and actions in the most cost effective and efficient way.

Activities may include:

Benefit analysis

- Responsible for providing timely benefit analysis reports on current or future estate. Provide accurate and concise reports, thus allowing others to follow any audit trail. Continue to review and act as agent for DVSA in the disposal of Estate, as part of estates rationalisation.

Data management

- Keep in regular contact with staff in Operations, Estates and other aspects of the Agency and provide support and guidance where possible. Carry out site audits and clearances, prior to location disposal. Review and assess sensitivity of physical data at sites, take responsibility for appropriate removal ensuring any sensitive waste disposal adheres to protocol.

Stakeholder management

- Act as a representative for the Agency, when dealing with third parties and stakeholders. Identify and develop solutions for services displaced by closures in line with Trade Union, Policy colleagues, Health and Safety and subsequent directorate.
- Engage with landlords on behalf of Corporate Estate Management Teams as required, profile current facilities, working to facilitate transitional activities. Provide information and guidance to support Senior Managers and aid decision making within the Agency.

Leadership

- Demonstrate leadership by providing guidance and support for the delivery of team objectives with honesty, and integrity, and upholding the reputation of the Agency, Department and Civil Service.
- Work in collaboration with other managers and teams across all functions for the good of DVSA and to create a high performing and well-respected Agency.
- Execute responsibilities effectively and in line with DVSA policies and processes, working with, leading, and acting as a role model for team members and colleagues in line with Civil Service values

Relationships – Internal & External

- Reports to Senior Business Development Manager
- Liaison with stakeholders across DVSA
- Liaison with external stakeholders

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/personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Confident communicator
- Stakeholder management experience
- Ability to work competing deadlines and prioritise workloads under pressure
- Negotiation experience

Mandatory Qualifications:

- N/A

Further Information:

This role can be based in [Newcastle](#) 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*.

Extensive travel throughout North of England, Scotland and Scottish Islands which will involve an average of one/two overnight stays per week.

A full UK driving licence is essential.

Whilst we accept applications for those looking for part time work, please note, that there will be a business requirement for successful candidates to work a **minimum** of 35 hours per week.

This post is offered on a Fixed Term Appointment (FTA) basis to complete a finite piece of work.

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](#).

Success profiles

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

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

- Seeing the Big Picture
- Delivering at Pace
- Communicating and Influencing
- Working Together

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

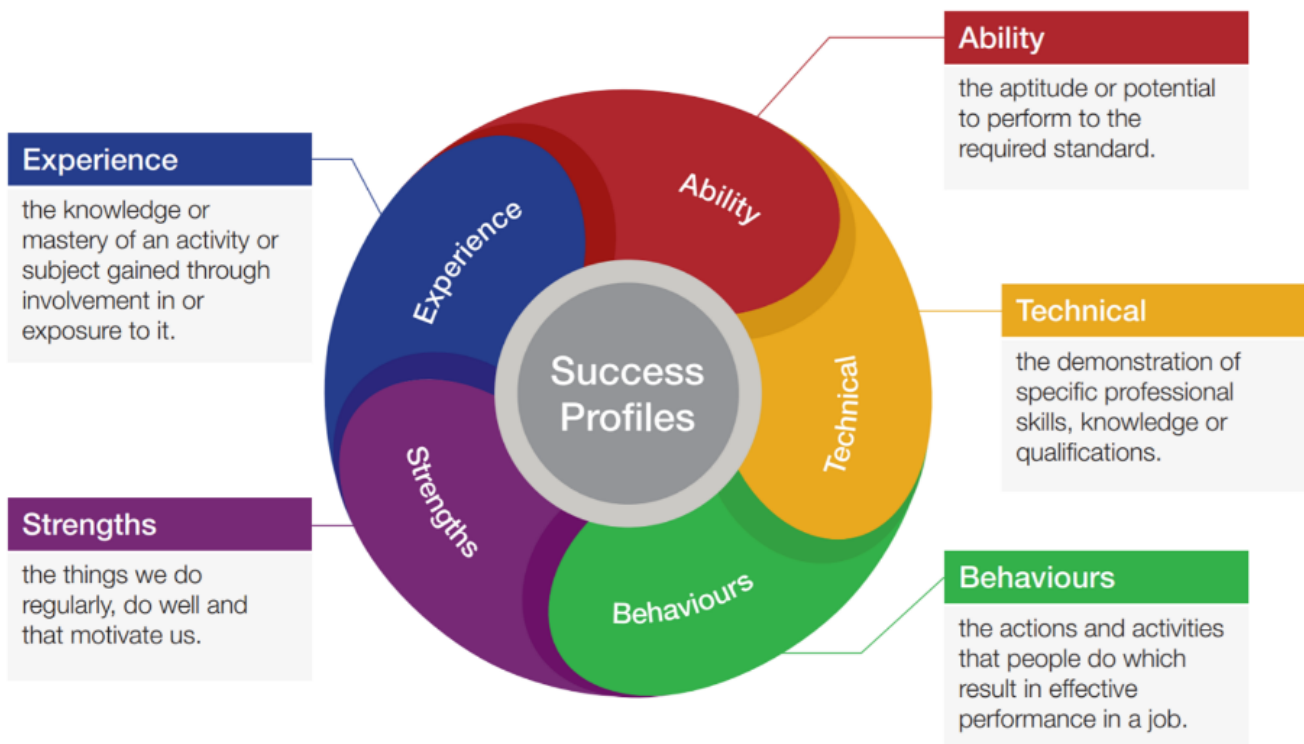
Success Profile Level 3

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 (750 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/Personal statement 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](#), [Strength](#), 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: 9th June 2024

Shortlisting: From 10th June 2024

Interviews: From 1st July 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
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DVSA
1 Unity Square
Queensbridge Road
Nottingham
NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: zena.riches@dvsa.gov.uk

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

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