

## MOD DSCC - EO Continuous Improvement & Development Officer

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Company: UK Civil Service

Location: United Kingdom

Category: business-and-financial-operations

### Job summary

The Defence Serious Crime Command (DSCC) is the strategic command headquarters for the Defence Serious Crime Unit (DSCU) and was established in April 2022, following several independent reviews.🔗🔗🔗

DSCC sits outside the single services🔗 chain of command to ensure operational independence whilst providing strategic direction to the DSCU, allowing it to focus on the delivery of serious crime policing. This introduces consistency, collaboration and further professionalisation of this complex and deeply specialist area of law enforcement.🔗

We are looking for a well-organised and adaptable person to work alongside other civilians and military personnel and be part of the team.🔗

Here at DSCC we are inclusive and dedicated, working to provide excellence in policing.

We have an exciting opportunity for a full time Continuous Improvement and Development Officer to join a professional team here at the DSCC Headquarters at Southwick Park, Fareham.🔗

This position is advertised at 37 hours per week.🔗

### Job description

This dynamic and engaging role offers the right candidate the opportunity to support the Head of Continuous Improvement and Development (CI Dev) who is responsible for the provision, development, and coordination of the Whole Life Development of our personnel.

🔗This will include assessing competence against relevant professional standards, allocation of training and adherence of the allocated training budget including the completion of

Business Cases and organising secondments to Home Office Police Forces. ❖

This role is essential to support the Head of Continuous Improvement and Development post and is a key role within the DSCC, it will be instrumental in supporting the professionalism of our people and ensuring we meet our strategic objectives. ❖

### **Person specification**

Duties of the role include but are not limited to: ❖

Accountable to Head of Continuous Improvement and Development and be able to support in the delivery and management of all PIP 2-4 training within the DSCC and Unit. ❖

Support the delivery of the training requirements for the DSCC. ❖

Assist in the Implementation of internal PIP 2 and specialist Investigations accreditation pathway for the DSCC and unit in conjunction with College of Policing requirements. ❖

Lead in the delivery and maintenance of a framework for PIP 2 and specialist skills yearly reaccreditation. Managing and recording Continuous Professional Development. ❖

Ensuring formal agreements with Home Office Police Forces and agencies to initiate and maintain a framework to deliver external secondment opportunities (EPP) for personnel serving in the DSCC to upskill, achieve accreditation of PIP 2-4 and specialist skills. ❖

Be able to represent DSCC/DSCU at strategic working groups in the absence of Head of Department. related to training to ensure the DSCC remain at the forefront of delivering excellence in serious crime policing. ❖

Support in the allocation of training and management of the allocated training budget, including the completion of Business Cases to request budgetary approval where necessary. ❖

Procurement of training providers licenced by College of Policing to deliver various specialised police training for the DSCC personnel. Ensuring procurement of external training is in line with MOD governance. ❖

Essential Requirements: ❖❖

Excellent oral and written communicator, with good drafting skills and proficient in the use of Microsoft products. ❖

Experience of engaging with stakeholders to resolve business issues and ensure effective and

efficient delivery of services. 🎯

Experience of being organised with excellent planning skills, ability to prioritise and manage your workload. 🎯🎯🎯

🎯Desirable: 🎯 🎯

Knowledge and experience of College of Policing PIP pathway training programmes. 🎯

Previous experience of working in training design or management. 🎯

## **Behaviours**

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

Leadership

Making Effective Decisions

Changing and Improving

Working Together

Developing Self and Others

Communicating and Influencing

We only ask for evidence of these behaviours on your application form:

Making Effective Decisions

Communicating and Influencing

## **Benefits**

Alongside your salary of 🎯28,300, Ministry of Defence contributes 🎯7,641 towards you being a member of the Civil Service Defined Benefit Pension scheme.

As a civil servant working within the MOD, you will be part of a forward-looking organisation with inclusive workplace policies, excellent career prospects and a job that makes a difference. 🎯

The MOD prides itself on being a supportive employer and where possible encourages flexible/hybrid working, helping you to maintain a great work/life balance. 🎯

Other benefits for civil servants include: 🎯

25 days paid annual leave rising (1 day per year) to 30 days upon completion of 5 years 🎯

service.💎

In addition to 8 public holidays per year you will also receive leave for HM The Kings birthday.💎

Learning and development tailored to your role.💎

An environment with flexible working options.💎

A culture encouraging inclusion and diversity.💎

Access to the Employee Assistance Programme (EAP), a free service that assists you with achieving a productive, healthy environment that is conducive to a healthy lifestyle.💎

Enhanced parental and adoption leave.💎

6 days special leave per year which can be used for volunteering activities.💎

Use of the onsite gym facilities (Small fee required to cover insurance).💎

Onsite parking and canteen facility.💎

💎Learning and Development:💎

We believe that everyone has the potential to make a difference and you will be supported to help you learn and advance in your career. This includes working towards membership of a professional body and/or undertaking a modern apprenticeship as part of your role. 💎Anyone can undertake an Apprenticeship and everyone, regardless of age, can benefit from developing their skills in an accredited way. 💎

Successful candidates can discuss their development options with their manager when in post.💎

The post does not offer relocation expenses.

External recruits who join the MOD who are new to the Civil Service will be subject to a six-month probation period.

Please note: Expenses incurred for travel to interviews will not be reimbursed.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

Any move to MOD from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible

for other government schemes, including Tax-Free Childcare. Determine your eligibility at [The Ministry of Defence](#) is committed to providing a safe and healthy working environment for its staff which includes educating them on the benefits of not smoking, protecting them from the harmful effects of second-hand smoke and supporting those who want to give up smoking. Under the Smoke-Free Working Environment policy, Smoking and the use of all tobacco products (including combustible and chewing tobacco products) will not be permitted anywhere in the Defence working environment however some exemptions are in place, please refer to local guidance. The policy is Whole Force and includes all Defence personnel, contractors, visitors and other non-MOD personnel. All applicants seeking, considering, or accepting employment with the Ministry of Defence should be aware of this policy and that it is already in place at a number of Defence Establishments.

MOD Recruitment Satisfaction Survey [we](#) may contact you regarding your experience to help us improve our customer satisfaction. The survey is voluntary and anonymous. You may however be given the opportunity to provide additional information to help us improve our service which includes the collection of some personal data as defined by the United Kingdom General Data Protection Regulation (UK GDPR). The MOD Privacy Notice sets out how we will use your personal data and your rights.

Where business needs allow, some roles may be suitable for a combination of office and home-based working. This is a non-contractual arrangement where all office-based employees will be expected to spend a minimum of 60% of their working time in office, subject to capacity and any required workplace adjustments. Requirements to attend other locations for official business, or work in another MOD office, will also count towards this level of attendance. Applicants can request further information regarding how this may work in their team from the Vacancy Holder (see advert for contact details). Defence Business Services cannot respond to any questions about working arrangements.

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