

DWP Central Freedom of Information Team

e-mail: [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk)

Our Ref: Fol2743

DATE: 22 August 2016

Dear Mr Smith,

Thank you for your Freedom of Information request of 26 July 2016. You asked:

*James Sharples advertised an expression of interest vacancy for a team member (HEO).*

*Please provide all information relating to this vacancy, including advert, scores of all applicants (in descending order) and their grades, scoring criteria and where appropriate their priority status.*

*Please redact any information that would identify applicants.*

You have requested information relating to the Expression of Interest advertisement for a Higher Executive Officer in the Universal Credit (UC) Implementation Control Centre (ICC) on a temporary basis for 6 months based anywhere geographically.

The key responsibilities for the role where:

- Providing support to the Universal Credit Programme Planning & Assurance team
- Co-ordination of the weekly Management information into the ICC
- Providing daily office support with the various ICC meetings
- Act as the single point of contact within the ICC
- Continuously improving the ICC as the UC Full Service develops and as the implementation progresses
- Establishing and maintaining Management Information feeds into the ICC from a range of stakeholders across the Programme and the wider Department
- Exploring options with key stakeholders (i.e. Technology and BTG) to make the ICC more accessible to key stakeholders
- Producing weekly Management Information reports in various methods / formats to a range of stakeholders
- Daily management of the displayed content in the ICC
- Supporting the production of the weekly communication notes
- Capturing and monitoring feedback of the UC Full Service to support the delivery and implementation of the Programme key deliverables

The key competencies required were:

- Managing a Quality Service

- Delivering at pace
- Collaborating and Partnering
- Seeing the Big Picture
- Changing and improving

The post required the following experience:

- Of producing and analysing management Information and business intelligence reports
- Ability to work independently across the complex stakeholder groups and proactively seek improvement opportunities
- Of operating in high profile environments, and delivering quality outcomes at pace

The following experience was desirable:

- Ideally have experience of Business Transformation activity, whether in the UC Programme or other high profile welfare reform projects and / or have knowledge of UC policy
- Experience and / or general awareness of project management methods, processes, tools and techniques

We did not proceed with the selection process for the vacancy. This means we do not hold any information about applicants, grades, scoring criteria and their priority.

If you have any queries about this letter please contact me quoting the reference number above.

Yours sincerely,

DWP Strategy Fol Team

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#### **Your right to complain under the Freedom of Information Act**

If you are not happy with this response you may request an internal review by e-mailing [freedom-of-information-request@dwpgsi.gov.uk](mailto:freedom-of-information-request@dwpgsi.gov.uk) or by writing to DWP, Central Fol Team, Caxton House, Tothill Street, SW1H 9NA. Any review request should be submitted within two months of the date of this letter.

If you are not content with the outcome of the internal review you may apply directly to the Information Commissioner's Office for a decision. Generally the Commissioner cannot make a decision unless you have exhausted our own complaints procedure. The Information Commissioner can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF [www.ico.gov.uk](http://www.ico.gov.uk)