

## GFIE- 452- Capacity & Capability Delivery Assurance Officer- Leeds- DWP

**Closing Date: 8th October 2025**

This role at The Department for Work and Pensions (DWP) is available to people who served in the Armed Forces, **OR** be in your resettlement period and due to leave the Armed Forces within a reasonable time frame **OR Military Spouse/Partner:** Your current partner must still be serving OR was discharged within the last 12 months.

We want you to join us, learn new skills and bring your experience to our organisation. We believe that everyone has the potential to make a difference, and we want to ensure that all our staff are equipped with the knowledge and skills to do so. As part of your employment, you will have access to a range of learning and development, and a buddy who can help you to understand the Civil Service and enable you to make the most of the opportunities it offers.

The Department for Work and Pensions (DWP) is responsible for welfare, pensions and child maintenance policy. We are the UK's biggest public service department and administer the State Pension and a range of working age, disability and ill health benefits to around 20 million claimants and customers

<b>Organisation</b>	The Department for Work and Pensions (DWP)
<b>Job Title</b>	Capacity & Capability Delivery Assurance Officer
<b>Job Grade</b>	EO
<b>Positions available</b>	1
<b>Salary</b>	£32,137
<b>Location</b>	Leeds Quarry House
<b>Contract Length</b>	18 Months
<b>Hours</b>	37hours Monday-Friday

### About the job

We are the Capacity and Capability Delivery Assurance (CCDA) Team, centred in DWP Digital, which is part of the Department for Work & Pensions (DWP). We ensure appropriate governance and timely reporting against building Capacity and Capability across Digital Group, working closely with all key stakeholders within the Digital eco-system to drive improvements against the key objectives for capacity and capability, which consist of:

- Building workforce capacity through effective recruitment to meet demand.
- Building sustainable Digital capability through structured learning, skills development and applied learning.

The team also works very closely with the communities of Practice – 9 different groups which are formed of DWP Digital colleagues working in similar professions.

- We manage the events budgets used for running community events such as conferences or catering.
- We manage the Capacity and Capability Delivery Assurance Board and associated Practice forums.
- We produce, track and report on sets of data relating to our key objectives (Capacity and Capability).

- We provide appropriate levels of assurance to senior leaders, adhering to Digital Group DWP standards regarding financial management, risk management, resourcing practices and reporting.
- We lead a wide range of projects in association with the Capacity, Capability and Practice remit.
- We co-ordinate the annual Digital People Offer and collaborate on the production of the Strategic Capability Plan for Digital.
- The CCDA team is a relatively small, close knit and friendly team of 4 colleagues currently, based across 2 locations (Digital Hub Sites) in the UK.

### **Job description**

There is an expectation that you will undertake an 18-month apprenticeship in Project Management.

Our Capacity & Capability Delivery Assurance Officer will conduct administrative activities including:

- Administration for the Capacity & Capability Delivery Assurance Board involving SharePoint updates and supporting elements of the Board's associated papers.
- Supporting with administration of papers and diary invites/ room bookings for monthly Forums and ad hoc workshops.
- Administering SharePoint site activity and ensuring appropriate content is kept up to date for the required audience.
- Supporting Business Operations and drafting papers for monthly senior leadership calls.
- Producing content to support timely reports and data sets for various Boards/Groups.
- Administrative activities on behalf of the Head of Capacity & Capability
- Delivery Assurance and the Capacity & Capability Delivery Assurance Lead.
- Project Officer support in association with the work of the Capacity & Capability Delivery Assurance team.

However, we don't expect you to have all the skills and experience needed to do the job when you first join us!

You will be supported by the CCDA Manager and the CCDA team will also support you as you learn the job and give you opportunities to try new work and learn new skills as your confidence and knowledge develops over time.

### **Essential Criteria**

- Communication skills
- Curiosity
- Desire to learn and grow
- Problem solving
- Working in a team (Team Player)
- Analytical
- Experience in using Microsoft Office 365 applications

### **Desirable Skills Criteria**

- Interest in DWP

<ul style="list-style-type: none"> <li>• Prioritisation</li> <li>• Organisation &amp; time management</li> </ul>	
<b>Application Details</b>	<p>To apply we will need:</p> <ul style="list-style-type: none"> <li>• A completed Expression of Interest form</li> <li>• A copy of your CV</li> </ul> <p>This should be sent via e-mail to <a href="mailto:GFIE@cabinetoffice.gov.uk">GFIE@cabinetoffice.gov.uk</a></p>
<b>Requirements and Timeline</b>	<p>Informal conversations with candidates are expected to take place in October and it is hoped that successful candidates start in January following successful security checks.</p>