

Vacancy for Head of Corporate Services Team

News story

Details of a recruitment for the Head of the Corporate Services Team.



This is an exciting job that will put you at the heart of the Veterinary Medicines Directorate (VMD). The Corporate Services Section supports VMD's work as the UK's regulator of veterinary medicines

Job Title

Head of Corporate Services Team

Grade

Senior Executive Officer

Office base

Addlestone, Surrey

Salary & Pension

£38,751 London per annum with Pension Scheme

Annual Leave entitlement

Commencing at 25 days

Role

We're looking for someone that can lead and support a talented team, who will work with the wider Defra group on implementing corporate policies and enjoys working in a fast-paced, varied environment.

The team provides assurance that Defra corporate policy and guidance is implemented and embedded across the business. We support the business through the provision of a wide range of services from data protection, HR policies, H&S, travel, estates management and business continuity, through to purchasing and contracts management.

Skills

- leading a multi-disciplinary team / corporate services function
- ability to understand and implement corporate policy at a local level
- data protection and information management
- HR policies (recruitment, learning and development, performance management, health, safety and wellbeing)
- business continuity planning
- accommodation/estates management
- purchasing and contract management

How to apply

You must make your application via the [Civil Service Jobs Website](#) where you will find a full job description including salary details.

Closing Date

10 October 2021

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