



Guidelines for Completing the OGC Gateway™ Reviewer Application Form

If you are interested in becoming an OGC Gateway Reviewer these guidance notes provide further information on the level of skills and experience required and on the application process.

When completed by you please pass the form to your line manager for completion of Section A3. It should be returned to your Centre of Excellence (CoE) or Departmental Gateway Coordinator (DGC). The OGC Service Desk (0845 000 4999) can provide you with the relevant contact name.

The purpose of the application form is to help you set out your skills and experience so that the Major Projects Directorate in OGC can assess whether you can be accredited as an OGC Gateway Reviewer and, if successful, the type of programmes and projects you can most usefully review. This information helps us decide what role you could take in a review team and the scale of programme or project you could review. The following skills profile acts as a guide to the skills and experience required for the four levels of accreditation

Skills Profile for the Four Levels of OGC Gateway Reviewer

1) High Risk Review Team Leader (HR RTL)

- Typically Senior Civil Servant level
- Substantial experience (guideline 15 years) with background in managing business aspects of major change or procurement programmes/projects with typical value of £100+m, maybe in a SRO or Programme Director role
- Excellent team leader and good communicator
- Awareness of OGC published good practice and key products
- Feedback indicating successful experience as a high risk review team member or medium risk leader

2) Medium Risk Review Team Leader (MR RTL)

- Typically Grade 7/6 or equivalent
- Substantial experience (guideline 10 years) with varied background particularly in business/operational change, procurement or project/programme management with a typical value of £10+m
- Excellent team leader and good communicator
- Awareness of OGC published good practice and key products
- Feedback indicating successful experience as a high or medium risk review team member

3) High Risk Review Team Member (HR RTM)

- Typically Senior Civil Servant level
- Substantial experience (guideline 8 years) with background in managing business aspects of major change or procurement programmes/projects with typical value of £100+m possibly also with experience as a SRO or Programme Manager/Director
- Excellent team player and good communicator
- Awareness of OGC good practice and key products

4) Medium Risk Review Team Member (MR RTM)

- Typically Band Grade 7/6/SEO or equivalent
- Substantial experience (guideline 5 years) with varied background particularly in business/operational change, procurement or project/programme management with a typical value of £10+m
- Excellent team player and good communicator
- Awareness of OGC good practice and key products

Please note that the required number of years of experience can be obtained from a combination of jobs/roles and can include Operational as well as Project & Programme Management experience.

Skills

■ Business Management	■ Law
■ Construction	■ Operations Management
■ Contract Management	■ Policy
■ Estates and Facilities Management	■ Procurement
■ ICT	■ Programme and Project Management

The above skill areas then divide into 65 skill specialisms which are shown on the application form.

Sectors

Experience in one or more of the following sector areas would be beneficial

Banking	Nuclear industry
Central Government	Pensions
Communications and Marketing	Private Sector
Criminal Justice	Science
Defence	Security
Education	Third Sector
Environment	Transport
Health	Utilities
Local Government	Waste
Media	

Guidance on Completion of the OGC Gateway Reviewer Application Form

The Application Form is in two parts, completion of section A is mandatory with either section B completed or a CV attached. Guidance is also included on the form itself.

Section A:

- Sections 1, 2 and 5 should be completed by you
- Section 3 should be completed by your line manager
- Section 4 should be completed by your DGC
- Section 1 requires you to select your grade equivalent using the Civil Service standard grade titles to enable the accreditation panel to be able to assess against the skills profile above. If you are not sure as to your equivalent grade your DGC will be able to help.
- Ticking the subject header which is shown in bold eg **Policy** is an indication of general knowledge and experience of the area which would be of value when undertaking a Gateway review. Ticking a subheading such as 'Transition from policy to delivery' would indicate substantial knowledge and previous experience to enable you to be the subject expert on a review requiring such knowledge.

Section B:

- Summarise your career history and expand on the specialist skills you ticked in Section A. You may submit a comprehensive CV instead of completing Section B if your CV contains detailed information about your experience and expands on the specialist skills you have indicated in Section A.
- It is crucial to demonstrate (for Medium and High Risk Reviews) a minimum of 5 years experience in at least one of the specialist skill areas listed in Section A5 of the Application Form
- With project and programme experience, describe the type of projects/programmes you have been engaged in, your personal role, programme/project outcomes, the costs or budgets involved and timescales
- For other specialist skill areas explain the level at which you were involved, the resulting changes, the scale of delivery work and key stakeholders involved

What happens after your application has been submitted?

- The application will be reviewed before submission to the panel to check that it contains enough information for the panel to make an assessment.
- It is important that your application provides sufficient detail to allow the panel to assess fully and accurately your skills, experience and involvement in the delivery of projects and programmes and related areas of work. It may be helpful to treat the application as if it were a job application by providing evidence of your skills and expertise. Your DGC will be able to offer help and guidance.
- The OGC Accreditation Panel will then assess your application to identify whether your experience
 - Will enable you to serve immediately as a Review Team Member (RTM) on High Risk projects
 - Will enable you to serve immediately as an RTM on Medium Risk projects

- Indicates that you are likely to have the potential to lead a review in the near future
- Is not yet sufficient for you to serve on medium or high risk reviews, but might be suitable for low risk reviews
- Provides insufficient information for an assessment to be made

You will be informed of the Panel's decision by email

What happens once accepted by the panel?

- If you have already attended the Preparing to be an OGC Gateway Reviewer course you are now an active reviewer and may be asked to undertake a review. Those resourcing the review will know you have not undertaken a review before and will ensure that you are placed with an experienced RTL.
- If you have not yet attended the Preparing to be an OGC Gateway Reviewer course you need to do so. The dates of these courses can be supplied by your DGC or the training provider, Xafinity Skillbase (Jennie Shannon on 02392 231040)
- To maintain your active accreditation you will need to act upon the confirmation you gave in the application form to
 - Undertake at least one review every 18 months, although we would like you to do two a year.
 - Provide an updated CV every 3 years.

How does a reviewer progress to leader or high risk member?

- Progression can be from
 - Medium risk member to either high risk member or medium risk leader
 - High risk member to either medium risk leader or high risk leader
- If you have the experience described in the Skills profile and at least three feedback forms which support progression these should be sent to your DGC with an updated application form or CV.
- If your DGC supports your progression they will send your forms and feedback to the OGC accreditation panel
- The panel will assess your application to progress against the skills profile and taking into account the accompanying feedback.

And finally thank you, we value and appreciate the contribution that civil service reviewers make to OGC Gateway reviews; without you we would be unable to resource the OGC Gateway reviews which contribute so effectively to the successful delivery of vital projects and programmes.