# Hosting Proforma

Office of the Civil Service Commissioners for Northern Ireland, NIO

Name of Host

Organisation

**1. Interchange Manager’s details**

Amanda Martin

Name

Organisation/

Office of the Civil Service Commissioners for Northern Ireland

Department

7th Floor, Erskine House

20-32 Chichester Street  
Belfast  
BT1 4GF

Address

Telephone Fax number

028 9052 3577

Number

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E-mail

**Staff Officer** - Office of the Civil Service Commissioners

**Secondment** – 3 years with the possibility of an extension of a further two years, subject to the agreement of all relevant parties

*The appointment will be subject to a six month trial period.*

**Applications are welcomed from male candidates**

Type of Opportunity

**2. Details of hosting opportunity**

**Description of opportunity**

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| The Northern Ireland Office is offering a secondment opportunity to work in the  Secretariat for the Office of the Civil Service Commissioners (OCSC) based at Erskine House, Belfast. However, a hybrid working arrangement between home-working and office-working is currently in operation. The post is graded at NICS SO grade.  The Civil Service Commissioners have a statutory duty to ensure that appointments to the Northern Ireland Civil Service (NICS) are made on merit on the basis of fair and open competition.  The Secretariat is a small team of 4 staff whose primary role is to provide a high-quality effective support service to the Commissioners. This involves:   * supporting Commissioners to fulfil their regulatory duties, including their audit responsibilities; * supporting Commissioners to engage with the NICS and other bodies; * ensuring that Commissioners fulfil all of their corporate governance responsibilities to the NIO and equality duties; * developing and providing policy advice; and * oversight of management of the Office.   For more information about Commissioners’ work please visit their website: <http://www.nicscommissioners.org>  This posting is expected to start in April 2024, subject to negotiation and security clearance. |

**Main objectives of the opportunity**

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| The main duties of the post will include:   * providing secretariat support to the Commissioners including the planning and co-ordination of the Commissioners' meetings, which includes taking minutes and following up actions emerging from the meetings as necessary; * preparation of papers for Commissioner meetings across a range of subjects which may include elements of research; * management and monitoring of the budget to include producing monthly management reports, monthly returns, reconciliation exercises and alerting management to any over/underspend, as necessary; * providing support on audit projects as required, which may involve liaising with the NICS and examining recruitment policies and procedures; * management of Commissioners’ ‘Article 6’ Senior Civil Service (SCS) Authorisation process and liaison with HRConnect, NICSHR and NICS Departments; * assisting in the processing of case work including drafting submissions and preparing papers for Commissioners' consideration; * managing the general administrative workflow process; * overseeing the correspondence tracking for the Commissioners and senior management within the Office; * contributing to the Commissioners' business planning process and monitoring and providing in-year progress reports on performance against targets * assisting the Equality Officer in fulfilling Commissioners’ equality and disability duties and participate in the drafting of the annual Section 75 Progress Report; * contributing to the development and publication of the Commissioners’ Annual Report including preparation of an initial draft as necessary; and overseeing the publication and distribution of the Report; * ensuring that the management of information and effective record keeping is in line with the Data Protection Act/ UK GDPR requirements; * managing the Commissioners’ website; arranging publication of documents to the website as necessary; liaising with web host organisation and arranging any training or web updates, as required. |

**3. Skills requirements**

**What qualities, skills and experience is required from the individual**

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| The personal competencies required are consistent with the competency framework for the NICS Staff Officer grade. For this post the candidate will be expected to demonstrate the following key competences by providing examples:  **Delivering Value for Money**   * Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans. * Monitor the use of resources in line with organisational procedures and plans.   **Making Effective Decisions**   * Identify a broad range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources. * Recognise patterns and trends in a wide range of evidence/data and draw key conclusions, outlining costs, benefits, risks and potential responses.   **Managing a Quality Service**   * Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions. * Develop, implement, maintain and review systems and service standards to ensure professional excellence and expertise and value for money.   **Delivering at Pace**   * Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate. * Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Deputy Secretary, Office of the Civil Service Commissioners for Northern Ireland |

Who will be the individual’s line manager and/or reporting officer?

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| Deputy Secretary, Office of the Civil Service Commissioners for Northern Ireland |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| **Benefits to the Individual**  The individual will have the opportunity to support the statutory role of the Civil Service Commissioners to uphold the principle that selection for appointment to posts in the NICS should be on merit on the basis of fair and open competition (known as the Merit Principle). Working in a small team this role will provide opportunities to work in a wide range of business areas, including: secretariat duties, analysis of information, management and monitoring of budgets, supporting the OCSC to fulfil its audit function, preparation of discussion papers to inform Commissioners’ decision-making in relation to NICS recruitment issues; managing and drafting responses to correspondence; and communicating and networking with senior management in the NICS and key stakeholders.  **Benefits to the OCSC`**  OCSC will benefit from the provision of a key team member to support and enable Commissioners to discharge their statutory role in performing regulatory functions in relation to recruitment in the NICS.  **Benefits to their Organisations**  The returning candidate will have gained experience in supporting Commissioners to discharge their statutory functions and developed key skills across a wide range of issues which they can transfer back to their organisation. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: This posting is expected to start in April 2024, subject to negotiation and security clearance.  **Duration**: Three years with the possibility of an extension up to a further two years, subject to the agreement of all relevant parties. The appointment will be subject to a six month trial period.  **Location**: The OCSC is currently based in Erskine House, Belfast, however, a hybrid working approach between home working and office working is currently in operation.  **Resources**: A laptop will be provided for home working and all relevant facilities will be provided within the office.  **Salary Scale**: The salary scale is currently £32,880-£34,011 per annum (under review).  The OCSC will meet salary and associated expenses on a full cost recovery basic.  The successful candidate will be appointed on their existing salary (up to the maximum scale point as shown above). If the successful candidate is currently working at a salary below the minimum of the salary scale then they will move onto the lowest scale point i.e £32,880) per annum.  **Selection**: A paper sift will be used to determine the most suitable applicants to be invited to interview for the post. It is important that all applicants indicate how, and to what extent they meet the competencies above.  Interviews are likely to be held during w/c 25 March 2024.    **Security Clearance**: Security Clearance to CTC level will be required for this post.  **Contact**: If you require any further information about the post, please contact Amanda Martin, Secretary at 028 9052 3577.  **Closing Date:** SignedApplications must be submitted by **5.00pm on Tuesday 09 April 2024 to:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Amanda Martin** |

**Signed:**

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| **29.2.24** |

**Date:**