# Hosting Proforma

Department for Infrastructure

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Stuart McDougall

 Name

 Organisation/

Department for Infrastructure

 Department

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

 Address

 Telephone Fax number

028 9034 6265

 Number

Stuart.mcdougall@infrastructure-ni.gov.uk

 E-mail

Type of Opportunity

Inward secondment to the NICS for a period of 6-9 months to work with the Flood Policy Team.

**2. Details of hosting opportunity**

 Description of opportunity

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| **Staff Officer** (or equivalent) – Flood Policy TeamThe Job holder will join the Flood Policy Team within the Water and Drainage Policy Division. The Department for Infrastructure was established in 2016 and has approximately 3,000 staff. It delivers essential everyday services and has responsibility for planning policy, water and sewerage services, rivers and drainage, transport policy, road safety, Driver Vehicle Agency and the delivery of a number of transport related projects. The Department also has responsibility for a number of Arm’s Length Bodies (ALBs) including NI Transport Holding Company (Translink), NI Water and Waterways Ireland. More information on the work of the Department can be accessed via its 2021-22 Business Plan which is available [here](https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dfi-business-plan-202122.pdf).The Flood Policy Team sits within the Flood and Reservoirs Policy Unit consisting of 5 staff who are located in the core of the Department. The team is responsible for flooding policy matters, DfI’s role on the Coastal Forum and Coastal Forum Working Group including coastal erosion, and the coordination of significant flooding issues involving DfI Roads, Rivers and Northern Ireland Water. There is now an opportunity to join the Flood Policy Team to work alongside a small team and will involve working alongside a wide range of internal and external stakeholders and NI Water.  |

 Main objectives of the opportunity

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| The Department is keen to avail of the opportunities that an interchange placement would bring to the area of policy development. The main objectives of the interchange role would include:* Reviewing the current GB policies on coastal erosion and helping to develop NI policy in consultation with Departmental and DAERA staff;
* Contributing in policy workshops with external stakeholders discussing coastal erosion;
* Drafting replies to Assembly Questions, Correspondence cases and briefing requests;
* Providing a secretariat function the Coastal Forum and Coastal Forum Working Group;
* Providing a secretariat function to the Flood Investment and Planning Group (FIPG); and
* Liaising with FIPG members to explore possible solutions to strategic flooding problems.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The characteristics and overall level of knowledge skills and experience which have to be most commonly applied in this role include:* Broad understanding of the Department and its governance;
* Experience of working collaboratively with internal and external stakeholders;
* Experience in policy development;
* Ability to quickly respond to emerging situations and provide clear and concise advice directly to senior managers; and
* Demonstrate strong written and oral communication and drafting skills to confidently engage with customers, stakeholders, delivery partners and colleagues at all levels.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Stuart McDougall |

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

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| Stuart McDougall |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Benefit to DfI*** DfI works in partnership with a range of external organistions in all of its functions. This includes engagement with its ALBs and other delivery focused organistions. This interchange opportunity provides a method for the Department to gain a wider understanding from external organistions on how they deliver governance and emergency planning issues, the challenges they face and best practice solutions.
* This Interchange Opportunity will also promote skills transfer and sharing of knowledge between the wider public/voluntary and community sector and the Department.

**Benefits to Seconded Individuals*** The successful candidate will have the opportunity to work closely in the centre of the Department and with DAERA colleagues considering coastal erosion and strategic flooding. This opportunity will also allow for the candidate to gain a knowledge of the workings of the Department from policy development and governance perspectives and also provides an opportunity to see infrastructure delivery in practice.

**Benefits to the seconded organisation*** The originating organisation will benefit from the individual returning with an increased understanding of the workings of an NICS Department, particularly one which is delivering key services to the public.
* As the focus is on policy development, the organisation will also benefit from a skills transfer in this important discipline following the completion of the secondment.
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**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**: Successful candidate will be expected to take up post on 16 May 2022 or as soon as practically possible after this date.**Duration**: Candidate will be recruited for 6-9 months initially with an extension of up to 12 months, subject to review. This opportunity is for a maximum of 24 months duration but will depend on when the original post-holder is released from his on-loan posting.**Location**: Clarence Court Belfast, though staff in this Directorate are currently working from home in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working.**Travel:** Applicants may, from time to time, be required to travel on official duty; the successful candidate must have access to a form of transport, which will enable them to fulfil their responsibilities**Salary:** Salary Scale: (Staff Officer equivalent) £32,328 – £33,459. Salary and other related costs will be met by the Department for Infrastructure.**Resources**: Post-holder will be provided with IT resources to work remotely and from Clarence Court or home when required.**Further information**: Applicants wishing to learn more about these post(s) before deciding to apply should contact Stuart McDougall by email: stuart.mcdougall@infrastructure-ni.gov.uk **Security Clearance**: AccessNI check will be required to be undertaken on the individual before the applicant starts. **Closing Date:** Applications must be submitted by **4.00pm on Wednesday 27 April 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Stuart McDougall** |

**Signed:**

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| **07 April 2022** |

**Date:**