# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Steven McCourt

Name

Reducing Offending Division

Organisation/

Department

Hillview Buildings

Stormont Estate  
Belfast  
BT4 3SU

Address

Telephone Fax number

Number

Steven.mccourt@justice-ni.gov.uk

E-mail

**Secondment**: **Interim Protocol Lead**

One NICS Grade 7 post available.

The post is initially for a temporary period until March 2025 but, subject to the outcome of a review, may be extended for a further period, subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| Job Title – **Interim Protocol Lead**  In recent years, there has been significant growth in the use of restorative practice in Northern Ireland, both within and beyond the Criminal Justice System. Restorative Justice can be used as a response to crime and other wrongdoing after it occurs, to explore how individuals, families and sometimes communities have been affected by an offence and how to best repair the harm done. The criminal justice system focuses on whether or not a crime has been committed or the criminal law has been broken; the use of restorative justice as part of the process provides an opportunity to focus on repairing harm and minimising the impact of offending on victims.  The Department of Justice is introducing the role of an Interim Protocol Lead (IPL) to build on an ongoing programme of restorative justice work they and their partners across other Departments, local Government, law enforcement and civil society are delivering. This work includes the implementation of a new restorative justice protocol, which sets out a fresh, tailored approach to the use of restorative justice, including new staged processes for formal accreditation to deliver restorative interventions both within the community and as part of the justice continuum.  The IPL will sit within the Department’s Reducing Offending Division (ROD), which was established in 2014 to bring about a strategic approach to reducing reoffending. |

Main objectives of the opportunity

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| The IPL is a new, specialised role which is clearly defined by the new Protocol that governs the use of restorative justice in Northern Ireland. The post will be semi-autonomous, reporting to the Grade 5 Deputy Director of ROD. It is not anticipated that there will be any direct line management responsibility. However, the post holder will have access to administrative support from staff within ROD.  Main duties of the post will include, but are not limited to:-  **IMPLEMENTING REVISED PROTOCOL & EXPANDING RESTORATIVE JUSTICE NETWORK**   * Implementation of the revised Restorative Justice Protocol including: * developing the formal application process for accreditation; * analysing accreditation applications and documentation submitted by organisations and independent practitioners; and * making recommendations as to the suitability of accreditation to the Minister of Justice.   **DEVELOPING NEW TIERED TRAINING / CONTINUOUS PROFESSIONAL DEVELOPMENT FRAMEWORK**   * Responsibility for undertaking a training needs analysis to establish appropriate levels of training & educational requirements of specific roles/responsibilities in the sector, particularly for those seeking formal accreditation under the Protocol. * Monitor and review training and practice standards of all restorative justice providers and independent restorative practitioners to ensure best practice is being delivered. * Introduce a new continuous professional development framework to support capacity within communities and across the sector that will be responsive to changes, in order to maintain quality and standards in practice.   **PROMOTING RESTORATIVE JUSTICE**   * Promote an understanding of restorative justice throughout the criminal justice system and more widely across Northern Ireland. * Promote work relating to restorative justice across various Departments; across the criminal justice agencies; and with non-statutory restorative justice providers. * Raise awareness of restorative approaches across the wider public. * Promote awareness of the aims, scope and impact of restorative justice, including promoting the new accreditation process.   **COMPLAINTS**   * Respond to and investigate all complaints made regarding an accredited restorative justice organisation or independent restorative practitioner.   **GRANT SUPPORT STRATEGY & METHODOLOGY**   * Investigate best practice in funding models for community and voluntary based organisations across Executive Departments and other statutory agencies. * Utilising this knowledge, devise a robust and comprehensive strategy and methodology for the consideration and provision of grant support to community and voluntary based organisations delivering restorative justice services.   **CENTRE OF RESTORATIVE EXCELLENCE (CORE) REVIEW**   * Undertake an analysis of the role and functions of a Centre of Restorative Excellence (CORE) for NI, and work to progress those elements that are within the gift of the Department of Justice. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Applicants should be able to demonstrate the following:   * 5 years operational or strategic experience in the following areas:   + Working with criminal justice agencies or within the criminal justice arena;   + Restorative justice interventions, mediation processes and/or other relevant restorative interventions; and   + Building and maintaining relationships with key stakeholders relating to restorative justice projects. * Excellent knowledge of current restorative justice/restorative practice training and initiatives;      * Ability to process sensitive and complex information and make informed decisions; * Success in a senior management position in an organisation within the public, private or voluntary sector, with significant responsibility and input into decisions on the management of service delivery and stakeholder engagement; * Excellent written and verbal communication skills with the ability to use sound judgement, evidence and knowledge to provide accurate, expert and professional advice to senior officials and/or Ministers; and * Sound understanding of financial planning, monitoring, and delivering value for money services. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Steven McCourt, Head of Reducing Offending Division |

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

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| As above |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| The Department of Justice will benefit from the knowledge, skills and experience, specific to restorative justice/ practice, the successful candidate will bring to the role. This expertise will inform the work of the IPL (as laid out above), which will have a significant impact on the Department’s ability to delivery on the Adult Restorative Justice Strategy and Action Plan. Restorative justice delivery partners and wider stakeholders will benefit from an experienced, dedicated member of staff implementing the 2023 Protocol.  The successful candidate will develop invaluable experience of working within a Northern Ireland Civil Service Department; developing and setting new procedures and standards; making recommendations and decisions on complex and sensitive issues; and, gain experience of contributing to the delivery of the Programme for Government. They will gain experience in a role working across Departments and various sectors. The level of engagement at a senior level in the Department will also provide the opportunity to develop skills in delivery of oral and written briefings to Permanent Secretary/Ministerial level. The skills and experience gained will be readily transferable to the individual’s 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**: Subject to agreement you will start work within four weeks of accepting the post.  **Duration**: The post is initially for a temporary period until March 2025 but, subject to the outcome of a review, may be extended for a further period, subject to the agreement of all parties.  **Location**: Department of Justice, Hillview Buildings, Stormont Estate, Belfast BT4 3SU.  **Funding**: DoJ will meet salary and any associated expenses. The current salary range is £52,578 - £56,237  **Further information**: Please contact Paula O’Neill by email at: [paula.oneill@justice-ni.gov.uk](mailto:paula.oneill@justice-ni.gov.uk).  **Closing Date:** Applications\* must be submitted by 5.00pm on **Friday 01 December 2023** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| Stephen McCourt |

**Signed:**

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| 17 November 2023 |

**Date:**