# Hosting Proforma

Police Service of Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

External Recruitment – HR Department

 Name

 Organisation/

Police Service of Northern Ireland

 Department

Lisnasharragh

42 Montgomery Road

Belfast

BT6 9LD

 Address

 Telephone Fax number

028 90922909

N/A

 Number

policestaffrecruitment@psni.police.uk

 E-mail

Type of Opportunity

Initial secondment period of 6 - 12 months

**2. Details of hosting opportunity**

 Description of opportunity

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| **Interim Head of Estates Services** The Head of Estate Services has professional and financial responsibility for all aspects of the Police Service of Northern Ireland’s Estates Services Business Unit’s operations, including ensuring full compliance with statutory and building regulations in relation to the management of a public sector estate. This includes providing strategic direction in relation to the development and management of the Police Service of Northern Ireland building stock on behalf of the Northern Ireland Policing Board (NIPB) and PSNI. (NIPB is owner of all PSNI buildings and estates).  |

Main objectives of the opportunity

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| The main duties and responsibilities associated with the Interim Head of Estate Services role include the following: Strategic and Operational Management* Development of Estates Services' Strategic and Annual Business Plans and overall Strategic and operational management of Branch activities to ensure achievement of specific performance targets and branch objectives.
* Delivery of new works programmes, maintenance and minor works programmes, security infrastructure works, sustainability and environmental management programmes and legal conveyancing matters relating to land and building ownership.

Contract Management* Management, continuous development and regular renewal of the PSNI’s outsourced Property Management Contract (PMC).
* Management of PSNI’s key maintenance contracts for reactive, cyclical and minor works via the PMC ensuring timely renewal and updating of contracts all within the context of the contracted-out business model.
* Procurement and management of discrete construction design and works contracts to deliver larger capital works.
* Ensuring all procurement processes and procedures comply with public procurement regulations and are delivered via the PSNI’s appointed Centre of Procurement Expertise (CoPE).

Compliance Management* Ensuring full statutory and mandatory compliance of the PSNI Estate, such as compliance with Health and Safety Regulations, Building Regulations, Police Design Standards, Mechanical and Electrical Infrastructure standards and Environmental Standards in relation to the building stock.
* Provide assurance to stakeholders that the Estate is being maintained and developed in accordance with pertinent regulatory requirements, is a safe place of work and a safe environment for any visitors.

Financial Management* Day to day strategic financial oversight and control of branch expenditure, ensuring full compliance with financial policies and guidelines including incorporating flexibility for unforeseen demands and in-year amendments

Risk and Relationship Management* Responsibility for all governance arrangements and risk management of the branch, its operations

and its interactions with internal and external stakeholders. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Qualifications, Skills and Experience:** Qualifications* Degree or equivalent qualification in an Estates related construction discipline such as Civil Engineering, Architecture, Electrical or Mechanical Engineering, Quantity Surveying or Building Surveying and corporate membership of a relevant institution such as ICE, RIBA, CIBSE, RICS or CIOB.

Experience * A minimum of 5 years relevant work experience in an estates management position in a large multi-site organisation.
* Sound up to date knowledge of building design, building regulations, statutory and Health and Safety requirements, including keeping abreast of developments such as changes to regulations and environmental matters, which will impact on the environments.
* Sound knowledge of developing and implementing effective maintenance strategies and programmes for a diverse portfolio of properties.
* Sound knowledge of the principles and management of construction contracts especially the NEC 3 suite of construction contracts.
* The ability to manage and work strategically within a contracted-out environment with practical knowledge and experience of public/private sector partnerships and performance monitoring systems.
* Sound knowledge of procurement in relation to construction contracts within the public sector and working knowledge of structured project management methodologies (e.g. Prince II) in the delivery of medium/large scale maintenance projects.
* Ability to deliver large scale projects within tight timeframes and a demanding security environment, whilst retaining appropriate financial control.
* The professional credibility to represent the branch effectively in a technical Estates environment and to lead, develop and manage a team of construction professionals.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Assistant Chief Officer – Strategic Planning and Transformation |

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

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| Assistant Chief Officer – Strategic Planning and Transformation |

**5. Transfer of learning**

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

 Individual and their organisation.

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| This secondment will provide an opportunity to develop transferrable skills, senior leadership experience and insights through leading a multi-disciplinary team of Estate Services professionals and significant stakeholder management.  |

**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** as soon as suitable candidate has been identified and a release date has been agreed.
* **Duration**: The post is expected to last around 6-12 months.
* **Further information** can be obtained by contacting: policestaffrecruitment@psni.police.uk. Interested candidates can be provided with the opportunity to meet with Head of Estates to find out more about the role.
* **Location**: This role will be primarily based at PSNI Lislea Drive, Greater Belfast, however there may also be the opportunity for hybrid working.

The post holder will need to have a valid driving licence and access to a means of transport to fulfil the requirements to travel.* Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.
* **Security clearance**: The post holder will also be required to complete and pass an appropriate level of security vetting and substance misuse test.
* **Funding**: The Head of Estate Services role is paid against the NICS Grade 6 payscale (£62,294-£67,955) - PSNI will meet the salary costs and associated allowances of the role.
* **Closing Date:** Applications must be submitted by **5.00pm on Friday 19th January 2024** to**:**

 **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Police Staff Recruitment** |

**Signed:**

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| 20/12/2023 |

**Date:**