# Hosting Proforma

Departmental Solicitor’s Office

Name of Host

Organisation

**1. Interchange Manager’s details**

Ross Thompson

Name

Organisation/

Advisory Division 4, Departmental Solicitor’s Office

Department

3 Lanyon Plaza

Belfast

Bt1 3LP

Address

Telephone Fax number

07974395012

Number

[Ross.thompson@finance-ni.gov.uk](mailto:Ross.thompson@finance-ni.gov.uk)

E-mail

Type of Opportunity

12 month **secondment** to Advisory Division 4, Departmental Solicitor’s Office

**2. Details of hosting opportunity**

Description of opportunity

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| **Principal Legal Officer (Advisory to DfE)**  The Departmental Solicitor’s Office is responsible for delivery of legal services to the NICS Departments and their Executive Agencies. Within DSO there are 4 Advisory Divisions, and an opportunity has arisen for a 12 month secondment inwards to DSO to provide legal advisory services to the Department for the Economy.  One of the teams that supports DfE has a vacancy for approximately the next 12 months. This team provides expertise on aspects of DfE’s statutory functions, with a particular emphasis on Employment Policy.  If you possess a working understanding of Employment law, please apply. Training is provided, and we are confident that this will be a benefit to you and to your organisation. |

Main objectives of the opportunity

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| The post holder will work as part of a team responsible for the delivery of a suite of legal advisory services to DfE, with a particular emphasis on the area of employment law and policy.  In addition, the post-holder will be responsible for delivering, as required:   1. Timely, well-drafted, client-sensitive, risk-based legal advice to the Directorates within the Department of Economy      1. Legal advice to assist the client department navigate Assembly procedures for Bills. This may encompass advice on the legislative competence of the Assembly 2. Advice on the interpretation of all forms of primary and secondary legislation 3. Assist client department on the scrutiny of draft secondary legislation 4. Draft instructions to Legislative Counsel 5. Advise client department on AQWs 6. Support the client department to work collaboratively with other Departments to deliver the NI Executive’s Programme for Government. 7. Initial advice to the client department in relation to judicial reviews and collaboratively work with DSO litigation in relation to any judicial reviews   The above list is not exhaustive but gives a good indication of the responsibilities of the role.  Candidates will be trained in how to scrutinise draft secondary legislation and benefit from DSO’s own in-house training. |

**3. Skills requirements**

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| Candidates require:   1. a post graduate professional legal qualification as a solicitor or Barrister 2. post qualification experience working as a solicitor or barrister of not less than 3 years from the date of application. 3. a working knowledge of one of the following areas of employment law. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Assistant Director of DfE Team |

**5. Transfer of learning**

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

individual and their organisation.

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| DSO will host a new colleague with a working knowledge of a niche area of law. With a level of pre-existing knowledge, this individual will be in a position to adapt to the DSO environment quickly.  The individual will have the opportunity to enhance their expertise in their specialised field and expand their understanding of broader administrative and public law practices.  The organisation will assist their staff member by allowing that person to deepen their knowledge and understanding, and when that staff member returns, they can use that developed knowledge and understanding for the benefit of their employing 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**: 31st October or by arrangement  **Duration**: 12 months  **Location**: 7 Lanyon Plaza, Belfast BT1 3LP.  **Resources**: The successful candidate will receive a laptop and the usual IT equipment.  **Funding**: The post is funded by DSO for a period of 12 months. Principal Legal Officer is analogous to Grade 7 and the salary will commence at the first point on the pay scale (£61,673).  **Further information**: DSO observes the new ways of working policy. You will be required to attend the office in Lanyon Plaza 2 days per week, or 40% of your own work pattern, should it be less than full time. This post is considered a full-time post. If a candidate who works part time, or avails of an Alternative Working Pattern, is successful, the prospective line manager will discuss the issue, using best endeavours to see how the post might be worked on a part-time/AWP basis.  If you would like further information about this role, please contact Ross Thompson by email at: Ross.thompson@finance-ni.gov.uk.  **Closing Date:** Applications\* from employees from member organisations must be submitted by **Noon on Thursday 16th October, 2025** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NICS staff |

**7. Endorsement**

**Interchange Manager**

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| **Ross Thompson** |

**Signed:**

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| **25 September 2025** |

**Date:**