NICSHR

Interchange Unit

# Hosting Opportunity Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Halliday

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

028 9038 3839

N/A

Telephone Fax number

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

**Information Systems Officer**

Secondment – 12 months with the possibility of an extension for a further 12 months, subject to the agreement of all parties

**2. Details of hosting opportunity**

Description of Opportunity

An interchange opportunity is available for a Staff officer within IT Services in Sport NI. The post will require individuals to have experience of line of business support (GIFTs, Sharepoint, Events Perfect) as well as continued need to field support enquiries.

The post holder must have a sound understanding and practical experience of IT security governance within government. The post will require strong interpersonal, oral and written skills and experience of engaging at a senior level.

Main objectives of the opportunity

**Duties of the role:**

***System Support***

* Provide support for line of business support for systems such as GIFTs, Sharepoint, Event Perfect;
* Provide advice and guidance to staff on line of business applications;
* Deliver training where necessary on line of business applications and the production of suitable systems documentation.

***IT Security Governance***

* Assist in duties related to the National Fraud Initiative;
* Lead in the delivery of IT related projects
* Provide advice and guidance to staff and draft submissions to senior management in relation to IT security;
* Maintain a register of ICT systems and prioritise systems for IT Health Checks and Accreditation;
* Oversee, monitor and manage IT related contracts;
* Maintain a register of major/minor incidents of data loss/breaches;
* Co-ordinate and develop an IT risk register linked to the organisational risk register cycle;
* Assist in the preparation of the Annual Health Check;
* Contribute to the long-term accessibility of electronic records;
* Manage the budget for IT for the organisation providing regular reports to senior management.
* Maintain current industry knowledge of development concepts, best practices and procedures.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Relevant Experience**

***Essential Criteria***

* Knowledge and experience of support for line of business applications
* Demonstrate experience of the effective delivery of projects within an appropriate project management framework;
* Demonstrate experience of managing change and improvement in a business unit or organisation;
* Demonstrate experience of delivering at pace; and
* Communication skills and ability to develop and maintain relationships internally and externally.

**Personal Qualities and Skills**

***Essential Criteria***

* + Ability to work as a member of a team
  + Excellent organisational skills
  + Excellent oral and written communication and presentation skills
  + Creative with ability to solve problems
  + Ability to act on personal initiative within guidelines set by Sport NI staff

**Circumstances**

***Essential Criteria***

* + Must be able to work additional hours, some of which may be at the weekend or at short notice.
  + Access to a form of transport, which will permit the post holder to meet all the requirements of the post in full.

**4. Personnel: Please state below**

Who will the individual report to?

Marcus Smith – IS Manager

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

Marcus Smith – IS Manager

**5. Transfer of learning**

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

Individual and their organisation.

**Individual**

The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area. The post holder will have the opportunity to engage directly with the Executive Team and the Board and other key personnel within Sport Northern Ireland.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around leading an organisation in enhancing how it collects, manages and utilises information. This project will permeate every aspect of Sport Northern Ireland’s business and will broaden the post-holders knowledge of multiple business disciplines.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to lead in the delivery of a key Board priority while providing the opportunity to widen the skills and experience of the existing Sport Northern Ireland Management Team.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e. ;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and a release date has been agreed.

**Duration:** It is anticipated that this will be for a 12 month period with the possibility of an extension for a further 12 months, subject to funding and the agreement of both parties. Any further similar vacant posts arising in the next 12 months may be filled from this Interchange opportunity.

**Location:** House of Sport, 2A Upper Malone Road, Belfast.

**Salary**: £29,317 to £31,446.

**Funding:** Sport NI will fund from existing budgets.

**Selection Process:** Selection will be by interview by Leigh Brown (Director of Finance and Governance), Marcus Smith (Information Systems Manager), and Nicola Algie (Human Resources Manager). It is anticipated interviews for this post will take place on week commencing 8th January 2018.

**Further Information:** For further information about the post please contact Chris Halliday in Sport NI on 028 9038 3837, or by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net).

**Closing Date:** 5.00pm on Monday 18 December 2017.

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

27/11/2017

Date