NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Police Service of Northern Ireland (PSNI)

Name of Host

Organisation

**1. Interchange Manager’s details**

Rodney McGucken

Name

Organisation/

Police Service of Northern Ireland (PSNI)

Department

PSNI Lisnasharragh

42 Montgomery Road

Belfast

BT6 9LD

Address

n/a

02890 922499

Telephone Fax number

Number

[PoliceStaffRecruitment@psni.pnn.police.uk](mailto:PoliceStaffRecruitment@psni.pnn.police.uk)

E-mail

Type of Opportunity

**Grade SO – Project Manager Process Improvement Co-ordinator**

Secondment - Up to 24 months

**2. Details of hosting opportunity**

Description of opportunity

The main purpose of the role is to deliver the project management role with the Custody Healthcare reform programme. This is a significant strategic project for PSNI in collaboration with Health Trusts to deliver a new custody healthcare model. The main objective of the role is to assist with the direction and delivery of a key, large scale strategic project which demonstrates interdepartmental collaborative working with the Programme for Government framework as well as delivering service improvement against a backdrop of fiscal constraints.

Main objectives of the opportunity

**Business Improvement**

Undertaking detailed assessments of current custody healthcare business by designing, coordinating, and reviewing the outcomes of focus groups, workshops, interviews, work shadowing and surveys. Extracting and undertaking detailed data analysis from systems such as NICHE, Command & Control, Locate, Visor, Socrates, Saturn, SAP, Options, per-Lists, manual records, local spreadsheets and external sources.

**Project Management – Planning & Managing the Project**

Under the oversight of the Head of Branch defining, establishing and implementing project management plans ensuring adaptation to suit collaborative partner and stakeholder requirements. Developing and agreeing delivery plans. Planning and coordination of training, briefings, post implementation support and post implementation review. Overall project management. Defining benefits realisation plans; measuring and reporting methods for the approval of Head of Branch and local management. . Contributing to the management and delivery of complex projects to tight timescales with multiple work streams.

**Business Improvement – Engagement and Working Collaboratively**

Working with multiple-skilled and multi-disciplined teams from business area subject matter experts from across policing and health, working collaboratively with senior managers and business area leads to professionally assess options/solutions and tailor accordingly to ensure all considerations are built into final solutions (based on experience, local knowledge, history, threat, risk, harm and opportunity, policing, health and political environment).

**Project Management Delivering & Managing Project Solutions**

Delivery of change projects; working in partnership with senior management, providing support and guidance through their change process. Continually engaging with internal and external stakeholders in a challenging environment. Identifying risks and coordinating mitigation of same. Developing and conducting the communication strategy. Drafting business case development. Designing solutions and solution design documentation. Defining and implementing performance management frameworks to ensure accountability of service. Planning and coordination of solution implementation.

**Project Management – Project Reporting**

As part of a team attending meetings with Commanders, Heads of Branch and their Senior Leadership Teams, and corresponding Health representatives outlining progress and presenting proposals for change. Drafting strategic papers for Service First Board. Under the oversight of the Head of Branch reporting and when required presenting directly to the ACC.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The minimum required for the role is:

**Qualifications:**

A formal qualifications equivalent to a Degree in a business

related subject would be required.

**The type of knowledge and experience required for the role includes the following:**

* Experience required for the role would be 3 years’ experience in a relevant area such as business improvement management.
* Ability to communicate clearly, collaboratively work with others and build relationships.
* Ability to manage large scale projects utilising project management techniques such as Prince 2.
* Ability to solve complex problems using analytical skills (
* Ability to define, design, implement, measure and monitor key performance indicators and meet targets.

**4. Personnel: Please state below**

Who will the individual report to?

Una Williamson, Head of Reducing Offending and Safer Custody

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

As above

**5. Transfer of learning**

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

**Benefits to the Individual**

Employee health and well-being is a significantly important aspect of the functioning of all Police Officers and Police Staff within the Police Service of Northern Ireland (PSNI). The services provided within OHW encompass the physical, emotional, psychological and social aspects of an employee’s functioning. The service adheres to a bio-psycho-social framework to understand factors that impact on an employee’s ability to fully function at work.

The individual will experience working in a multidisciplinary team in a large organisation with specific and unique demands. This opportunity will give the post-holder the chance to gain invaluable experience to meet the demands of Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to the Home Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working in the Police Service of Northern Ireland and the unique demands which in turn will benefit the Home Organisation. This opportunity will give the post-holder the chance to gain invaluable experience to meet the demands of the Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to Police Service of Northern Ireland (Host Organisation)**

The benefit to the Host Organisation will be attracting an individual with specific skills set and providing the opportunity to widen their skills and experience in a large organisation with specific and unique demands.

The benefits to the Police Service of Northern Ireland will also assist in the ability to meet the demands to support front line policing and keep people safe.

**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 security cleared.

**Duration:** Up to 24 months

**Location:** PSNI Headquarters, Brooklyn, Belfast

**Resources:** Full office environment – desk, PC, access to printing, photocopying and scanning facilities.

**Funding:** The salary scale will be £28,500 - £31,135 per annum. PSNI will pay the total salary costs and associated expenses to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with PSNI arrangements (NICS staff will receive the appropriate NICS rates.

**Selection:** A papersift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with the Head of Reducing Offending and Safer Custody along with the Custody Healthcare workstream lead. To discuss the skills, knowledge and experience the applicant(s) would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

**Contact:** If you require any further information about the post, please contact Una Williamson in PSNI on 02890 650222 ext 22482 or by email to [una.williamson@psni.pnn.police.uk](mailto:una.williamson@psni.pnn.police.uk) including ‘Project Manager Custody Health Care’ in the title.

**Closing Date:** 5.00pm on Friday 10 November 2017

**7. Endorsement**

**Interchange Manager**

Rodney McGucken

Signed

16th October 2017

Date