Corporate HR

Interchange Unit

# Hosting Opportunity Proforma

The Chief Executives’ Forum

Name of Host

Organisation

**1. Interchange Manager’s details**

Ms Renée Quinn

Name

Organisation/

Chief Executives’ Forum

Department

Clare House

303 Airport Road West

Belfast

BT3 9ED

Address

Telephone Fax number

N/A

02890 816440

Number

mail@ceforum.org

E-mail

Type of Opportunity

**Administrative Officer**

Secondment – 2 years with the possibility of an extension for a further year subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

The Chief Executives' Forum (the Forum) is the association of chief executive officers of public bodies in Northern Ireland. The Forum’s membership embraces some 130 public sector bodies including civil service departments, their agencies, local government and the wider public service. The Forum provides an interagency forum within which new ideas and approaches can be explored, developed and supported at senior levels. It does this by providing a range of opportunities and services for decision makers to network, to share expertise, and to learn from best practice.

The Forum is a private company with an establishment of 3 core staff plus occasional administrative support. The post may involve travel to various locations and access to a form of transport for business related journeys is required

## MAIN PURPOSE OF THE JOB

The Administrative Officer provides a supportive role assisting the Business Manager and Director in developing events, through contact with members. The Forum places emphasis on customer service and expects responsiveness, innovation and a “can do” attitude.

The principal duties will include:

**General administration**

* filing
* stationery ordering
* logging IT calls for maintenance
* telephone reception duties
* scanning /photocopying
* reviewing and dealing with post, record cheques and BACS notifications
* responding to general queries from members
* Reviewing and dealing with emails receipted to CEF inbox and personal inbox
* Keeping information on TRIM, CEF website, and communication databases and outlook contacts up to date including membership directories and emailing lists
* Circulating information to members via email
* Power User on TRIM, creating containers when required
* Attending and making notes of weekly team meetings and other corporate meetings as requested
* Providing /collating routine information for Corporate Papers (routinely membership changes, outstanding debts, input to budget setting, contribution analysis, etc)
* Updating Website with information including input of diary events as required
* Ordering catering for Forum meetings

**Event administration**

* Venue booking
* liaising with partner organisations over logistics
* issuing personalised and group emails plus RSVP follow-up as required
* dealing with registration queries
* recording of registrations on database
* welcome note circulation
* creating badges for events
* providing “registration desk” duties
* post event attendance collation
* arranging with suppliers for materials distribution

**Financial Records Keeping**

* SAGE administration (input data/recording of payments/suppliers transactions/issuing supplier invoices/customer invoices/ reconciling orders/run financial reports as requested)
* Raising purchase orders
* Financial records upkeep (hard copies)
* Maintenance of events expenditure/income spreadsheet
* Monthly accounts reconciliation re bank statement and SAGE system
* Yearly issue of membership fee invoices
* Issue letters/ telephone contact in respect of credit control
* Bank lodgements
* Providing support for Company Secretarial matters (Annual Return)

**Additional**

* Interchange Administrative role
* Liaison for Women’s Leadership Initiative with suppliers and Programme Directors

Whilst this list is comprehensive it is not exhaustive and may include other duties as directed by the Business Manager or Executive Director

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The post will require candidates to demonstrate all of the competencies listed below and application forms should reference at least 6 of the skills outlined.

1. Gathering information from a range of relevant sources across the public sector to inform work.

2. Reviewing working practices and coming up with ideas to improve the way things are done

3. Making and recording decisions, following the appropriate decision making criteria, frameworks or guidance

4. Investigating and responding to gaps, errors and irregularities in databases and information files.

5. Communicating clearly in plain, simple language and checking written work for spelling and grammar.

6. Keeping track of spend and making sure work is approved and signed off as necessary

7. Handling numbers confidently, collating information, and ensuring accuracy of financial and performance data

8. Maintaining recognised financial procedures and practices.

9. Communicating in a way that meets and anticipates the customer’s requirements and gives a favourable impression of CEF.

10. Actively seeking information from customers to understand their needs and expectations, anticipating and preventing problems

11. Taking ownership of issues, focussing on providing the right solutions and keeping customers and delivery partners up to date with progress.

12. Proactively contributing to the work of the whole team

* Effective minute taking, drafting/written communication skills and an ability to extract and analyse information to facilitate decision making;
* Excellent ICT skills particularly in “Word” and “Excel”. Experience in the use of financial management systems is desired.

7. Handling numbers confidently, collating information, and ensuring accuracy of financial and performance data

8. Maintaining recognised financial procedures and practices.

9. Communicating in a way that meets and anticipates the customer’s requirements.

10. Actively seeking information from customers to understand their needs and expectations, anticipating and preventing problems

11. Taking ownership of issues, focussing on providing the right solutions and keeping customers and delivery partners up to date with progress.

12. Proactively contributing to the work of the whole team

**4. Personnel: Please state below**

Who will the individual report to?

Ms Renée Quinn, Business Manager

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

Ms Renée Quinn, Business Manager

**5. Transfer of learning**

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

This is a very diverse post that offers a unique opportunity to work in support of public sector leaders and alongside senior individuals from external strategic partners. Working in a small team this role will provide opportunities to contribute in a wide range of business areas.

**Benefits to the Individual**

The individual will have the opportunity to develop their knowledge, skills and experience in a breadth of business support arrangements to Forum members and its partners. This will include practical “hands on” involvement in event organisation and report production

**Benefits to our Organisation**

The Forum will benefit from enhanced provision of administrative experience and the availability of critical support to the Business Manager and Director.

**Benefits to their Organisation**

The returning candidate will have expanded their knowledge of the public sector in general while experiencing the full range of duties involved in operating a small private sector company.

**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:**  2 years with the possibility of an extension, subject to the agreement of all parties.

**Location:** Based in Clare House, 303 Airport Road West, Belfast, BT3 9ED

**Car User:** It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

**Resources:** Office based with relevant facilities.

**Salary Scale:** Will be at the NICS Admin Officer Band £18,946 -£22,291. Exceptionally Admin Officers or equivalents earning above the highest NICS Admin Officer salary point may be seconded on a ‘no detriment’ basis. The Forum will pay the total salary costs 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 NICS arrangements.

**Selection:** A paper sift will be used to determine the most suitable applicants for the post. An informal discussion will be held with Forum representatives to discuss the skills and experience the applicant would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.

**Contact:** For further information about the post please contact Renée Quinn at Chief Executives’ Forum on 02890 816440 or by email at [renee.quinn@dfpni.gov.uk](mailto:renee.quinn@dfpni.gov.uk)

**7. Endorsement**

**Interchange Manager**

Ms Renée Quinn

Signed

24 October 2017

Date