NICS HR

Interchange Unit

# Hosting Opportunity Proforma

General Teaching Council of Northern Ireland (GTCNI)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Julie Humphries

 Name

 Organisation/

Teacher Education Team, Department of Education

 Department

Rathgael House

Balloo Road

Bangor

 Address

N/A

028 9127 9247

 Telephone Fax number

 Number

 julie.humphries@education-ni.gov.uk

 E-mail

**Transition Manager**

Secondment – 3 months with the possibility of an extension, subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

The General teaching Council for Northern Ireland (GTCNI) which is an executive Non-Departmental Body (NDPB) of the Department of Education (DE) is the self-regulatory professional body for teachers in Northern Ireland. It is dedicated to enhancing the status of teaching and promoting the highest standards of professional conduct and practice.

As an organisation it is facing a period of significant change and the Transition Manager will be required to develop a new staffing structure for the organisation to ensure the efficient and effective use of resources in the delivery of its functions.

**The key purpose of the role is to:**

* Work with the GTCNI Chair, Chief Officer and other staff, members of the Council and other stakeholders to design, develop a new staffing structure for the GTCNI.

**Key Interactions will be with:**

* Chair of the General Teaching Council (NI)
* GTC (NI) Chief Officer
* GTC (NI) Staff
* Members of the General Teaching Council (NI)
* Departmental officials
* Trade Union Side

 Main objectives of the opportunity

The key responsibilities of the **Transition Manager** are set out below. The post holder will be expected to work flexibly, in line with the competencies set out below.

**Key Responsibilities:**

**Reporting & Planning**

* Prepare a plan for the development of a new staffing structure, tracking progress against the plan and identifying and dealing with risks and issues arising against the plan.
* Ensure that regular reports relating to the plan are prepared, assured and reviewed by the Chair of the Council/ Chief Officer.
* Collate key information to support the successful development/implementation of the plan.

**Stakeholder Relations**

* Develop and maintain positive working relationships with all key internal and external stakeholders.
* Engage and work closely with specialists as required.
* Consult with staff and Trade Unions on the proposed new staffing structure as it develops.

**Resolution of Complex and Difficult Problems**

* Apply sound judgement and decision making to complex situations, often under pressure of time, quality and commercial imperatives.
* Identify issues which may impact or be impacted by the new staffing structure.

**Other Duties**

The Transition Manager is required to work in a flexible way and undertake any other duties reasonably requested by line management which are commensurate with the grade and level of responsibility of this post.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The post holder must be able to demonstrate that they have:

**Essential:**

You should have at least 3 years of experience in the last 5 of dealing with human resource issues.

You will be required to provide evidence of the following four key competencies at Level 3. Further detail on each competency is contained in the NICS Competency Framework which can be viewed at:

<https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf>

* Seeing the Big Picture
* Leading and Communicating
* Collaborating and Partnering
* Delivering at Pace

**Desirable:**

* A human resources qualification.

**4. Personnel: Please state below**

 Who will the individual report to?

GTCNI Chief Officer

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

GTCNI Chief Officer

**5. Transfer of learning**

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

 individual and their organisation.

**Benefit for GTCNI**

* An experienced transition manager to guide the organisation on the development of a revised staffing structure [thus ensuring the efficient and effective delivery of its function].

**Benefits for the individual and their organisation**

* Experience managing a period of significant and meaningful transition within a non-departmental public body.
* Broad range of experience and responsibility from working closely with the GTCNI, Teacher Education Team, and other education sector stakeholders.
* Opportunity to build effective working relationships with key stakeholders within the education sector.

**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:** 3 months with the possibility of an extension, subject to the agreement of all parties.

**Location:** Albany House, Great Victoria Street, Belfast

**Salary:** £36,448 to £40,072.

**Funding:** Salary and associated expenses will be funded by GTCNI.

**Selection:** A sift of applications received will take place on the basis of the criteria detailed above and final selection will be by interview. It is anticipated that interviews for this post will take place week commencing 19 February 2018.

**Contact:** For further information about the post please contact Julie Humphries on 028 9127 9247 or by email at Julie.Humphries@education-ni.gov.uk.

**Closing Date:** Noon on Friday 09 February 2018.

**7. Endorsement**

 **Interchange Manager**

Julie Humphries

Signed

23 January 2018

 Date