NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Department of Health

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Máire Redmond – Social Work Strategy (SWS) Team

 Name

 Organisation/

Department of Health

 Department

Castle Buildings

Stormont Estate

BT4 3SQ

 Address

 Telephone Fax number

N/A

028 9052 0675

 Number

maire.redmond@health-ni.gov.uk

 E-mail

**Business Support Officer**

Secondment – 1 year initially with the possibility of an extension for a further 6 to 12 months, subject to funding and the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

The Social Work Strategy team supports the implementation of Phase 2 of the Social Work Strategy NI 2012-2022. This is a very varied and interesting post which includes planning and organising events which will be attended by our key stakeholders i.e. social work practitioners, social work managers, service users, carers, voluntary organisations and others.

The Social Work Strategy Team is part of the wider Office of Social Services (OSS) (a diverse team made up of professional, policy and administrative grades) and this post sits as part of the wider OSS admin team. While the post holder will have lead responsibility for SWS he/she will be expected to contribute as a team member to the overall functioning of OSS and to work collegiately with other EO1s to maintain the smooth operation of OSS.

Main objectives of the opportunity

The key duties of the post include the following:

* Events planning, organising and management;
* Engagement with a wide range of stakeholders;
* Management and monitoring of the Social Work Strategy funded innovations and improvement initiatives and projects as required;
* Providing key support to communications in respect of the SWS;
* Producing briefings, reports, preparation of presentations and speaking notes for the Strategy Director and Chief Social Services Officer;
* Secretariat to the Outcomes Delivery Board which meets quarterly;
* Maintaining and updating the compendium of resources, innovations and improvements;
* Embedding the Social Work Strategy within OSS policies and procedures;
* Assisting in the ongoing work to facilitate Outcomes Based Measurement within Social Work;
* Liaising with Senior Management and Professional Officers as required;
* Undertaking various other duties in support of the overall Strategy Implementation as and when required;
* General administration.

**Corporate Input**

* Participate in the co-ordination of Directorate’s corporate returns e.g. business plan, risk register and business continuity plan as required by line manager;
* Support preparation of returns to facilitate governance reporting requirements e.g. DOH Transformation Implementation Group.

**Financial Management**

* To support line management in the payments/funds transfers for the Social Work Strategy budget, in line with government and departmental financial standards and objectives;
* To ensure that payment records are maintained accurately on relevant databases.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:

* Analytical and problem solving abilities;
* Knowledge of good practice in corporate governance;
* Excellent oral and written communication skills;
* Influencing ability;
* Discretion and diplomacy;
* Organisational skills.

The role holder must have the ability to work on their initiative to achieve business objectives in a fast moving environment. The role holder should be competent in the use of IT and the Microsoft Office software package with particular emphasis on Records Manager, Word and Excel.

**4. Personnel: Please state below**

 Who will the individual report to?

Máire Redmond

Governance and Planning Lead, Social Work Strategy

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

Máire Redmond

Governance and Planning Lead, Social Work Strategy

**5. Transfer of learning**

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

**DOH / OSS**

This opportunity will help DOH to obtain the experience and skills that will complement the knowledge and unique talents of the existing Strategy Team.

I**ndividual**

Opportunity for the successful candidate to work in a dynamic, forward looking environment, use their own initiative and get involved in strategy level work.

**Organisation**

The expertise and learning gained by the successful candidate will be transferable to their organisation including experience in working with a diverse team made up of professional, policy and administrative grades, and working at strategy level to effect change, improvement and transformation.

**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:** 1 year initially with the possibility of an extension for a further 6 to 12 months, subject to funding and the agreement of all parties.

**Location:** Castle Buildings, Stormont Estate, Belfast.

**Resources:** Full office/development environment - standard resources (including a desk and PC) will be provided.

**Funding:** The salary will be £26,413 – 27,544. Budget cover is available within the Social Work Strategy budget to meet salary costs and expenses.

**Selection:** Informal interview.

**Contact:** For further information about the post please contact Máire Redmond in the Department of Health on 028 9052 0675 or by email at maire.redmond@health-ni.gov.uk.

**Closing Date:** 5.00pm on Friday 18 May 2018.

**7. Endorsement**

 **Interchange Manager**

Maire Redmond

Signed

30 April 2018

 Date