NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Executive Office (TEO)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Paul Courtney

 Name

The Executive Office (TEO)

 Organisation/

 Department

Castle Buildings

Stormont Estate

Belfast

BT4 3SR

 Address

 Telephone Fax number

N/A

028 9052 0747

 Number

paul.courtney@executiveoffice-ni.gov.uk

 E-mail

**Staff Officer**

Secondment - 12 months with the possibility of an extension dependent upon the Site transferring to the local Council, subject to the agreement of all parties.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

In 2002 a number of former military sites were transferred to the NI Executive as part of the Reinvestment and Reform initiative. The sites which are the responsibility of TEO are managed by the Strategic Investment & Regeneration Branch (SIRB). The Branch brings together a wide range of functions relating to the development and delivery of the former military sites and strategic investment for the economic and social regeneration of local communities. The Ebrington Site, in the North West is one of these sites and it is managed by TEO. The site is currently being developed with a number of buildings occupied, being regenerated or in the process of being leased. It is intended that the Site will transfer to Derry City and Strabane District Council (DCSDC) in 2019.

Pending the transfer to the DCSDC, TEO has to ensure the Site is secure, maintained and completed regeneration plans and implement a strategy to transfer the Site to the DCSDC.

This will be a challenging post which offers the holder the opportunity to work within an established team but also to build working relationships at a senior level across TEO, other departmental bodies and agencies, the Strategic Investment Board (SIB) and DCSDC in order to facilitate the regeneration of a key site in the North West and secure its transfer to the local Council.

It will allow the post holder to demonstrate an ability to respond innovatively and effectively to bring about positive changes in a testing environment, using sound judgment and knowledge to provide objective, reasoned and accurate advice on a range of work streams to senior officials, Ministers and stakeholders in the wider North West.

 Main objectives of the opportunity

Aim: Help secure the regeneration of the Site and transfer of the Site to the local Council in 2019.

Key Responsibilities:

* Site Management
* Corporate governance and financial management
* Assisting with the transfer of the site to the local council; Derry City and Strabane District Council
* Liaison with key stakeholder, tenants and colleagues
* Assisting with the successful delivery of on-site events
* Drafting business cases & post project evaluations
* Staff Management
* Providing information, advice & assistance to senior officials and others
* Represent the Department at meetings as required.

 **Skills requirements**

What qualities, skills and experience is required from the individual

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

* A flexible and innovative approach to deliver solutions

* Excellent communication skills and a proven written communication skills
* Corporate governance, Budget management and programme/project management experience
* Proven experience of drafting business cases and post project evaluations
* Proven experience of drafting documents, providing responses and providing key information to senior managers

* Experience of the management and delivery of a range of objectives within deadlines and budget constraints, and
* A track record which demonstrates an inclusive style of leadership which motivates staff, develops commitment, encourages innovation and builds positive relationships with stakeholders.

**4. Personnel: Please state below**

 Who will the individual report to?

Paul Courtney

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

Paul Courtney

**5. Transfer of learning**

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

 individual and their organisation.

**Benefits to TEO**

This opportunity will benefit TEO by adding an enthusiastic and proactive member of staff to the team.

**Benefits to the successful applicant**

This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to the regeneration of Derry/ Londonderry and the wider North West.

The post will provide significant chances to engage directly with a wide range of stakeholders, other Departments and Statutory bodies.

It will also provide key skills enabling the post holder to develop financial, corporate governance and business case drafting skills.

**Benefits to the Home Organisation**

The returning candidate will have developed key financial, corporate governance, communication and interpersonal, and business case skills.

**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: Initial 12 month appointment, with a possible extension depending on the transfer date of the Site to the local Council, subject to the agreement of all parties.

Location: Building 71, Ebrington, Derry/ Londonderry.

Travel: May be occasionally required between Derry/ Londonderry and Castle Buildings, Stormont Estate, Belfast. It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

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

Funding: The salary will be in the salary range of £29,317 - £31,446 per annum. TEO 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 papersift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with Siobhan Broderick, Director, Strategic Investment and Reform Directorate, or a member of her team, to discuss the skills, knowledge and experience the applicants 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: Paul Courtney, telephone 028 9052 0747, or by email at paul.courtney@executiveoffice-ni.gov.uk.

Closing Date: 5.00pm on Friday 23 March 2018

**7. Endorsement**

 **Interchange Manager**

Paul Courtney

Signed

12 March 2018

 Date