NICSHR

Interchange Unit

# Hosting Opportunity Proforma

The Office of the Police Ombudsman for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Paula Gillespie

 Name

 Organisation/

Corporate Services

 Department

The Office of the Police Ombudsman

New Cathedral Buildings

11 Church Street

Belfast

BT1 1PG

 Address

 Telephone Fax number

N/A

028 90828 622

 Number

paula.gillespie@policeombudsman.org

 E-mail

Type of Opportunity

**Project Coordinator for an IT enabled business change project**

Secondment – 12 months with the possibility of an extension of up to a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of Host Organisation

The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. His statutory duty is to exercise his powers in such manner and to such extent as appears to him best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. He has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Belfast International Airport Police and the Ministry of Defence Police.

The Police Ombudsman receives and investigates complaints against the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate he makes recommendations regarding criminal and misconduct matters, in respect of which he may also publish statements and make policy recommendations. In addition to this he has a power to investigate current police policy and practice, and to publish the results of any such investigation. He provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board. In undertaking his statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.

Further information about the organisation can be found at [www.policeombudsman.org](http://www.policeombudsman.org)

 Description of opportunity

The Office is currently modernising its services and is in the early stages of a Project to deliver a new customer facing Case Management Solution and its hosting requirements. The Office is currently undergoing a Discovery Exercise using Agile methodology.

The post holder will be responsible for assisting in the delivery of this project on a day to day basis alongside various colleagues working on areas of the project. The Project Coordinator has an important role in facilitating interfacing between the project and business area. This is important for communicating and encouraging the need for transformation and change within the business area in tandem with the delivery of new capabilities from the project.

 Main objectives of the opportunity

The duties of the role include:

* Assist in the delivery of the business case for the Project and provide support to an interrelated business case for IT Infrastructure Services.
* Manage project administration.
* Assisting in the implementation of the Procurement and Delivery Strategy in line with OJEU Procurement guidelines.
* Coordinate the production of the required deliverables in line with PRINCE 2 management methodology including:
* Implementation of the Minimum Viable Product (MVP) and any other items of the Product Backlog as may be required.
* Providing support in the preparation and maintenance of project, stage and exception plans as required.
* Assisting in the identification of project risks in accordance with delivery objectives.
* Monitoring and reporting on overall progress at project stages including use of standard reporting.
* Assisting the Project Board in defining and implementing strategies for communication, configuration management, quality and change control.
* Post project evaluation activities.
* Liaise with appointed project assurance representatives to ensure the overall direction and integrity of the project is maintained including application of External Assurance (Gateway) principles and processes.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Criteria**

The Project Coordinator should be able to:-

* Apply a PRINCE2 project management approach to the specific requirements of the project.
* Establish good working relationships with other key project roles.
* Understand business case and risk management processes.
* Plan and build and sustain effective communications with stakeholders involved in the project.
* Apply quality management principles and processes.

**Desirable Criteria**

* Preferred experience of working in an IT related project environment.
* Proficient in applying Prince 2 and Prince 2 Agile methodologies.

**4. Personnel: Please state below**

 Who will the individual report to?

Project Board

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

Paul Holmes

**5. Transfer of learning**

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

Those who wish to contribute to the development of high quality, citizen-centred public services, with understanding of and commitment to the fundamental principles of human rights, will find the work satisfying.

The Home Organisation will benefit from the experience gained in the diverse range of responsibilities and relationships built with staff in the Office, as well as its wide range of stakeholders.

**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.

The start date will be as soon as possible, subject to satisfactory security clearance. The secondment is for a period of 12 months with the possibility of an extension of up to a further year, subject to the agreement of all parties.

The post will be located at the address below:-

Office of the Police Ombudsman for Northern Ireland

New Cathedral Buildings

11 Church Street

Belfast BT1 1PG

Security Clearance to SC level will be required.

The salary scale will be £29,317 - £31,446. Salary costs will be met by the Office of the Police Ombudsman for Northern Ireland.

Selection will be by a paper sift followed by interview of short-listed candidates.

For further information about the post please contact Paula Gillespie on 028 9082 8622 or by email at paula.gillespie@policeombudsman.org.

**Closing Date:** 5.00pm on Friday 04 May 2018.

**7. Endorsement**

 **Interchange Manager**

Paula Gillespie

Signed

23 April 2018

Date