NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Office of the Civil Service Commissioners for Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

Name

Organisation/

NIO – Human Resources Business Delivery Group

Department

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Number

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E-mail

Type of Opportunity

**Part-time Secretary to the NI Civil Service Commissioners**

Secondment - The period of the secondment is two years, with the possibility of an extension up to a further 12 months, subject to agreement of all parties. The appointment will be subject to a six month trial period.

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Office is offering a secondment opportunity to staff at substantive Principal Officer and analogous grades to lead and manage the Northern Ireland Civil Service (NICS) Commissioners’ Office in Stormont House. The post is offered on a **part-time basis as a 0.8 full-time equivalen**t and the work pattern is negotiable with the Chairperson.

The Civil Service Commissioners for Northern Ireland (OCSC) exist to ensure that appointments to the Northern Ireland Civil Service are based on merit through fair and open competition. The Commissioners also have a role in hearing appeals under the NICS Code of Ethics. The Office of the Commissioners (OCSC) is headed by the Secretary and provides all necessary support to enable the Commissioners to carry out their functions effectively. The Business Development Group (BDG) of the NIO is the sponsor of the OCSC.

The Secretariat is a small team of 6 staff (1 full-time and 5 part-time) whose primary role is to provide a high-quality effective support service to the Commissioners. This involves:

* developing and providing policy advice;
* supporting Commissioners to fulfil their regulatory duties;
* supporting Commissioners in their engagement with the NICS and other bodies;
* ensuring that Commissioners fulfil all of their corporate governance responsibilities to the NIO and equality duties; and
* day to day management of the Office.

For more information about Commissioners’ work please visit their website: <http://www.nicscommissioners.org>

Main objectives of the opportunity

For the purposes of line management and governance the postholder will report to the Deputy Director, BDG (London/ Belfast), NIO, and for the strategic and operation management of the OCSC the post holder will engage closely with the Chairperson. The postholder’s main duties are to act as Secretary to the Commissioners, to lead policy development within OCSC and to manage the business activities of the Office.

**The main duties will include:**

Strategic / Policy Advice and Development

* Initiate and formulate policy development within an existing legislative framework;
* review and reform key policy documents, including the Recruitment Code, Regulations, Code of Ethics Guidance and initiating policy development/revision, as appropriate;
* liaise with NICS HR in DoF in relation to a range of policy and HR procedural issues and promote effective engagement, as required;
* Provide policy advice and analysis on a range of casework, including requests from departments to appoint individuals as an exception to merit; requests in relation to the interpretation of the Recruitment Code; and appeals from NICS members in relation to the Code of Ethics;
* Ensure Commissioners’ equality responsibilities are fulfilled; and

Leadership/Management

* Lead and manage preparations for Commissioners’ formal business meetings, including the drafting of discussion papers and supporting information, presenting papers as appropriate and ensuring that follow-up action is taken;
* Oversee and lead the effective management of the annual Audit Programme and providing support, as required;
* Support the Chairperson in promoting, building and maintaining productive relationships with key stakeholders, including the NICS Board, NICS HR, and NIO;
* Oversee the effective management and implementation of the 4-stage Authorisation process for all SCS appointments;
* Lead and strategically manage the Commissioners' administrative support team and the operational workflow processes;
* Provide advice, support and development to the Chairperson, Commissioners and OCSC staff.

Planning

* Ensure that corporate governance and business planning requirements are met, by ensuring that the Office fulfils its responsibilities to the NIO as sponsor body, including, information security, Freedom of Information and assurance statements;
* Lead and manage the Commissioners' strategic business planning process and present in-year progress reports on performance against targets;
* Draft and publish Commissioners’ Annual Report; and
* Manage the Office’s budget in line with business plan objectives and ensure the delivery of required efficiency savings and best value, including managing and monitoring the budget and providing reports to Commissioners to maximise innovation and improvement.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**ESSENTIAL CRITERIA AND COMPETENCES:**

Candidates will be assessed against the following essential criteria:

* The ability to demonstrate an understanding of the NICS how it accounts to an independent regulatory body to promote public confidence and ensure adherence to statutory requirements.
* The ability to develop and maintain effective, collaborative relationships with senior management, colleagues and stakeholders, including across other government bodies, and to use communication skills to achieve results.

The personal competencies required are consistent with the competency framework for the Principal Officer. For this post, the candidate will be expected to demonstrate the following key competencies:

**Setting Direction**: Making Effective Decisions;

**Engaging People**: Leading & Communicating; and

**Delivering Results**: Managing a Quality Service

**Making effective decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions. Creating evidence based strategies, evaluating options, impacts, risks and solutions.

**Leading and Communicating**

Effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity and upholding the reputation of the organisation.

**Changing and improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in ‘smarter’, more focused ways. Seeking out ways to improve policy development and implementation and building a more flexible and responsive team.

**Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. It is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models

**4. Personnel: Please state below**

Who will the individual report to?

For the purposes of line management and governance the postholder will report to the Deputy Director, BDG (London/ Belfast), NIO, and for the strategic and operation management of the OCSC the post holder will engage closely with the Chairperson.

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

Mark Byers: Deputy Director, Business Development Group, NIO

**5. Transfer of learning**

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

**Benefits to the Individual**

The individual will have the opportunity to develop a broad range of competencies and head-up the management team within the Commissioners’ Office. This role will offer strategic leadership experience and accountability for the effective delivery of Commissioners’ statutory functions. The post holder will be involved in strategic policy development, interpreting and analysing a range of issue; providing of evidence based advice, briefing / discussion papers to inform Commissioners’ decision-making in relation to NICS recruitment issues and casework. The role will also provide an opportunity to lead a small team and be responsible for HR issues; finance and governance related areas; strategic corporate and business planning, including risk management; providing business support to the Chairperson and Commissioners in relation to Corporate Governance, Risk Management, Financial Control, Section 75 duties and Freedom of Information. There will also be an opportunity to develop and enhance communication skills and to engage with senior officials in the NICS and a range key stakeholders and regulatory bodies.

**Benefits to OCSC**

OCSC will benefit from the provision of an effective strategic leader and head of branch to enable Commissioners to discharge their statutory role to regulate recruitment to the Northern Ireland Civil Service.

**Benefits to their Organisation**

The returning candidate will have gained experience in supporting senior public office holder discharging a statutory regulatory function. The will have gained experience across the full range of Senior Civil Service competencies and developed key skills to transfer back to their organisation.

**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 the possible following successful completion of satisfactory pre-employment checks.

**Duration:**  Two years, with the possibility of an extension up to a further 12 months, subject to agreement of all parties. The appointment will be subject to a six month trial period.

**Location:** Stormont House, Stormont Estate, Belfast.

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

**Salary Scale:**  £48,226 to £52,857pro rata. The Office of the Civil Service Commissioners will pay the salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses. Salary and staff costs relating to the secondment will be recouped from the appointee’s employer by agreement on either a quarterly or 6-monthly basis.

**Selection:** A paper sift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with the Secretary, to discuss the skills, 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:** If you require any further information about the post, please contact Joanne Dowling on 028 9052 3568 or by email at [joanne.dowling@nio.gov.uk](mailto:joanne.dowling@nio.gov.uk)

**Closing Date:** 2.00pm on Friday 27 July 2018

**7. Endorsement**

**Interchange Manager**

Elizabeth Martin

Signed

16 July 2018

Date