NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Department of Health

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Emma Holden

 Name

 Organisation/

DoH / Directorate of Organisational Change

 Department

Castle Buildings

Stormont Estate

Belfast

BT4 3SL

 Address

028 90520208

N/A

 Telephone Fax number

 Number

emma.holden@health-ni.gov.uk

 E-mail

Type of Opportunity

**Closure of HSCB - Accountant**

Secondment - 2 years with the possibility of an extension for a further year; subject to the agreement of all parties

 Description of opportunity

As part of a major programme of work to transform our health and social care system in NI, as set out ***Health and Wellbeing 2026: Delivering Together***, the purpose of this project is to take forward work to close the Health and Social Care Board (HSCB). A way forward has been agreed and the team is responsible for design and implementation of the new operating model and development of associated legislation and governance frameworks, working collaboratively with colleagues.

A complex organisational change, this is an opportunity to shape an innovative new operating and accountability model, and ensure the managed closure of the HSCB. The post will oversee the financial, governance and asset transfer activities related to the closure of an Arm’s Length Body with significant budget. Reflecting the dynamic nature of the project, the post holder will be working in a challenging environment, with opportunities to work with senior staff in both the Department (to Permanent Secretary level) and the HSC system to respond the challenges presented with creativity and rigour.

As a member of a small team, the post holder will play an important role in the effective running of the project, working with others across boundaries to take forward a complex work programme and provide support and advice to the Project Lead and senior officials up to Permanent Secretary level. The post holder will be expected to establish positive, professional working relationships with a variety of internal and external stakeholders.

Main objectives of the opportunity

**3. Skills requirements**

The opportunity is a full-time post within a small team. The post holder will be responsible for:

* Building strong and positive working relationships with colleagues across the impacted organisations to bring forward effective solutions.
* Lead on the technical accounting and budgeting aspects of closure, to include the transfer of assets/liabilities.
* Lead development of business cases as required.
* Support development of new model of financial management / accountability & assurance to support future operating model.
* Support development of associated legislative changes from finance perspective, and new governance and accountability arrangements between Department and impacted Arm’s Length Bodies.
* Ensure that the closure is accounted for in the annual accounts in accordance with appropriate accounting standards.
* Ensure financial and audit risks are identified and managed accordingly.
* Engage with audit colleagues regarding the closure and new operating models.
* Contribution to the preparation of Ministerial briefing, Assembly debates, attendance at Assembly Committees, speeches etc. including preparation of draft responses to Private Office enquiries and AQs as required.

What qualities, skills and experience is required from the individual

This will be both a challenging role and a rewarding opportunity, and will require the post holder to draw on a range of skills. The ability to build relationships with people, act with integrity and respect, and a focus on quality will be particularly important.

The postholder must hold a professional qualification in accountancy with 3 year’s post qualification experience.

The following knowledge and skills are required:

* Excellent leadership skills and the ability establish positive, professional working relationships with a variety of internal and external stakeholders.
* Strong communication skills, both oral and written
* Ability to assimilate and analyse complex data, and develop cohesive and measured rationale to support informed decision making
* Ability to apply fresh thinking and creativity to problems, working flexibility with others to do so
* Ability to constructively challenge, influence and communicate with senior leaders.
* Ability to work on own initiative under minimum supervision.
* Good project management skills
* Ideally, understanding / experience of managing financial aspects of undertaking major organisational / structural change

**4. Personnel: Please state below**

 Who will the individual report to?

Director of Organisational Change, DOH

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

Director of Organisational Change, DOH

**5. Transfer of learning**

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

 individual and their organisation.

The Project Team, and the wider Department will benefit from the introduction of new approaches, techniques and perspectives from the successful individual. It will bring independence and fresh thinking to a complex organisational change.

The successful individual will gain a knowledge and experience in the development of new and innovative operating models, and the associated finance and governance aspects of major public sector organisational change.

The approach is an innovative one, and provides a unique opportunity to be at the forefront of developing thinking about the relationship between government departments and their ALBs.

In doing so the knowledge gained will benefit the individual’s organisation through the transfer of learning and approaches utilised within closure of the HSCB project.

**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:** October 2018.

**Duration:** 2 years with the possibility of an extension for a further year; subject to the agreement of all parties.

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

**Salary:** £48,226 – £52,857

**Funding:** The Department of Health will pay the total salary costs to the home department / organisation on a full cost recovery basis.

**Travel:** Travel in Northern Ireland, potential travel to ROI & UK.

**Selection:** Paper sift & Interview.

**Contact:** For further information about the post please contact Emma Holden at emma.holden@health-ni.gov.uk.

**Closing Date:** 5.00pm on Friday 31 August 2018.

**7. Endorsement**

 **Interchange Manager**

Emma Holden

Signed

13 August 2018

 Date