NICS HR

Interchange Secretariat

# Hosting Opportunity Proforma

Ards and North Down Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Louise Murray

Name

Organisation/

Ards and North Down Borough Council. HR – Resourcing

Department

Town Hall, The Castle, Bangor, Co. Down, BT20 4BT

Address

0300 013 3333

Ext. 40754

Telephone

Louise.murray@ardsandnorthdown.gov.uk

E-mail

Type of Opportunity

Compliance Manager

Full-time secondment for a Compliance Manager until 30 September 2020, which may be extended subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

The post of Compliance Manager sits within the OD and Administration section of Ards and North Down Borough Council.

The Compliance Manager is supported by a team of professional officers and has overall responsibility for the following functions within the service unit:

* Lands and Leases
* Records Management
* Freedom of Information/EIR
* Data Protection
* Equality
* Sustainability
* Health and Safety
* Safeguarding

The Commission is supported by a small secretariat whose role is to provide information and administrative support to the Commission.

Main objectives of the opportunity

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| To add a talented and enthusiastic new member of staff to the Compliance Section. The individual selected will be expected to oversee the day-to-day operation of the Compliance function in Ards and North Down Borough Council. The duties include:   * Line management responsibility for a diverse team of professional officers and administrative employees; * Oversee the functions within the Compliance section with operational responsibility for land transactions * To oversee each of the of the following service unit areas:   - Records Management  - Freedom of Information/EIR  - Data Protection  - Equality  - Sustainability  - Health and Safety  - Safeguarding   * Any other duties as required by the post. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

Applicants must be able to demonstrate that they have:

* A degree (or equivalent) in a relevant subject area
* 2 years’ relevant management experience which must include experience in the acquisition, disposal, use and leasing of land and property
* Working knowledge of each of the of the following service unit areas:

- Records Management

- Freedom of Information/EIR

- Data Protection

- Equality

- Sustainability

- Health and Safety

- Safeguarding

* 1 year’s staff management experience
* The ability to manage a team effectively.
* The ability to prioritise and manage conflicting work demands.
* Project management/business improvement processes.
* Competence in the use of Microsoft applications.

**4. HR: Please state below**

Who will the individual report to?

Amanda Martin, Head of Administration

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

Amanda Martin, Head of Administration

**5. Transfer of learning**

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

individual and their organisation.

Benefits to Ards and North Down Borough Council

This opportunity will benefit Ards and North Down Borough Council by adding an enthusiastic and proactive member of staff to help deliver the requirements of the post, management of the section and overall aims and objectives of the Council.

Benefits to the successful applicant

This is an excellent opportunity for any individual who wants to make a positive contribution to Local Government by contributing to a range of issues in relation to land and property matters as well as the other compliance matters as listed above. The successful applicant will experience a wide breadth of activities in a dynamic environment. The post will provide experience of managing a diverse range of professional officers within a wide remit.

Benefits to the Home Organisation

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.

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| Start Date: As soon as a suitable candidate has been identified and pre-employment checks have been completed.  Duration: To 30 September 2020, with the possible extension with the agreement of all parties.  Location: Town Hall, The Castle, Bangor, BT20 4BT.  Resources: Full office environment – desk, PC, access to printing, photocopying and scanning facilities.  Funding: The salary**\*** will be £41,846 - £44,697 per annum **(NI Civil Service applicants will transfer at their current salary)**.  Ards and North Down Borough Council 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 Ards and North Down Borough Council arrangements.  Selection: A paper sift will be used to determine the most suitable applicant(s) for the post. If necessary, interviews will be held with Amanda Martin, Head of Administration, and another member of the team to discuss the skills, knowledge and experience the applicant(s) 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: Louise Murray on tel: 0300 013 3333 (ext. 40754) or by email at: [louise.murray@ardsandnorthdown.gov.uk](mailto:louise.murray@ardsandnorthdown.gov.uk)  Closing date  for applications: 5.00pm on Friday 5 October 2018 |

**7. Endorsement**

**Interchange Manager**

Louise Murray

Signed

24 September 2018

Date