NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Northern Ireland Prison Service, Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Louise Cooper

Name

Organisation/

NI Prison Service, Reducing Offending Directorate, DOJ

Department

Room 305A

Dundonald House

Stormont Estate

Belfast

Address

Telephone Fax number

028 90 520943

N/A

Number

louise.Cooper@justice-ni.x.gsi.gov.uk

E-mail

Type of Opportunity

Secondment (initially 6 months) -Staff Officer, Learning and Development Review Project

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Prison Service (NIPS) published the year 1 Delivery plan of Prisons 2020 in July 2018, seeking to ‘*have a capable, confident workforce where staff have the skills and knowledge they require, tailored to meet the specific needs of their role’.*

In pursuit of this outcome, NIPS is undertaking a comprehensive review of its Learning and Development provision in order to make recommendations for the way forward. This review includes ensuring compliance with mandatory learning requirements and developing the next NIPS Corporate Learning plan.

NIPS is seeking an experienced candidate to join a small Project Team tasked with completing the review of Learning and Development and developing recommendations for the Director General. Joining this team provides an opportunity to work in a fast paced environment to deliver a set of recommendations to shape how NIPS equips and prepares its staff to work in prisons.

Main objectives of the opportunity

Working in a small Project Team (1 Grade 6; 1 Grade 7 and 1 full time Staff Officer), the post holder will have the opportunity to contribute to work which will shape the future provision of Learning and Development in the Prison Service.

The main objectives of the project are to

* undertake a comprehensive review of learning and development provision within NIPS and make recommendations for the way forward
* ensure NIPS staff have complied with all NICS mandatory learning requirements
* develop the NIPS Corporate Learning and Development Plan for 2019/20.

The post holder will contribute to the successful delivery of the project by

* contributing to project stakeholder mapping and design of an engagement plan
* putting in place a communications plan to support the project
* conducting primary research, including stakeholder engagement and evidence gathering
* analysing of current NIPS Learning & Development provision
* benchmarking provision against best practice
* contributing to formulation of recommendations for consideration by Senior Managers

**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. A minimum of 2 years’ relevant experience in the last 5 years in the delivery of staff training/Learning and Development.
2. A minimum of 2 years’ relevant experience in the last 5 years in the design of training/Learning and Development to meet organisational requirements.
3. Experience in delivering high quality work within tight timescales
4. Competence in engaging with a range of staff and stakeholders

Desirable

1. Training qualification
2. Proficiency in the use of MS Office.
3. An interest in the justice system.

**4. Personnel: Please state below**

Who will the individual report to?

Louise Cooper, Deputy Director, NI Prison Service

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

Louise Cooper, Deputy Director, NI Prison Service

**5. Transfer of learning**

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

individual and their organisation.

The Northern Ireland Prison Service is responsible for holding people its care in in safe, decent and secure custody with a focus on challenging and supporting people to change their behaviours. Often people in custody have particular risks and needs to be addressed in order to keep them safe and provide opportunities for them to desist from future offending. Prison officers may be deployed in a wide range of settings, from residential landings, visits, Prisoner Development Units, and as such, the NIPS needs to equip and support staff with appropriate training to develop their skills, competence and resilience.

This is an exciting opportunity to understand how the NIPS operates within the Northern Ireland Criminal Justice System and to have a direct contribution to a project which will shape the future Learning and Development provision for NIPS staff.

Practically, this post will provide the opportunity to better understand how the justice system works; how Learning and Development in an organisation can support its strategic priorities and what techniques and methods can be used to purposefully engage with key stakeholders internally and externally.

**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**: December 2018 or as soon as a suitable candidate has been identified and a release date is agreed  **Duration**: Approximately 6 months, with the possibility of an extension of a further 12 months, subject to the agreement of all parties  **Location**: The post-holder will be based in Dundonald House, Stormont Estate, Belfast.  **Form of transport**: the successful candidate will be required to have a suitable form of transport to fulfil the duties of the post.  **Salary**: NICS Staff Officer scale: £30,149 - £31,760  **Funding**: The post will be funded by the Northern Ireland Prison Service  **Security Clearance**: The successful candidate must have, or be willing to obtain, CTC level clearance  **Selection** **Process**: A paper sift and interview will be used to determine the most suitable applicant for the post.  **Further Information**: Please contact Louise Cooper (Tel 028 90 520943 or via e-mail [louise.cooper@justice-ni.x.gsi.gov.uk](mailto:louise.cooper@justice-ni.x.gsi.gov.uk)) for further information about the post.  **Closing date**: 5.00pm on Friday 30 November 2018 |

**7. Endorsement**

**Interchange Manager**

Louise Cooper

Signed

19 November 2019

Date