NI INTERCHANGE SCHEME

Interchange Unit

# Hosting Opportunity Proforma

Department of Health

Name of Host

Organisation

**1. Interchange Manager’s details**

Sharon Allen

Name

Organisation/

Investment Directorate / Department of Health

Department

Room D2.5

Castle Building

Stormont Estate

Belfast

Address

Telephone Fax number

028 90 523169

Number

[Sharon.allen@health-ni.gov.uk](mailto:Sharon.allen@health-ni.gov.uk)

E-mail

Type of Opportunity

Deputy Principal - Programme Management and Economics Branch. -

Management of Capital Programme

Secondment – for 2 years from appointment date

**2. Details of hosting opportunity**

Description of opportunity

Programme Management and Economics Branch sits within the Department of Health’s Investment Directorate. Investment Directorate’s Strategic Objective is to plan, manage and control a capital investment and asset management programme that meets Ministerial strategic priorities and provides value for money.

The work of this branch falls into two areas a) Programme Management b) Economics.

* Programme Management manages the delivery of the capital investment programme across the Department’s ALB’s by approving expenditure proposals and their associated business cases: monitors below delegated expenditure by Arm’s Length Bodies (ALBs) and ensures Post Project Evaluations are appropriately conducted
* Economics provides economic advice and support on Departmental and ALB expenditure decisions and the development of Departmental strategy and policy.

This opportunity is to work on the Programme Management Team to manage a number of ALB’s to deliver the Capital Programme.

Main objectives of the opportunity

The post holder will work in the Programme Management team and will primarily report to the Grade 7 although duties may, on occasion, include working across the whole Directorate.

The key duties and responsibilities of this post as a Deputy Principal in Programme Management include:

* Overseeing the investment programme for the Department’s ALBs, ensuring that the approval of business cases for investment is managed in line with agreed timescales – The post holder will be allocated responsibility for specific ALBs;
* Ensuring all proposals for capital expenditure are evaluated in line with relevant guidance and commensurate with expenditure;
* Monitoring and challenging performance in order to ensure effective delivery of strategic objectives in respect of capital investment;
* Liaison with HSC bodies and Departmental Professional Advisors to facilitate the timely processing of capital business cases to approval;
* Providing advice and guidance to Departmental ALBs where necessary;
* Assisting with developing and implementing relevant policies and guidance necessary to deliver the DoH capital investment strategy/programme;
* Test Drilling of HSC Trusts’ Below Delegated Limit (BDL) Business Cases, Full Business Cases and Post Project Evaluations for assessment and evaluation in line with the current Northern Ireland Guidance to Expenditure Appraisal and Evaluation (NIGEAE);
* Drafting responses to Private Office and Senior Management enquiries; oral and written briefing and support as requested within agreed timescales and to acceptable standards;
* Ad hoc work on special projects as required;
* Managing staff within the Programme Management Group and reporting regularly to the Grade 7 regarding performance and;
* Any other duties within the Programme Management remit as required.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The Successful post holder will be able to demonstrate that they have :

* Experience of working with Business Cases and a working understanding of the business case process.
* Analytical skills – the ability to understand information presented in financial sections of Business Cases.
* The ability to lead, manage, plan and organise the flow of work through their work area and, on a daily basis, prioritise work to meet set deadlines;
* Good communication skills to liaise with a range of stakeholders within the Department, Trusts, ALBs, other NI Departments and demonstrate ability to represent the Branch at meetings, workshops, conferences and working groups;
* Experience in drafting correspondence to Senior Management.

The post involves occasional travel to locations outside Castle Buildings to attend meetings, workshops and seminars.

**4. Personnel: Please state below**

Who will the individual report to?

Branch G7 – Sharon Allen

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

Branch G7 – Sharon Allen

**5. Transfer of learning**

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

individual and their organisation.

The successful candidate will gain valuable insight into the operation of the Department and the capital business case and accountability process through the Department to DoF. They will also gain an understanding of the role of the advisors within the Department and how they contribute to the business case process. This is an opportunity for the secondee to develop their programme management skill as well as widen written briefing and reporting skills.

There will be an opportunity to develop networks with other ALB’s working in Capital Development.

The successful candidate will be able to share learning with Departmental colleagues as to the practical implementation of the business case process within ALB’s.

**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 successful applicant has been identified and release date agreed – likely to be Mid February 2019.

**Duration:** Secondment lasting 2 years from date of appointment.

**Salary/Funding:** The Salary Scale will be that of a Deputy Principal currently £36,812 to £40,473. Department of Health will meet the salary and associated costs.

**Location:** Thesuccessful applicant will be based in Castle Buildings, Stormont Estate.

**Selection:** Shortlisting of information followed by discussion with shortlisted candidates.

**Contact:** For further information about the post please contact Sharon Allen in Department of Health on 028 9052 3169 or by e-mail to [sharon.allen@health-ni.gov.uk](mailto:sharon.allen@health-ni.gov.uk)

**7. Endorsement**

**Interchange Manager**

Sharon Allen

Signed

Date

10 December 2018