NICS HR

Interchange Secretariat

# Hosting Opportunity Proforma

Office of the Civil Service Commissioners for Northern Ireland, NIO

Name of Host

Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

Name

Organisation/

NIO - Human Resources Business Delivery Group

Department

Stormont House

Stormont Estate

Belfast

BT4 3SH

Address

Telephone Fax number

028 90523515

Number

elizabeth.martin@nio.gov.uk

E-mail

Type of Opportunity

Full-time Staff Officer

Secondment – 2 years with the possibility of an extension up to a further year, subject to the 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 Staff Officer and analogous grades in the Office of the Civil Service Commissioners for Northern Ireland (OCSC).

The Civil Service Commissioners are independent of government and have a statutory duty to perform regulatory functions in relation to recruitment to the Northern Ireland Civil Service (NICS) to ensure that appointments are made on merit on the basis of fair and open competition. The Commissioners also have a role in hearing appeals under the NICS Code of Ethics. For more information about Commissioners’ work please visit the website: [www.nicscommissioners.org](http://www.nicscommissioners.org)

The Secretariat provides all the necessary support to enable the Commissioners to carry out their functions effectively. The full-time Staff Officer post in the Secretariat is an interesting and busy role, which would suit someone who would like the opportunity to work on a diverse portfolio of corporate issues.

Main objectives of the opportunity

The successful candidate will be expected to provide a consistently high-quality and effective level of service to support the delivery of the Commissioners’ statutory functions and business objectives, through policy advice, casework management, budget monitoring and corporate governance; while overseeing the day to day management of the Office.

Duties and Responsibilities

The main responsibilities will include, but are not limited to:

**Secretariat support to the Commissioners’ Business Meetings:** providing secretariat support to the Commissioners including planning and co-ordination of the Commissioners' meetings, which includes taking minutes and following up actions emerging from the meetings as necessary.

**Support Commissioners’ Statutory responsibilities:** management of Commissioners’ 4-Stage SCS Authorisation process and liaison with HR Connect, NICS HR and NICS Departments; management of case work, drafting submissions and preparing papers for Commissioners' consideration to ensure the appropriate monitoring, assurance, challenge and influence of the NICS is exercised in fulfilling Commissioners’ statutory functions. The role will also provide an opportunity to support the DP Auditor in carrying out the Commissioners’ annual programme of audits.  
  
**Financial planning and management:** profiling and monitoring of the budget to include producing monthly management reports, monthly returns, reconciliation exercises and alerting management to any over/underspend, as necessary.

**Corporate Governance:** assisting the Equality Officer in fulfilling Commissioners’ equality responsibilities and disability duties, participate in the drafting of the annual Section 75 Progress Report; and preparation of Information Assurance returns.

**Information Management:** contributing to the development and publication of the Commissioners’ Annual Report including preparation of an initial draft; managing correspondence for the Commissioners and senior management within the Office; and overseeing the management of the Commissioners’ website.

**Staff Management:** line management responsibility for a part-time EOII and part-time AO.

**3. Skills requirements**

The candidate will need to demonstrate the following in the application and at interview:

**Essential Criteria:**

* Excellent written and oral communication skills.
* Experience of dealing with, and supporting, senior management/ Public Office holders.
* Experience of working with, or managing relationships with, stakeholders.

**Desirable Criteria:**

* Awareness and understanding of the government budgetary and monitoring cycle.
* Knowledge of Section 75 responsibilities as they apply to public bodies in Northern Ireland.
* Proficient in the use of Microsoft Excel and Word.

**Competencies**The personal competencies required are consistent with the NICS competency framework for Staff Officer. (For more information on the NICS competency framework, please visit [NICS Competency Framework](https://irecruit-ext.hrconnect.nigov.net/pages/content.aspx?Page=NICS-Competency-Framework)). For this post the candidate will be expected to demonstrate the following:

**Delivering Value for Money**

* Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans.
* Monitor the use of resources in line with organisational procedures and plans.

**Making Effective Decisions**

* Identify a broad range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources.
* Recognise patterns and trends in a wide range of evidence/data and draw key conclusions, outlining costs, benefits, risks and potential responses.

**Managing a Quality Service**

* Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
* Develop, implement, maintain and review systems and service standards to ensure professional excellence and expertise and value for money.

**Delivering at Pace**

* Take responsibility for delivering expected outcomes on time and to standard, giving credit to teams and individuals as appropriate.
* Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.

What qualities, skills and experience is required from the individual

**4. Personnel: Please state below**

Who will the individual report to?

Janet Carnduff, Deputy Secretary, Office of the Civil Service Commissioners for Northern Ireland

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

Janet Carnduff, Deputy Secretary, Office of the Civil Service Commissioners for Northern Ireland

**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 see and understand how the Civil Service Commissioners ensure through regulation that appointments to the NICS are made in accordance with the Merit Principle. Working in a small team this role will provide opportunities to work in a wide range of business areas, including: secretariat duties, finance and corporate governance, analysis of information, policy interpretation and development, briefing/ preparation of discussion papers to inform Commissioners’ decision-making in relation to NICS recruitment issues and casework; managing and drafting responses to correspondence; and communicating and networking with senior management in the NICS and key stakeholders.

The budget management role will provide the opportunity to acquire a full understanding of government resource accounting and budgeting and experience in the use of spreadsheets and management reports. Those who wish to contribute to the development of high quality work will find the work of this post very interesting and satisfying.

**Benefits to the OCSC**

OCSC will benefit from the provision of a key team member to support and enable Commissioners to discharge their statutory role in performing regulatory functions in relation to recruitment in the NICS.

**Benefits to their Organisations**

The returning candidate will have gained experience in supporting Commissioners, senior Public Office holders, discharging statutory regulatory functions. They will have gained experience and developed key skills across a wide range of issues including the application and development of policy; financial planning and management; and corporate governance, including equality responsibilities and disability duties, which they can 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.

**Duration**: This opportunity will be for a period of 2 year with the possibility of extension for a further year subject to the agreement of all parties.

**Start date:** As soon as possible following successful completion of satisfactory security clearance check.  
 **Security Clearance:** The successful candidate will require security clearance to CTC level.

**Location**: Stormont House, Stormont Estate, Belfast, BT4 3SH.

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

**Salary:** The post is graded at NICS Staff Officer (SO) level and is aimed at similar grades. The successful candidate will transfer at level transfer terms on their current terms and conditions, including salary. If the successful candidate is currently working at a salary below the minimum of the NICS SO Salary Scale (currently £30,149-£31,760) then the successful candidate will move onto the minimum of the SO Salary scale (currently £30,149). Salary costs will be met by Office of the Civil Service Commissioners for Northern Ireland on a full recovery basis.

**Selection:** An eligibility sift will be carried out on the basis of the information contained in the candidate’s application form. It is therefore important that all applicants demonstrate how and to what extent their competencies are relevant to the criteria. Those candidates who do not clearly demonstrate that they meet the criteria and competencies will not be invited to interview.

Interviews are likely to be held in Stormont House **w/c 24 September 2018**.

**Contact:** For further information about the post please contact Janet Carnduff, 028 90 523577 or by e-mail [janet.carnduff@nio.gov.uk](mailto:janet.carnduff@nio.gov.uk)

**Closing date**: 5.00pm 14 September 2018

**7. Endorsement**

**Interchange Manager**

Signed

Date