NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Sport Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Halliday

Name

Organisation/

Sport Northern Ireland

Department

House of Sport

2A Upper Malone Road

Belfast

BT9 5LA

Address

Telephone Fax number

028 90381222

N/A

Number

[chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

E-mail

Type of Opportunity

**Policy & Insights Officer** - Temporary Opportunity – 12 months (with possibility of extension.)

**2. Details of hosting opportunity**

Sport Northern Ireland is a leading public body for the development of sport in Northern Ireland, and an Arm’s Length Body of the Department for Communities (DfC).

Sport Northern Ireland is based at the House of Sport in Belfast, and operates a National Outdoor Centre at the base of the Mourne Mountains, Tollymore National Outdoor Centre. Sport Northern Ireland also manage the Sports Institute which is the High Performance Arm of Sport Northern Ireland based at the Jordanstown campus of the University of Ulster, the Sports Institute prepares Northern Ireland’s best athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

Description of opportunity

Main objectives of the opportunity

The post holder is responsible for developing, implementing, disseminating and evaluating a comprehensive policy agenda as part of Sport NI new Corporate Plan and the Department for Communities (DfC) Strategy 2020 Project.

The post holder will manage projects and resources and will provide robust advice on public policy and legislative development to further the work of Sport NI.

**A full Job Description is included at Annex A**.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate must demonstrate that they meet the following essential criteria:

**Qualifications**

1. A degree or equivalent 3rd level qualification in a subject relevant to the post.

**Experience**

1. Two years full time (or equivalent part time) experience working within a public policy role.
2. Two years full time (or equivalent part time) experience working with a diverse range of stakeholders within the context of the public policy environment.
3. Two years full time (or equivalent part time) experience analysing data, presenting key themes and making recommendations to senior management.

**A full Personnel Specification is included in Annex B**.

**4. Personnel: Please state below**

Who will the individual report to?

Executive Unit Manager

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

Executive Unit Manager

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

* Experience working in a department within an Arm’s Length Body;
* The broad range of experience and responsibility from working closely with Professionals in this area;
* Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);

**Parent Organisation:**

This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas whilst dealing with an extensive range of key stakeholders and the associated networking benefits.

**Host Organisation:**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in this area and the wider 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.

|  |
| --- |
| **Start Date:** As soon as a suitable candidate has been identified and a release date has been agreed.  **Duration:** It is anticipated that this opportunity will continue until March 2020 with possibility of an extension. Any further extension will be subject to the agreement of all parties and funding.  **Location:** House of Sport, 2A Upper Malone Road, Belfast  **Salary:** Staff Officer salary and other related costs will be funded by Sport NI.  **Funding:** Sport NI will fund from existing budgets.  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Further Information:** For further information about the post please contact Chris Halliday in Sport NI by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)  **Closing Date**: 5.00pm on Friday 01 February 2019 |

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

16.01.19

Date

**Annex A**

**JOB DESCRIPTION**

**Job Title:**

**Responsible to: Executive Unit**

**Grade: Staff Officer (SO)**

**THE ROLE**

The Policy and Insights Officer is a key member of staff responsible for the provision of policy advice to and on behalf of Sport NI.

The post holder is responsible developing, implementing, disseminating and evaluating a comprehensive policy agenda as part of Sport NI new Corporate Plan and the Department for Communities (DfC) Strategy 2020 Project. The post holder will manage projects and resources and will provide robust advice on public policy and legislative development to further the work of Sport NI.

**MAIN AREAS OF RESPONSIBILITY**

1. **Policy Development & Insights**

* Carry out policy analysis on issues relating to sport and provide recommendations to help deliver the best outcomes for Sport NI and sports.
* Provide up-to-date and robust advice on relevant public policy developments, and ensure best practice in the delivery of the Sport NI policy interventions.

Gather relevant feedback from sports bodies, local communities and government departments to support Sport NI strategy and services that are relevant and responsive to need.

* Apply policy analysis and Sport NI data from current practice to identify innovation and emerging themes in sports development, making recommendations to the Executive team from a range of insight sources to help shape strategic thinking.
* Researching and analysing government policy proposals to ensure Sport NI can influence public policy from a strong evidence base.

Draft reports, guidance and standards which explain complex ideas and findings in a user friendly manner.

* Develop, analyse and and review options for policy and practice intervention aligned to the Sport NI priorities.

Develop and maintain contact with key stakeholders and relevant experts to inform the Sport NI policy development work.

* Collate and present insights to the Sport NI Executive team, for inclusion in the Sport NI Corporate Plan.

1. **Strategy 2020**

The primary goal of the Strategy 2020 Project is to produce a strategic statement to be endorsed by the Northern Ireland Executive that will set out long term outcomes to ensure the continued success and development of the physical activity and sport sectors in Northern Ireland for the period 2020-2030.The post holder will support the DfC with the production of this Strategy. This will involve:

* organising and co-ordinating Project Team meetings;
* working with DfC officials and the Project Board;
* preparing Project Board and Team papers;
* assisting with briefings; and
* monitoring the implementation of agreed actions.

1. **Sport Matters**

The current Northern Ireland strategy for sport and physical recreation is ‘Sport Matters’. Driving this Strategy are three Sport Matters Implementation Groups (SMIGS) that work individually and collectively to achieve the vision and high level targets identified within the Strategy.

The post holder will support the organisation in relation to Sport Matters by organising and co-ordinating 3 biannual SMIG meetings. This will involve:

* engaging with 27 associated organisations;
* issuing regular update reports;
* preparing the annual progress report;
* briefing SMIG Chairs, CEO and Chairman ahead of SMIG meetings;
* monitoring and implementing action plan and actions from SMIG meetings; and
* supporting DfC colleagues with production of their Sport Matter Management Group papers/update.

1. **Research**

Sport NI undertakes planned research work in addition to collaborating with other partners in the collation and evaluation of data to inform and shape policy and strategic priorities.The post holder will support the organisation in relation to this work through leadership of a number of live research pieces:

* **SPLISS Project** – Organising and managing the delivery of the SPLISS research project.
* **All Island Children's Participation Research** - Attending project board meetings, gathering of data from NI perspective and contributing to the finalisation and launch of the research report.
* **Women & Sport Leadership** – Supporting in the development of a Terms of Reference and business case, procuring the contract for this work and managing its delivery and associated monitoring and reporting.
* **Commonwealth Games Review** - Supporting in the development of a Terms of Reference and business case, procuring the contract for this work and managing its delivery and associated monitoring and reporting.

**Annex B**

**PERSONNEL SPECIFICATION**

**Job Title: Policy Insights Officer**

**Qualifications**

**Essential**

* A degree or equivalent 3rd level qualification in a subject relevant to the post.

**Experience**

**Essential**

* Two years full time (or equivalent part time) experience working within a public policy role.
* Two years full time (or equivalent part time) experience working with a diverse range of stakeholders within the context of the public policy environment.

Two years full time (or equivalent part time) experience analysing data, presenting key themes and making recommendations to senior management.

**Skills & Competencies**

**Essential**

* Ability to understand complex information and to present and explain it to others.
* Knowledge in monitoring, evaluation and planning.
* Excellent written and spoken communication skills, including ability to present complex information in an accessible and persuasive way.
* Ability to independently manage complex policy projects, including managing stakeholder relationships and using multi-channel communications.
* Proven ability to work with minimum supervision and use own initiative to complete duties and tasks.
* Willingness and ability to travel and work outside normal business hours (if required)