NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Forensic Services Leadership Board – Dept of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Peter Gilleece

 Name

 Organisation/

Dept of Justice

 Department

C/O Strategic Investment Board

Northland House

3 – 5A Frederick Street

Belfast

BT1 2NH

 Address

 Telephone Fax number

 Number

peter.gilleece@executiveoffice-ni.gsi.gov.uk

 E-mail

Secondment – 2 Years

**Project Coordinator**

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

Project co-ordinator for the delivery of the Forensic Services Strategy

Secondment – 12 months with the possibility of an extension of up to 24 months subject to agreement of parties and provision of funding

 Main objectives of the opportunity

This role is the key co-ordinating point for the delivery of the projects of the Forensic Services Strategy and the provision of secretariat support to the Forensic Services Leadership Board and the Forensic Services Operations Group. This post will also support the creation and delivery of plans for delivery of projects using the most up to date knowledge from across the Criminal Justice System and, as a consequence, requires experience of NICS Programme and Project Management, the Criminal Justice System, Business Planning and Budget Management. This post will also play a key role in the collation of data, drafting of reports and the maintenance of good governance practices within the projects of the Forensic Services Strategy.

As the Forensic Services Strategy impacts all organisations across the Criminal Justice Sector, this post requires the building and maintaining of networks and the involvement of partners to deliver outcomes. Challenging current processes will be a key element of this role. As such, this role will be involved in the development and delivery of communications products and liaison with officials across the CJS to help ensure co-operation and smooth delivery of the projects.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual should have:-* Experience or knowledge of the Criminal Justice system and processes;
* Experience in public sector project management;
* Experience of providing support and guidance to officials in the Public Sector including the development of draft briefings and submissions;
* Understanding of public sector finance and experience of budget management;
* Experience of public sector governance processes to include business planning and risk management;
* Experience of working across a complex stakeholder environment;
* Experience of contributing effectively to teams and liaising with key individuals;
* Experience in the development of presentations;
* Experience of, and the ability to, collate data and report management information on key recommendations and project objectives; and
* Excellent communication and persuasive skills.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Mapping Project Team Leader |

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

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| --- |
| Mr Peter Gileece – Programme Director |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is a unique opportunity to be part of a cross criminal justice sector team delivering the objectives of the Forensic Services Strategy and its projects. As a consequence this post will work with organisations across the sector to support delivery of a number of projects to speed processes and reduce nugatory work. The strategy is led by a retired Judge, which adds significant learning, weight and prominence to the work. |

**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** will be as quickly as possible taking into consideration requirement for CTC clearance if successful candidate is not already cleared.**Duration** could be for up to three years – funding permitting;**Salary**: FSLB will meet salary (range: 30,149 - £31,760) and associated expenses**Location** – Offices in PSNI Site Seapark, Carrickfergus;**Access to a form of transport** will be required in order to fulfil the duties of the post**Resources** – Normal admin resources.**Security Clearance** will be required to CTC level.**Selection** will be by a paper sift followed by a short interview of candidates.**Closing Date** for applications is 5.00pm on Friday 08 February 2019  |

**7. Endorsement**

 **Interchange Manager**

Peter Gilleece

Signed

28 January 2019

 Date