NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

The Consumer Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Sinead Dynan

Name

Organisation/

The Consumer Council

Department

Floor 3, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

Address

Telephone Fax number

02890251663

02890251636

Number

Sinead.dynan@consumercouncil.org.uk

E-mail

Secondment (one year with possible extension)

Head of Policy (Energy)

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| The opportunity is to lead the Energy team within The Consumer Council to provide education, policy and communication support around energy policy issues in Northern Ireland. It is an opportunity to work with partners both in Northern Ireland, and the rest of the UK including government, regulators, industry, community and voluntary groups and consumers. |

Main objectives of the opportunity

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| * As a Head of Policy for the Energy Team you will work with the Director of Regulated Industries to develop of The Consumer Council’s policy, education and communication programmes in in relation to energy policy. The individual will help to ensure that the organisation delivers against its mission, values and strategic framework in this area of responsibility and across the broader Consumer Council objectives. You will manage a team of within the current structure. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Educated to degree level or equivalent skills and knowledge. 2. Demonstrated and good knowledge of the policy environment in Northern Ireland. 3. Demonstrated knowledge of line management 4. Demonstrated knowledge of managing and building relationships with senior management, key stakeholders, NI and UK government departments and with strong influencing and negotiating skills. 5. Excellent written English, with proven ability to research and write clear policy documents and reports for a range of audiences. 6. Excellent oral communication skills with the ability to engage different audiences, convey complex information in an accessible way and prepare and give presentations to different audiences. 7. Demonstrated knowledge/project management skills to manage multiple projects in-line with the organisations and sponsor department’s strategic and funding priorities 8. Excellent interpersonal skills and ability to work effectively as a member of the wider leadership team. 9. Willingness to travel throughout NI and UK, including overnight stays as required. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Sinead Dynan - Director of Regulated Industries |

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

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| Sinead Dynan - Director of Regulated Industries |

**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 role is part of the Wider Leadership Team within The Consumer Council, the individual will have the opportunity to work as part of the leadership team and contribute to the development of strategic planning with The Consumer Council  It will be an opportunity to work in partnership with are wide range of organisations across Northern Ireland and the rest of the UK.  There will be opportunities to present and engage with the Board of The Consumer Council and other senior stakeholders. |

**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:** As soon as a suitable candidate has been identified and a release date agreed.  **Duration:** 1 year with a possible extension of a further year.  **Location:** Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN.  **Resources:** A laptop and mobile phone will be provided.  **Salary:** Consumer Council will meet salary (range: £36,812 - £40,473) and associated expenses.  **Form of Transport**: It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post. Regular attendance at meetings throughout the UK will be part of the role.  **Contact:** If you require any further information about the post, please contact Sinead Dynan on 028 9025 1636 or by email at [sinead.dynan@consumercouncil.org.uk](mailto:sinead.dynan@consumercouncil.org.uk).  **Closing Date:** 5.00pm on Friday 15 February 2019 |

**7. Endorsement**

**Interchange Manager**

Sinead Dynan

Signed

25/01/2019

Date