NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Consumer Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Sinéad Dynan

 Name

 Organisation/

The Consumer Council

 Department

Floor 3, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

 Address

028 9025 1663

028 9025 1636

 Telephone Fax number

 Number

Sinead.dynan@consumercouncil.org.uk

 E-mail

Type of Opportunity

Secondment – 2 years

**2. Details of hosting opportunity**

 Description of opportunity

**Policy Officer (Energy)**

The opportunity is to be part of the Energy Team within The Consumer Council which provides 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

As a member of the Energy Team, the Policy Officer will work on the development of policy, education and communications in relation to energy policy.

The individual will support the work of the Energy Team and will help to ensure that the organisation delivers against its mission, values and strategic framework in this area.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. Ability to communicate clearly and effectively with colleagues, customers, partners and the media both in writing and verbally.
2. Ability to understand complex information quickly and to present and explain it to others.
3. Experience of writing in a clear and concise manner, using appropriate tone, style, grammar and language for the reader.
4. Knowledge of UK policy making
5. Knowledge in monitoring, evaluation and planning

**4. Personnel: Please state below**

 Who will the individual report to?

Head of Policy (Energy)

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

Head of Policy (Energy)

**5. Transfer of learning**

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

 individual and their organisation.

This role is part of the energy team within The Consumer Council and part of the Regulated Industries sector, the individual will have the opportunity to contribute to the work of The Consumer Council.

It will be an opportunity to work in partnership with many communities, organisations, and government departments across Northern Ireland and 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.

**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: £26,962 - £27,819) 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.

**Closing Date:** 5.00pm on Friday 15 February 2019

**7. Endorsement**

 **Interchange Manager**

Sinéad Dynan

Signed

29/01/19

 Date