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 90383839

N/A

Number

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

E-mail

Type of Opportunity

Temporary Opportunity – Director of Finance and Governance - 6 months with possibility of extension

**2. Details of hosting opportunity**

Description of 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 athletes to perform on the world stage by providing an environment that nurtures elite athletes and coaches.

The Director of Finance and Governance is a key member of Sport Northern Ireland’s Leadership Team. They will take a lead role in developing and implementing strategy, ensuring available resources are in place to deliver the organisation’s strategic objectives. They will be responsible for aligning financial planning with the vision and strategic objectives of the organisation.

Main objectives of the opportunity

To assist with the administration and management of Sport NI performance system development. The role will focus on, but is not limited to, club development and workforce development with functions including:

* Contribute to the effective leadership of Sport Northern Ireland, maintaining focus on the organisation’s purpose and vision through rigorous analysis and challenge.
* Contribute to the effective corporate management of Sport Northern Ireland, including strategic planning, strategic development and strategic implementation.
* Take a lead role in the development, implementation and review of Sport Northern Ireland’s financial strategy which is aligned with and necessary to deliver the organisation’s strategic objectives sustainably, whilst fully considering opportunities and risks.
* Take a lead role in coordinating and facilitating a culture of efficiency and value for money, balancing financial control and compliance with value creation and performance.
* Establish a strong framework for implementing and maintaining good financial management across the organisation.

**A full Job Description and Person Specification can be found at Annex A and Annex B respectively.**

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The successful candidate must meet the following **essential criteria**:

* A minimum of five years’ employment related experience, managing corporate functions at a **senior level\***
* A minimum of three years’ management experience with responsibility for the following:
* Corporate and strategic planning and organisational performance management.
* Overseeing the preparation and submission of the Annual Report and Accounts.
* Preparing and presenting papers at Board Level.
* Corporate governance including risk management.
* Managing a budget and controlling expenditure on behalf of an organisation or team.
* Access to a form of transport to meet the requirements of the post in full.

**\*Senior level** includes “having responsibility on a day-to-day basis for the delivery of a key area of work, making decisions within an organisation’s policy as an employee or advisor”.

**4. Personnel: Please state below**

Who will the individual report to?

Chief Executive Officer

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

Chief Executive Officer

**5. Transfer of learning**

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

individual and their organisation.

**Individual**

* Experience as a key member of Sport Northern Ireland’s Leadership Team within an Arm’s Length Body;
* The broad range of experience and responsibility from aligning financial planning with the vision and strategic objectives of the organisation, and key stakeholders;
* 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 post holder’s experience and develop his/her abilities in a broad range of areas such as They will take a lead role in helping to develop and implement strategy, ensuring available resources are in place to deliver the organisation’s strategic objectives.

**Host Organisation:**

This opportunity will provide Sport NI with an experienced staff member who will play a pivotal role in Contributing to the effective leadership of Sport Northern Ireland, maintaining focus on the organisation’s purpose and vision through rigorous analysis and challenge.

**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 for 6 months. Any further extension will be subject to the agreement of all parties and funding.

**Location:** House of Sport, 2A Upper Malone Road, Belfast

**Salary:** Grade 7 Salary Scale 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, Sport NI HR Manager by email at [chrishalliday@sportni.net](mailto:chrishalliday@sportni.net)

**Closing Date**: 5.00pm on Monday 25 February 2019

**7. Endorsement**

**Interchange Manager**

Chris Halliday

Signed

06/02/2019

Date

**ANNEX A**

**Sport Northern Ireland**

**Job Description**

**Job Title:** Director of Finance and Governance

**Reporting to:** Chief Executive

**Grade:**  Grade 7

**Main Purpose of Job**

The Director of Finance and Governance will play the lead role in assisting the Chief Executive in ensuring the highest levels of corporate governance, financial control, staff development and knowledge management, reflecting Sport Northern Ireland’s (Sport NI) commitment to being an exemplar public body and employer. The post holder will also manage and oversee the Corporate Services function (Finance, Human Resources and Information Technology).

**Key Duties and Responsibilities**

**Corporate Governance, Strategy and Performance**

* Lead and support the Chief Executive on corporate strategy and policy.
* Support the Chief Executive in the development of Sport NI’s core corporate policy, operational policies and corporate planning.
* Support the Chief Executive in the development and preparation of the corporate plan for adoption by Sport NI and approval by the Department for Communities (DfC).
* Prepare and co-ordinate the annual business plan, in line with the Corporate Plan; ensure it is appropriately resourced and delivered to schedule; provide assurance to the Chief Executive in their role as Accounting Officer and Board of Sport NI’s performance against tasks and targets set.
* Develop, implement and monitor Sport NI’s risk management strategy and register, ensuring it accurately reflects Sport NI’s statutory responsibilities and risks.
* Maintain effective accountability to DfC; lead and support the Chief Executive in ensuring compliance with requirements of the Management Statement and Financial Memorandum; develop and prepare formal annual reports on performance for approval by DfC.
* Lead, on behalf of the Chief Executive in their role as Accounting Officer, to ensure an effective Audit and Risk Committee, liaising with the Chair of that Committee to ensure they are able to fulfil the duties of the post.
* Ensure the provision of a value added internal audit service.
* Lead Sport NI’s work in fulfilling all its commitments in relation to its Equality Scheme.

**Financial Management**

* Provide advice and guidance on strategic financial planning.
* Oversee the finance function, ensuring proper administration of Sport NI’s financial affairs; advising and assisting the Chief Executive and Senior Management Team (SMT) on budget and financial planning strategies; monitoring and revising the budget in line with changing demands.
* Oversee the drafting and publication of the Sport NI Annual Report and Accounts within the appropriate timeframe.
* Support the Chief Executive in their Accounting Officer role to ensure effective control and management of Sport NI’s expenditure.
* Ensure the provision of meaningful, accurate and timely management accounting and performance measurement information to the Chief Executive, the Board and DfC.
* Ensure all tendering and procurement activity is in accordance with relevant government guidelines and Sport NI policies.

**Human Resource (HR) Management**

* Oversee the HR function, ensuring the provision of advice on HR matters to the Chief Executive and SMT, including the development and review of relevant HR strategies, policies and procedures.
* Oversee the planning and delivery of efficient organisational development strategies to ensure that staff have equal access to training and development opportunities within a finite budget.
* Oversee the design, development and implementation of value added strategic HR interventions including models of best practice, guidance and support.

**Information and Communications Technologies (ICT)**

* Manage the ICT function, ensuring the ongoing development and implementation of Sport NI’s ICT services.
* Information management, ensuring Sport NI is compliant with all relevant legislation, including GDPR.
* Develop, implement and review a knowledge management strategy for Sport NI, ensuring effective use of IT and Human Resources so that the highest benefit is derived from the knowledge Sport NI has at its disposal.

**Facilities Management**

* Oversee the effective management of Sport NI premises and business continuity, ensuring that they are appropriate for staff; provide internal services as will ensure the smooth, efficient and effective running of Sport NI as an organisation.

**General**

* Day-to-day management responsibility of the Corporate Services and Sport NI support teams, including performance appraisal, goal and target setting, staff development, attendance management and disciplinary activities etc.
* Deputise for the Chief Executive in their absence on any matter as delegated by the Chief Executive, or in the absence of the Chief Executive, as delegated by the Chair.
* Promote a positive image of Sport NI, represent Sport NI and its interests, and act as its spokesperson as required.
* Carry out other appropriate duties appropriate to the grade which contribute to the function of the post, as determined by the Chief Executive.
* Oversee and give direction to Sport NI ensuring knowledge and best practice is shared with other teams in Sport NI
* Manage the process by which external complaints are handled and processed to guarantee the highest quality standards.
* Oversee effective working relationships between Sport NI and stakeholders that we have associated statutory complaints handling roles for, ensuring consumers gain from robust but harmonious working.

**Successful candidates will be required to travel on official duty throughout Northern Ireland and beyond. Appointees must have access to a form of transport which will enable them to meet the requirements of the post in full.**

**ANNEX B**

**Sport Northern Ireland**

**Personnel Specification**

**Job Title:** Director of Finance and Governance

**Department:** Directorate

**Reporting to:** Chief Executive

**Grade:**  Grade 7

**Main Purpose of Job**

The Director of Finance and Governance will play the lead role in assisting the Chief Executive in ensuring the highest levels of corporate governance, financial control, staff development and knowledge management, reflecting Sport Northern Ireland’s (Sport NI) commitment to being an exemplar public body and employer. The post holder will also oversee the Corporate Services function (Finance, Human Resources and Information Technology).

**Essential Criteria**

* A minimum of five years’ employment related experience, managing corporate functions at a **senior level\***
* A minimum of three years’ management experience with responsibility for the following:
* Corporate and strategic planning and organisational performance management.
* Overseeing the preparation and submission of the Annual Report and Accounts.
* Preparing and presenting papers at Board Level.
* Corporate governance including risk management.
* Managing a budget and controlling expenditure on behalf of an organisation or team.
* Access to a form of transport to meet the requirements of the post in full.

**\*Senior level** includes “having responsibility on a day-to-day basis for the delivery of a key area of work, making decisions within an organisation’s policy as an employee or advisor”.