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

028 9038 3839

N/A

 Telephone Fax number

 Number

chrishalliday@sportni.net

 E-mail

Type of Opportunity

**Information Systems Assistant**

Secondment – 12 months with the possibility of an extension for a further 12 months, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of Opportunity

An interchange opportunity is available for an Information Systems Assistant within the Information Security and Governance Team within Sport NI.

The post holder must have a sound understanding and practical experience of IT security governance within government. The post will require strong interpersonal, oral and written skills and experience of engaging at a senior level.

 Main objectives of the opportunity

**Duties of the role:**

***System Support***

* Provide support for business applications including HPRM
* Deliver training where necessary on line of business applications and the production of suitable systems documentation.

***IT Security Governance***

* Monitor usage of the electronic document records management system to ensure records are captured, accurate, complete and comply with Records Management Procedures
* Promote good records management practice in Sport NI
* Assist in the delivery of methods of addressing legacy records
* Contribute to the long-term accessibility of electronic records
* Assist the Information Asset Owners (IAO) in relation to bi-annual reviews of paper and electronic records

***General Duties***

* Assist in the monitoring of the FOI mailbox
* Assist in the monitoring of the IT mailbox
* Work as part of a team to deliver projects within the business unit

A full Job Description is included in Annex A

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Relevant Experience**

***Essential Criteria***

* Knowledge and experience of supporting Information Systems including HPRM.
* Demonstrate experience of delivering projects within challenging timeframes.
* Experience maintaining positive relationships with key internal and external stakeholders.
* Experience working in a role requiring excellent organisational skills.

**Circumstances**

***Essential Criteria***

* + Must be able to work additional hours, some of which may be at the weekend or at short notice.
	+ Access to a form of transport, which will permit the post holder to meet all the requirements of the post in full.

**4. Personnel: Please state below**

 Who will the individual report to?

Clare McGinley – Information Security and Governance Staff Officer

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

Clare McGinley – Information Security and Governance Staff Officer

**5. Transfer of learning**

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

 Individual and their organisation.

|  |
| --- |
| **Individual**The post holder will benefit from working across a range of stakeholders and will gain valuable experience in contributing towards the development of a high priority work area. The post holder will have the opportunity to engage directly with the Executive Team and the Board and other key personnel within Sport Northern Ireland.**Parent Organisation**This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around leading an organisation in enhancing how it collects, manages and utilises information. This project will permeate every aspect of Sport Northern Ireland’s business and will broaden the post-holders knowledge of multiple business disciplines.**Host Organisation**The benefit to the host organisation will be attracting an individual with the capacity and capability to lead in the delivery of a key Board priority while providing the opportunity to widen the skills and experience of the existing Sport Northern Ireland Management Team. |

**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 will be for a 12 month period with the possibility of an extension for a further 12 months, subject to funding and the agreement of both parties.

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

**Salary**: £24,429 - £25,225. Sport NI will meet salary and any associated costs.

**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 on 028 9038 3837, or by email at chrishalliday@sportni.net.

**Closing Date:** Applications must be submitted by 5.00pm on Friday 08 March 2019 to**:**

 **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net**

 **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk**

**7. Endorsement**

 **Interchange Manager**

Chris Halliday

Signed

25 February 2019

 Date

**ANNEX A**

**SPORT NORTHERN IRELAND**

**JOB DESCRIPTION**

**Job Title:** Information Systems Assistant

**Responsible to:** Information Governance Security Staff Officer

**Unit:** Information and Governance Security Team

**Grade:** Executive Officer II

**Salary Range:**

**Duration:** Temporary Secondment

1. **JOB PURPOSE**

***System Support***

* Provide support for business applications including HPRM
* Deliver training where necessary on line of business applications and the production of suitable systems documentation.

***IT Security Governance***

* Monitor usage of the electronic document records management system to ensure records are captured, accurate, complete and comply with Records Management Procedures
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***General Duties***

* Assist in the monitoring of the FOI mailbox
* Assist in the monitoring of the IT mailbox
* Work as part of a team to deliver projects within the business unit

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.