# Hosting Proforma

Northern Ireland Public Services Ombudsman

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Janice Wilson

 Name

Northern Ireland Public Services Ombudsman (NIPSO)

 Organisation/

 Department

Progressive House

33 Wellington Place

Belfast

BT1 6HN

 Address

 Telephone Fax number

028 90 897783

 Number

janice.wilson@nipso.org.uk

 E-mail

Type of Opportunity

Temporary Secondment Opportunity - post of Finance, Procurement & Corporate Services Manager – Until May 2021 with possibility of extension

**2. Details of hosting opportunity**

 Description of opportunity

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| **Organisational Profile**The Office of the Northern Ireland Public Services Ombudsman (NIPSO) is publicly funded but operates independently from all other public bodies in Northern Ireland. Headed by the Ombudsman (Marie Anderson) the Office employs up to 45 staff and is based in central Belfast.The Ombudsman’s role in relation to complaints about public services is to impartially and independently investigate complaints of maladministration made about Government Departments and their agencies, local Councils, health and social care, education and other public service providers. The Ombudsman is also responsible for the investigation of complaints of maladministration about the judicial appointments process. She reports to the Northern Ireland Assembly on the performance of her Office. The Ombudsman’s remit also extends to the investigation and adjudication of complaints of alleged breaches of the Northern Ireland Local Government Code of Conduct (‘the Code’) in her distinct role as Northern Ireland Local Government Commissioner for Standards. |

 Main objectives of the opportunity

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| In direct support of the delivery of NIPSO’s functions this role will assist the Director of Finance & Corporate Services (DoFCS) in the delivery of NIPSO’s Finance, Governance and Risk Management responsibilities, as well as a range of other Corporate Services functions. The role will include project management support, the provision of procurement advice and responsibility for ensuring compliance with good practice in contract management. The post-holder will also manage and oversee the operation of NIPSO accounting systems, annual financial statements, cash management, budget preparation, management accounts information and operational performance management information. The role may in due course involve representing the DoFCS, when called upon to do so.A full Job Description is attached at **Annex A**. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria*** Experience of developing bids for new or additional resources and of engaging successfully with funding providers;
* Practical project management experience;
* At least one year’s experience of managing staff to successfully deliver objectives;
* At least one year’s experience in the use of IT systems including an accounting package and the Microsoft Office product suite.

Have successfully completed the professional examinations and be a full, current member of at least one of the following bodies:* Chartered Accountants Ireland
* The Institute of Chartered Accountants in Scotland
* The Institute of Chartered Accountants in England and Wales
* The Chartered Institute of Management Accountants
* The Association of Chartered Certified Accountants
* The Chartered Institute of Public Finance Accountancy
* The Institute of Certified Public Accountants in Ireland

and have at least one year’s experience in all aspects of the preparation of annual statutory accounts.**OR**Have at least three years’ experience in the preparation of annual statutory accounts.**Desirable Criteria*** Proven experience of having applied sound principles of corporate governance including risk management;
* Experience of providing briefing and supporting analysis for attendance by top management at NI Assembly Committees or similar;
* Knowledge of procurement principles.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Director of Finance & Corporate Services |

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

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| Director of Finance & Corporate Services |

**5. Transfer of learning**

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

 Individual and their organisation.

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| **Individual** * Exposure to and experience of a broad range of finance and corporate services functions in a supportive environment where teamwork and cross disciplinary working is the norm;
* Valuable experience and responsibility from working closely with the Director of Finance & Corporate Services , the Senior Management Team and other key parties inside and outside NIPSO;
* 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 finance and corporate services (also including areas such as procurement, project management and operational performance reporting). The individual will develop their skills in dealing with an extensive range of key stakeholders and the associated networking benefits. These benefits will be transferable back to the parent organisation.**Host Organisation:**This opportunity will provide NIPSO with a suitably experienced staff member who will display a positive attitude and will play a pivotal role in providing continuity (and, where appropriate, innovation) in the provision of the above described range of finance and corporate services functions. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, 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 has been agreed.**Duration:** It is anticipated that this opportunity will continue until 31 May 2021. Any further extension will be subject to the agreement of all parties and the securing of funding. **Location:** Northern Ireland Public Services Ombudsman (NIPSO), Progressive House, 33 Wellington Place, Belfast BT1 6HN **Salary:** Deputy Principal Salary Scale (currently £36,812-£40,473) and other related costs will be funded by NIPSO. **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 John McGinnity by email at: john.mcginnity@nipso.org.uk or by telephone at 028 90897767. **Closing Date:** Applications must be submitted by **5.00 pm on Tuesday 07 May 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**

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| **Janice Wilson** |

**Signed:**

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| **8 April 2019** |

**Date:**

**Annex A**



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| **Job Description**Date: April 2019Post: Finance, Procurement & Corporate Services ManagerReporting to: Director of Finance & Corporate ServicesResponsible for: Executive Officer 1 & Administrative Officer Finance & Corporate ServicesGrade: Deputy PrincipalLocation: Belfast**Summary of job** This role will support the Director of Finance & Corporate Services (DoFCS) in the delivery of NIPSO’s Finance, Governance and Risk, and a wide range of other Corporate Services functions including procurement, contract and facilities management. The role will include project management support, the provision of procurement advice and responsibility for ensuring compliance with good practice in contract management. The post-holder will develop, manage and oversee the operation of NIPSO accounting systems, annual financial statements, cash management, budget preparation, management accounts information, performance management information and records management and will oversee the monitoring of NIPSO’s finances. The role may in due course involve representing the DoFCS, when called upon to do so.**Main duties and responsibilities**Finance & Governance * Prepare, for DoFCS review, NIPSO’s Annual Financial Statements, dealing with internal and external auditors in particular the Northern Ireland Audit Office;
* Provide monitoring information on NIPSO finances, including all aspects of budgetary control and year-end submissions for inclusion in NIPSO’s statutory Financial Statements;
* Provide high quality, reliable, accurate and timely financial information to the DoFCS, NIPSO SMT, Audit & Risk Committee and the NI Assembly Audit Committee as appropriate;
* Submit monthly to DOF year to date outturn, year-end forecast outturn and cash forecast returns;
* Oversee completion of monthly VAT return for submission to DOF and act as VAT Liaison Officer (VLO);
* Oversee the maintenance of the Office asset register and verify it regularly;
* Support the DoFCS with the effective operation of NIPSO’s governance and assurance mechanisms including risk registers, stewardship statements and Internal Audit;
* Oversee the reporting of case performance including Key Performance Indicator (KPI) targets and the production and distribution of weekly, monthly and quarterly operational performance information;
* Engage with, maintain close and effective working relationships and influence a range of organisations including DOF, other government Departments and agencies, local government, audit bodies, etc.;
* Maintain an up-to-date and comprehensive understanding of current public expenditure planning, monitoring, control and accountability standards and systems;
* Manage and oversee of the Office records management, retention and disposal policies and procedures;

Procurement, Project & Contract Management * Tender for (in conjunction with DOF’s Construction & Procurement Delivery (CPD) where appropriate) and manage contracts in relation to Legal Services, Internal Audit, Independent Professional Advisors, Social Services, and other contractual requirements as arising from time to time;
* Undertake ad-hoc, cross-functional project work supporting the development of the Office and service provision as requested by management;
* Manage and maintain a register of business cases and contract management database, ensuring adherence to procedures including Post Project Evaluation;

 Accommodation and Facilities Management * Responsibility for all Facilities Management;
* Oversee the development and implementation of the future accommodation project for NIPSO;
* Identify and forward plan accommodation needs and develop bids and business cases for additional capital and resource budgets;
* Ensure the maintenance of a schedule of planned, preventative maintenance works and reactive maintenance works and keep under review;

Management Responsibilities * Deputise for the DoFCS where necessary. This includes:
	+ Attendance and participation at Senior Management Team meetings and where appropriate at Audit and Risk Committee and the NI Assembly Audit Committee (to whom NIPSO is accountable);
	+ Attendance and participation at internal and external meetings, representing the Ombudsman and her Office.
* Identify relevant training and personal development needs of self and team members to support the Ombudsman’s strategic objectives in accordance with the Office performance appraisal framework;
* Provide leadership, management, accountability, support and guidance to the team as necessary;
* Assist the DoFCS and SMT to maintain good communication through regular staff and team meetings;
* Work collegiately and cross functionally as part of the Corporate Services Team;
* Organise, procure or deliver in house training for team as required;
* Participate in staff selection, review training, induction and development as required;
* Maintain effective internal relationships with NIPSO colleagues;
* Any other relevant duties required by Management to include arranging for staff cover as required to maintain NIPSO core services.

General Responsibilities & Duties * Adhere to the NIPSO values of fairness, impartiality, openness, respect and integrity;
* Adhere to and promote the Office policies on Equality of Opportunity and Dignity at Work, demonstrating a commitment to the principles of equality, fairness and diversity in all aspects of work;
* Have due regard for one’s own safety and that of others, behaving appropriately at all times and reporting all accidents no matter how minor;
* Take responsibility for the development of own skills and knowledge through proactive engagement in the internal performance review processes.

*The emphasis on the particular duties above will vary over time according to business needs. This job description may require to be updated to reflect future office requirements.* |