**NI INTERCHANGE SCHEME**

# Hosting Opportunity Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Woods

Name

Organisation/

Lisburn & Castlereagh City Council

Department

Lagan Valley Island

Lisburn

BT27 4RL

Address

N/A

02892 447317

Telephone Fax number

Number

[Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

**Partnership Liaison Officer with HSENI & Local Councils (Health & Safety)**

**(this post is a shared resource between the 11 Councils and the HSENI for Partnership working on Health and Safety. LCCC is the recruiting Council)**

**2. Details of hosting opportunity**

Description of opportunity

**Terms and Conditions**

The officer will be expected to work 37 hours per week on a flexible basis. The terms and conditions of employment will be those set out in the NJC National Agreement on pay and conditions of service. The nature of this post will require travel and occasional evening and weekend work. The post will attract essential user car allowance, mileage and toil for work outside normal working hours. (8am – 6pm Monday to Friday).

**Accountability**

The Partnership Liaison Officer will report to the Partnership Manager (HESNI) on a day to day basis. However specifically employer/employee working relationships, deliverables and monitoring arrangement will be developed through a joint work plan devised by HESNI and the Councils.

Purpose of the Post

To drive the continued development and implementation of the District Council and HSENI Partnership by building effective working relationships and processes. Working with joint HSENI and District Council operational groups the post holder will be required to co-ordinate the delivery of partnership projects and monitor the output of defined areas of work. He/she will liaise with District Councils, HSENI and their representative bodies and partners on issues relating to workplace health and safety.

Main duties and responsibilities will include:-

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| * Drive forward projects identified in the joint work plan devised by the HSENI and the Councils. * Provide support and direction to the HSENI, Councils and HELANI, in relation to areas of concern regarding regional policy and priorities. * Provide support in relation to enforcing authority queries. * Assist in the review of the Joint Strategy between HSENI and the Councils. * Promote effective communication of Partnership issues with the 11 District Councils, HSENI and the Partnerships structures. * Build and maintain effective relationships with stakeholders both internal and external to the partnership. * Work with operational groups to develop, co-ordinate, manage and monitor joint health and safety initiatives * Report to the Partnership Manager and the various partnership groups on progress achieved by the Operational Groups. * Contribute to the development of strategic plans for workplace health and safety in Northern Ireland. * Provide regular information to District Councils, HSENI and HELANI on outputs from the partnership arrangements. * Assist and consulting on the development of policy, initiatives, promotional material etc. related to the work of the Partnerships. * Assist in the identification and the development of joint training and development opportunities for HSENI and the Council enforcement staff. * Carry out any other duties assigned by the Partnership Manager. * Act as Chair to the joint Council, HSENI Partnership Planning Group. |

**3. Skills requirements**

What qualities, skills and experience are required from the individual?

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| ***Qualifications and Experience***   * A third level qualification * Full current driving licence and access to a car/**\***or access to a form of transport to enable the duties of the post to be carried out in full.   *\*This relates to post-holders who have a disability which debars the post-holder from driving.*   * A minimum of 2 years relevant work experience to demonstrate, by way of example, **each of the following:** * Working in partnership with other stakeholders, across a range of sectors or agencies to achieve specific outcomes. * Evidence of effective project management specifically including: (1) Overseeing the delivery of projects and (2) Monitoring performance against set targets. * Experience of the application of workplace health and safety legislation.   ***Skills***   * The ability to innovate, develop strategy and implement plans in order to deliver on policy decisions. * Well-developed interpersonal skills with the ability to work effectively as part of a team and to create and enhance effective working relationships and encourage participation at all levels. * The ability to work collaboratively across sectors. * Excellent negotiation skills and the ability to identify solutions to areas of disagreement. * A high degree of motivation with the ability to plan for and deliver results, manage change and continually seek to improve service delivery. * The ability to identify, manage and make best use of resources to deliver on targets and objectives. * Excellent written and oral communication skills with the ability to influence and motivate others in order to gain their co-operation and commitment. The ability to analyse and present information clearly in order to inform decisions. * The ability to develop, manage and evaluate work programmes and projects by defining key objectives, performance measures and monitoring and evaluation criteria in line with the principles of project management. * The ability to offer practical advice and develop solutions to problems based on the application of professional skill and experience balanced with what is realistic and achievable. * Ability to work 37 hours per week. * Ability to work outside normal working hours, including evenings, weekends and bank holidays as required for the effective performance of the duties of the post. * Possession of a formal qualification in occupational health and/or safety/or Environmental Health (minimum of a NEBOSH Certificate, NVQ Level 3 or equivalent).   ***Desirable/short listing***   * Practical experience of improving policy and/or strategy in a public sector environment. |

**4. Personnel: Please state below**

Who will the individual report to?

Partnership Manager – (HSENI)

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

Partnership Manager – (HSENI)

**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 organisations and will gain valuable experience in contributing towards the development of a high priority work area.

**Parent Organisation**

This opportunity will enrich the post-holder’s experience and develop his/her abilities in particular around working with multiple stakeholders in delivering projects.

**Host Organisation**

The benefit to the host organisation will be attracting an individual with the capacity and capability to develop strong stakeholder relationships and widen the skills and experience of the existing 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.

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| **Start date:** As soon as a suitable candidate has been identified and a release date agreed.  **Duration:** Two Year Fixed Term Appointment with renewal subject to performance and agreement of the partnership operational needs.   **Location:** Based in the offices of HSENI, 83 Ladas Drive, Belfast.   **Salary Scale:** Salary (range £37,849 - £40,760) and associated allowances will be met by LCCC.  **Selection:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Form of Transport:** It will be essential for the successful candidate to have access to a suitable form of transport to fulfil the duties of this post: to travel to all Northern Ireland Councils as required.  **Closing Date**: Applications must be submitted by 5.00 pm 07 June 2019 to:  For NI Civil Service departmental staff: [secondments@hrconnect.nigov.net](mailto:secondments@hrconnect.nigov.net)  For staff from all other Partner organisations: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

Emma Woods

Signed

16 May 2019

Date