NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

The Consumer Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Paulino García

 Name

 Organisation/

The Consumer Council

 Department

Floor 3, Seatem House

28-32 Alfred Street

Belfast

BT2 8EN

 Address

028 9025 1663

028 9025 1645

 Telephone Fax number

 Number

Paulino.Garcia@consumercouncil.org.uk

 E-mail

Type of Opportunity

**Secondment** – until 27 February 2021

Full-time Monday-Froiday 37.5hr week (a flexible working scheme is in operation)

**2. Details of hosting opportunity**

 Description of opportunity

**Energy Policy Officer**

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 GB, including government, regulators, energy 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 and education and communication resources in relation to energy policy.

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

**3. Skills requirements**

What qualities, skills and experience is required from the individual

1. A minimum of one year relevant experience in the last five years of contributing to the development or change of public or social policy.
2. Evidence of building and maintaining good relations with internal and external stakeholders.
3. Ability to communicate clearly and effectively with colleagues, consumers, external organisations and companies both in writing and verbally.
4. Ability to understand complex information quickly and to present and explain it to others using MS Office and other IT tools.
5. Experience of working in a busy team with lots of ad hoc requests.

**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 possible.

**Duration:** Until 27 February 2021

**Location:** Seatem House, 28-32 Alfred Street, Belfast, BT2 8EN.

**Salary:** £26,962 to £27,819.

**Funding:** The Consumer Council will meet salary costs and associated expenses.

**Contact:** If you require any further information about the post, please contact Paulino García on 028 9025 1645 or by email at paulino.garcia@consumercouncil.org.uk.

**Closing Date:** Applications must be submitted by 5.00pm on Wednesday 17 July 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**

Paulino García

Signed

24 June 2019

 Date