# Hosting Proforma

Office of the Civil Service Commissioners for Northern Ireland, NIO

Name of Host

Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

Name

Organisation/

NIO - Human Resources Business Delivery Group

Department

Stormont House

Stormont Estate

Belfast

BT4 3SH

Address

Telephone Fax number

02890 523515

Number

Elizabeth.martin@nio.gov.uk

E-mail

Type of Opportunity

Deputy Principal - Part time [0.6 FTE]

Secondment - 2 years with the possibility of an extension of a further year, subject to the agreement of all parties. The appointment will be subject to a six month trial period.

**2. Details of hosting opportunity**

Description of opportunity

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| The Northern Ireland Office is offering a secondment opportunity to work in the  Secretariat for the Office of the Civil Service Commissioners’(OCSC) Office in  Stormont House, Belfast. The post is graded at NICS DP grade, and the part-time  working pattern is negotiable with the Secretary.  The Civil Service Commissioners have a statutory duty to regulate recruitment to the NICS to ensure that appointments are made on merit on the basis of fair and open competition. The Secretariat is a small team of 6 staff (1 full-time and 5 part-time) whose primary role is to provide a high-quality effective support service to the Commissioners. This involves developing and providing policy advice; supporting Commissioners to fulfil their regulatory duties, including their audit responsibilities and engagement with the NICS and other bodies; ensuring that Commissioners fulfil all of their corporate governance responsibilities to the NIO and equality duties.  For more information about Commissioners’ work please visit their website: [www.nicscommissioners.org](http://www.nicscommissioners.org).  This posting is expected to start week commencing 7 October 2019, subject to negotiation and security clearance. |

Main objectives of the opportunity

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| Commissioners, in discharging their statutory duty to audit, seek to strike a balance between ensuring compliance with the Recruitment Code and delivering a proportionate and effective approach to their scrutiny role. Commissioners employ a range of tools, to support them in the effective delivery of their oversight role including structured engagement with the NICS and scheduled reviews. These methods are further underpinned by an evidence based assurance framework, mandated monitoring and reporting requirements for the NICS and compliance checks via Commissioners’ SCS 4-Stage Authorisation Process.  The successful candidate will have oversight of the annual audit and review programme, leading on the above to support Commissioners in providing a determination as the extent to which NICS recruitment policies, procedures and supporting systems comply with the Principles and expectations set out in the Commissioners’ Recruitment Code;  The main duties of the post will include:   * undertaking duties associated with managing and supporting the Commissioners’ audit and review function, this will include:   + supporting the Secretary and Commissioners in the development and delivery of a strategic 5 year audit and review programme, including the identification of audit themes based on identification of areas of risk, information gathering and experience gained undertaking the role;   + developing terms of reference, including, scope, objectives, methodology and timeframes for completion;   + undertaking examinations of NICS HR recruitment policies, procedures and practices, including investigating and analysing NICS recruitment information;   + writing reports outlining findings with evidence based conclusions and recommendations;   + production of reports for consideration by Commissioners and for response and action by the NICS;   + managing post audit report follow-up actions with the NICS;   + managing the Secretariat’s role in audit activity and accounting and reporting on the audit budget; * preparation of an annual report on the Audit Programme for consideration by Commissioners; inclusion in their Annual Report; and publication on the website; * scrutinising and analysing NICS recruitment-related information and data and relevant information to ensure that key issues and themes are identified and used to inform the work of Commissioners and, as appropriate, reflected in their Annual Report; * supporting Commissioners and Secretary in building and maintaining productive relationships with key stakeholders; * supporting Commissioners and the Secretary in the delivery of other areas of the Commissioners’ business plan, as well as the statutory functions of the office this may also include the fulfilment of governance and accountability responsibilities such as information management and security and drafting submissions and correspondence linked to casework; and * Any other duties commensurate with the level of post. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The candidate will need to demonstrate the following in the application and  interview:  **Essential Criteria:**   * Excellent written and oral communication skills; * Experience of dealing with and supporting senior management or Public Office holders;   **Desirable Criteria:**   * Experience of analysing data and undertaking reviews;   The personal competencies required are consistent with the NICS competency  framework for the DP Grade. For this post the candidate will be  expected to demonstrate the following competencies in their application form  and at interview.    **1. Changing and Improving**  People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements to the way things are done, and working in ‘smarter’, more focused ways.  **2. Making Effective Decisions**  Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. It means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.  **3. Collaborating and Partnering**  People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the organisation, to help to achieve business objectives and goals. It requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions.  **4. Managing a Quality Service**  Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery.  Security clearance to CTC level will be required for this post. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Sarah Teer, Secretary, Office of the Civil Service Commissioners for Northern Ireland |

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

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| Sarah Teer, Secretary, Office of the Civil Service Commissioners for Northern Ireland |

**5. Transfer of learning**

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

individual and their organisation.

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| **Benefits to the Individual**  The individual will have the opportunity to support the statutory role of the Civil Service Commissioners to uphold the principle that selection for appointment to posts in the NICS should be on merit on the basis of fair and open competition (known as the Merit Principle). Working in a small team this role will provide opportunities to work in a wide range of business areas, including: secretariat duties, analysis of information, policy interpretation and development, briefing/ preparation of discussion papers to inform Commissioners’ decision-making in relation to NICS recruitment issues; managing and drafting responses to correspondence; and communicating and networking with senior management in the NICS and key stakeholders.  The role will provide the opportunity to acquire experience in undertaking reviews.  **Benefits to the OCSC`**  OCSC will benefit from the provision of a key team member to support and enable Commissioners to discharge their statutory role in performing regulatory functions in relation to recruitment in the NICS.  **Benefits to their Organisations**  The returning candidate will have gained experience in supporting Commissioners to discharge their statutory functions. They will have gained experience and developed key skills across a wide range of issues which they can transfer back to their organisation. |

**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 the possible following successful completion of satisfactory pre-employment checks.  **Duration**: Two years, with the possibility of an extension up to a further 12 months, subject to agreement of all parties. The appointment will be subject to a six month trial period.  **Location**: Stormont House, Stormont Estate, Belfast  **Resources**: Office based with relevant facilities  **Salary Scale:** The post is graded at NICS Deputy Principal (DP), and the salary scale is currently £37,272 - £40,979 pro rata. The successful candidate will be appointed on their existing salary. If the successful candidate is currently working at a salary below the minimum of the NICS DP salary scale then the successful candidate will move onto the lowest scale point - i.e £37,272 pro rata 0.6 FTE. OCSC will pay the salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS travel & Subsistence policy.  **Selection:** A paper sift will be used to determine the most suitable applicants to be invited to interview for the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above. Interviews are likely to be held w/c 9th September 2019.  **Contact:** If you require any further information about the post, please contact Sarah Teer, Secretary 028 9052 3568.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 23rd August 2019** to**:**  **For NI Civil Service departmental staff only:** [**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**

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| **Liz Martin** |

**Signed:**

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| **02 August 2019** |

**Date:**