# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Julie Wilson

 Name

 Organisation/

Head of Protection and Organised Crime Division, DoJ

 Department

Room 4.8

Block B

Castle Buildings

Stormont Estate

 Address

 Telephone Fax number

02890522655

 Number

Julie.wilson@justice-ni.x.gsi.gov.uk

 E-mail

Type of Opportunity

Secondment - Staff Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| The candidate will be involved in work to deliver across a variety of workstreams including critical threats, excess deaths, Departmental emergency planning, the Private Security Industry and less lethal weaponry. The candidate will be required to develop policy, draft briefing and submissions and perform the secretariat role for a number of working groups involved in these areas of work. The work will also include supporting the development of related policies including drafting, along with partners, the NI plan for dealing with excess deaths caused by pandemic flu. There is also a role in co-ordinating relevant legislative requirements around pandemic flu with NICS and UK Gov colleagues. There is line management responsibility for a small team. The branch is currently leading on the Department’s response to EU Exit, and there is likely to be a level of involvement in this work. |

 Main objectives of the opportunity

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| The main objective of this post is to provide support to the Head of Branch across a range of workstreams, enabling the branch to deliver vital work on emergency planning and critical threats. A further objective is to ensure that Northern Ireland and PSNI interests and requirements are represented on a number of UK wide workstreams, such as less lethal weaponry and private security regulation. The third main objective is to have line management responsibility for the Directorate Business Unit. This small team provides administrative support to the Safer Communities Directorate. This is a dynamic area of work and the post holder will also be expected to support the Head of Branch in responding to relevant emerging issues as they arise. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is important that the candidate is able to foster and develop good working relationships with colleagues from a wide range of organisations and to work with others to deliver objectives effectively. Key stakeholders include PSNI and other emergency services, local government, other NICS Departments, Westminster Departments and UK wide organisations such as the Security Industry Authority. The candidate will need to be organised and capable of managing their own time well – the role involves quite a variety of work so time and deadline management are very important. They will be proactive and able to work independently and as part of a team. The candidate will need to have good communication skills and be able to draft papers for senior staff and partners to a high level. Experience of working in a fast paced environment with competing pressures is desirable but not essential. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Doreen McClintock |

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

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| Doreen McClintock |

**5. Transfer of learning**

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

 individual and their organisation.

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| **The organisation will benefit from the fresh perspective and experiences of the successful candidate. The candidate is likely to develop their drafting, communication and leadership skills, and will benefit from working in a fast paced, responsive environment, working with a range of organisations and agencies to deliver objectives effectively.** |

**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**: 14/10/2019, or as soon as a successful candidate is identified.**Duration**: 2 years **Location**: Block B, Castle Buildings, Stormont Estate.**Resources**: Management of a small team.**Funding**: DoJ will meet all salary costs and associated expenses. The salary range is: £30,526 - £32,157.**Security clearance:** The candidate will be expected to have, or obtain, CTC clearance.**Further information**: Doreen McClintock by email at: Doreen.McClintock@justice-ni.x.gsi.gov.uk **Closing Date:** Applications must be submitted by 5.00pm on Friday 04 October 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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| **Julie Wilson** |

**Signed:**

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| **19 /09/19** |

**Date:**