# Hosting Proforma

Newry, Mourne and Down District Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Catrina Miskelly

Name

Organisation/

Human Resources

Department

Downshire Civic Centre

Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

Address

Telephone Fax number

07817530731

Number

Catrina.miskelly@nmandd.org

E-mail

Type of Opportunity

Secondment to the post of Assistant Director (Estates and Project Management) for up to 6 months with the possibility of extension.

**2. Details of hosting opportunity**

Description of opportunity

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| The postholder will be responsible for the following functions and services as per organisation structure and staff employed to deliver same:   * Property Asset Management * Capital Procurement and Project Management * Corporate Health and Safety * Emergency Planning |

Main objectives of the opportunity

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| Main purpose of the post:   * Be responsible for the effective leadership and management of Estates and Project Management Department and the pursuit of service excellence. In this capacity, and as part of the **Corporate Management Team (CMT**), help the Council develop, manage and continuously monitor and review the Council Vision, Corporate Strategy and Community Plan and also, as required, help develop other strategies and policies to meet the needs of the Citizens of the district and to provide clear leadership to the Department when doing so. In this regard, particularly, assist theCorporate Services Director and Performance Director and when required support the Senior Management Team (SMT) and elected members, in their strategic, policy and decision-making roles by providing timely, professional and objective advice on the areas of responsibility which fall under the responsibility of this post. * Support the Director to create a high performing culture by being an active member of the Directorate Team; in the development and delivery of the key objectives of the Directorate and Department and contributing to the operational effectiveness of the whole organisation. * Help lead transformational change by working with the CMT and SMT (when required) ensuring the effective integration of new and current functions and responsibilities. Deliver high quality services across the Department by using performance management to drive continuous improvement and by effectively using council’s resources. * Help deliver Council’s Corporate Plans and Policies by providing successful leadership and business focus within the Department and fostering effective internal and external partnerships and relationships. * Ensure that the Department and its employees comply with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and safety requirements.   Full details of duties and responsibilities are contained on the attached job description at Annex A. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Full current Corporate Membership of a relevant professional body e.g. RICS, CIOB, CIAT, MICE etc, **AND a** relevant degree in construction management or equivalent qualification in for example: Building Surveying, Civil Engineering, Construction Studies 2. A minimum of 2 years’ experience in a senior management\* position to include lead responsibility for:  * Capital procurement and project management \*\* * Property Asset Management * Corporate Health and Safety  1. Experience in the procurement and management of Integrated Consultancy Team and Integrated Supply Team Framework Contracts 2. A proven track record of achievements at Senior Management\* level pertinent to the strategic, corporate, policy and service responsibilities, duties and competencies necessary for the post, and relevant experience, including: -  * Working effectively with Senior Management in a demanding strategic, operational, performance driven and citizen focused service environment. * Formulating and delivery of corporate and departmental objectives, plans and policies, and developing and managing related outcomes and engaging in public sector collaboration * Formulating and overseeing key projects within allocated resources and timeframes * Demonstrable success in communicating effectively and developing positive relationships and partnership working, internally and externally.   *\* senior management is defined throughout as working or reporting directly to individuals at Director / Board level* ***OR*** *managing a function where the role includes lead responsibility for making decisions at strategic versus operational level*  *\*\* Project Management is defined as direct responsibility for management of works and professional services contracts. Individual project value must be of a least £5 million*   1. Be available to work outside normal office hours including evenings and to travel and attend evening and other meetings outside of office hours as required internal and external to the Council area.      1. Hold a full valid driving licence and have access to transport to meet the requirements of the post; or, have access to a mode of transport that will enable the post holder to fulfil the role in full. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Director of Corporate Services |

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

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| Dorinnia Carville, Director of 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**   * Gain experience as a member of the Corporate Management Team within Newry Mourne and Down District Council * Working with a wide range of internal and external stakeholders delivering a significant programme of Capital projects   **Parent Organisation:**  This opportunity will enrich the post holder’s experience and develop his/her abilities in a broad range of areas.  **Host Organisation:**  This opportunity will provide Newry, Mourne and Down District Council with an experienced staff member who will play a key role in contributing to strategic Corporate objectives. |

**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 possible  **Duration**: Up to 6 months with the possibility of extension  **Location**: Based in the Downshire Civic Centre, Downpatrick, the post holder will work across the Council District of Newry, Mourne and Down District Council.  **Salary\***: £56,858-£60,020 gross per annum. NMAND will meet salary and associated expenses.  (**\***NI Civil Service staff will move at their current salary)  **Further information**: For further information contact Louise Fitzsimons on Tel: 028 30 313025  **Closing Date:** Applications must be submitted by 5.00pm on Friday 29 November 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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| **Catrina Miskelly** |

**Signed:**

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| **7/11/19** |

**Date:**

**Annex A**



**ASSISTANT DIRECTOR: ESTATES AND PROJECT MANAGEMENT**

**Job Description**

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| --- | --- |
| **Job Description Number** | COS 03-17 (33) |
| **Salary** | PO11 (SCP 60-63) |
| **Reports to** | **Corporate Services Director** |
| **Base Location** | Based in Council offices in Downpatrick, this post will work across the Council District of Newry, Mourne and Down District Council. |
| **Car User** | Casual |
| **Access NI Check** | n/a |
| **Rehabilitation of Offenders** | Non-excepted |
| **Directorate / Department** | Strategic Planning and Performance / Estates and Capital Projects |
| **Responsible For** | The following functions and services as per organisation structure and staff employed to deliver same:   * **Property Asset Management** * **Capital Procurement and Project Management** * **Corporate Health and Safety** * **Emergency Planning** |
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| **Date of Job Description** | March 2017 |

In light of the on-going Reform of Local Government and the establishment of the new Newry, Mourne and Down District Council, it is expected that the role of the **Assistant Director: Estates and Project Management in the Corporate Services Directorate** will evolve and transform with on-going changes. The post holder will therefore be expected to be flexible and adaptable to meet the changing needs and requirements of the organisation and duties and responsibilities may vary without changing the purpose of the job or level of responsibility. This includes leading on Departmental initiatives (and Directorate, when necessary), and undertaking duties of a similar nature and responsibility as and when required and directed by the Chief Executive and Director of Corporate Services.

# Main Purpose of Post/Job Summary

Be responsible for the effective leadership and management of Estates and Project Management Department and the pursuit of service excellence. In this capacity, and as part of the **Corporate Management Team (CMT**), help the Council develop, manage and continuously monitor and review the Council Vision, Corporate Strategy and Community Plan and also, as required, help develop other strategies and policies to meet the needs of the Citizens of the district and to provide clear leadership to the Department when doing so. In this regard, particularly, assist theCorporate Services Director and Performance Director and when required support the Senior Management Team (SMT) and elected members, in their strategic, policy and decision-making roles by providing timely, professional and objective advice on the areas of responsibility which fall under the responsibility of this post.

Support the Director to create a high performing culture by being an active member of the Directorate Team; in the development and delivery of the key objectives of the Directorate and Department and contributing to the operational effectiveness of the whole organisation.

Help lead transformational change by working with the CMT and SMT (when required) ensuring the effective integration of new and current functions and responsibilities. Deliver high quality services across the Department by using performance management to drive continuous improvement and by effectively using council’s resources.

Help deliver Council’s Corporate Plans and Policies by providing successful leadership and business focus within the Department and fostering effective internal and external partnerships and relationships.

Ensure that the Department and its employees comply with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and safety requirements.

# Corporate and Directorate Management

1. Assist the Director to deliver the Council’s vision and objectives at both a strategic and service level by providing clear and effective Departmental leadership
2. As part of the Directorate Management Team develop and deliver a long term vision and strategy for the Directorate which provides a strong sense of shared purpose and ambition in line with Council requirements.
3. Deliver the Council’s key aims and objectives directly relevant to the Directorate and Department as outlined within the Corporate Plans and Policies.
4. Provide clear policy and operational advice, guidance and support to the Director in relation to the Departments functions and, when required, to SMT and Elected Members to assist with decision making.
5. Conduct business jointly, as part of the CMT to help ensure cohesion in policy direction and across departmental barriers to support efficient and effective decision making, achieving Corporate and Directorate objectives, driving service improvement and delivering integrated services across the organisation.
6. Work within the Directorate and with key stakeholders to drive organisational capability and capacity, and to build a culture of service excellence, high performance, innovation, imagination, loyalty and collaboration across all boundaries.
7. Undertake assigned management responsibilities in relation to Council Committees, and, as required, established partnerships (or similar) bodies.

# Departmental Management

1. Hold managerial and operational accountability for the portfolio of services within the Department and report to the Director on same.
2. Deliver effective resource management by contributing to the development of and delivering agreed performance objectives across all the Department’s services ensuring good governance at all levels.
3. Undertake the development, implementation and review of business plans in relation to the Department’s functions and services.
4. Ensure efficient and effective financial management by developing and working within agreed budgets and finances to deliver service priorities and by ensuring that these budgets are effectively managed, implemented and adhered to across the Department.
5. Undertake the responsibilities below and lead, manage and develop senior managers within the Department, particularly those with direct reporting responsibility, to ensure that they, and the employees under their responsibility:
6. operate within the Council policies;
7. establish effective management of their teams and employees;
8. deliver the allocated services and assigned responsibilities in the most efficient, effective and equitable manner;
9. deliver their agreed targets;
10. work in a corporate and collaborative way with other services across all departments and directorates;
11. purposively, efficiently effectively manage the resources available and allocated to time and budget; and
12. continuously develop the employees under their responsibility.

**Service Delivery and Performance**

1. Drive continuous improvement within the Department in all areas of how people are led, managed and developed in accordance with the Council’s Organisational Development and People Strategic Framework.
2. Develop, implement, monitor and evaluate strategies, policies and procedures for each area of responsibility.
3. Effectively lead, manage and direct the Department and be accountable to the Director for the effective development and delivery of all areas of work in the following functions and services, including the following examples of activities in each area of responsibility:-

**Property Asset Management**

* + *Work to understand individual Directorates' property asset needs and provide solutions through proactive management*
  + *Undertake direct responsibility for property, asset and estate management as required.*
  + *Evaluate the purpose and related performance of Council property, including the effective and efficient discharging of the Council's responsibilities of ownership and landlord/tenant issues*
  + *Ensure that all the Council legal responsibilities relating to property are complied with and its interest are protected and up to date records are kept*
  + *Explore and advise on the opportunities and benefits of shared property asset management in collaboration with other public bodies and private sector to secure efficiencies and service excellence*

**Capital Procurement and Project Management**

* + *Explore and catalogue procurement options and routes to improve value for money in capital project procurement and, where appropriate, compile approved lists for procurement considerations*
  + *Undertake Capital procurement in terms of the approved Council capital programme as required*
  + *Ensure that all Capital procurement and project management is in line with Council policies, standing orders, financial regulations, allocated budgets and assigned timeframes, etc.*
  + *Ensure that high standards of health and safety are maintained in any project work carried out on behalf of the Council*
  + *Implement a business planning approach to project management*

**Corporate Health and Safety**

* *Develop a Health and Safety risk management framework for organisational use and undertake Health and Safety audits and report on same to Director and SMT*
  + *Coordinate Health and Safety across the organisation*
  + *Provide advice and training throughout the organisation on Health and Safety obligations and best practice, and be the contact point for all queries on Health and Safety*

**Emergency Planning**

* *Develop and implement with others an emergency planning policy for the Council area and represent the Council, SMT and Director, as required, on external emergency planning bodies/groups*
* *Establish an emergency planning policy for the Council in respect of its assets and resources in liaison with the Council health and Safety Officer*
* *Develop emergency call out procedures and response arrangements and liaise with relevant bodies on same (Fire, PSNI, Ambulance, etc.)*
* *Monitor and evaluate the effectiveness of the Emergency Planning policies, incidents and actions and report on same to the Council, SMT and Director, as required*

1. Maintain an up to date awareness of legislative, policy and performance management requirements across all areas of responsibility.
2. Support the Director and, when required, Council, Elected members, the Chief Executive and colleagues by providing timely objective and professional advice across areas of responsibility on all relevant issues.
3. Deliver excellent services by developing and implementing coherent Departmental service plans which are supported by a robust Performance Management Framework which will deliver Council’s responsibilities, aims and objectives.
4. Drive performance improvement by consistently meeting and where possible exceeding balanced key performance targets, measures and outcomes across all areas of Departmental service provision.
5. Assist the Director with project administration, as required.
6. Protect the Council and services by ensuring that effective Risk Management and Business Continuity Plans and procedures are in place in relation to the Department, and by ensuring that Departmental employees adhere to these plans and requirements.
7. Protect the Council, customers and employees by ensuring that Health and Safety legislation, guidance, policies and procedures are in place regarding the Department and that they are being adhered to. Ensure that the Health and Safety of employees and customers is paramount to service delivery.

# Communication and Relationships

1. Deliver the Department, Directorate and Council’s objectives by implementing effective communications and liaising and promoting partnership working, both internally and externally.
2. Work to ensure that the Department and Directorate and, when required, the Council, understands other parties’ perspectives and priorities as a result of good working relationships with internal and external stakeholders.
3. Act as an ambassador for the entire area by promoting a positive image and raising the profile of Newry, Mourne and Down District Council.
4. Contribute to Corporate, Departmental and Regional working groups as required.
5. Actively participate in employee relations matters including undertaking investigations and chairing hearings relating to employment matters as required (e.g. discipline, grievance & harassment) and make decisions regarding appropriate outcomes with support from HR and in compliance with the relevant legislation.
6. Participate in the Council’s Recruitment and Selection processes as a panel member, including assisting the panel with development of person specification, identifying selection methods and adhering to advice given regarding current employment legislation and codes of practice.

# Governance, Standards and Diversity

1. Assist the Director in supporting the Council and Elected Members to fulfil their democratic role by complying with the Council’s Standing Orders and the code of conduct, and, when necessary, by advising Members in all matters relating to the Department.
2. Act as designated Child Protection Officer in accordance with relevant legislation and Council Policy and Procedure.
3. Lead by example by behaving at all times in accordance with the Council’s values and promote same within the organisation and externally.
4. At all times act with integrity, total professionalism, promoting high standards and developing the rich diversity of the communities in the Council area, ensuring equality of treatment and access to services.
5. Ensure good Corporate Governance is at the core of decision making at all times.
6. Authorise the purchase of goods and/or services in accordance with the Council’s procurement policy.
7. Promote diversity across the organisation and in the Department by adhering to the Council’s Equal Opportunity policies and procedures and avoiding all forms of discrimination both as an employer and a service provider.
8. Promote Equality and Diversity across the organisation by demonstrating an open commitment to and actively promoting and celebrating diversity, promoting social inclusion and community cohesion.
9. Work towards improving equality and diversity by ensuring that allocated targets to reduce inequalities and promote good relations are achieved.

# General

1. When required, assist the Director in responsibility for the execution of the Council’s Emergency and Business Continuity Plans.
2. By its nature the post will require flexible working to meet the needs of the service.
3. Deputise for and represent the Director of the Service as required.

*The list of duties / responsibilities must not be considered comprehensive nor exhaustive. They are simply a summary of the main duties / responsibilities that the post holder will be required to undertake. No Job Description can cover every issue that may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this Job Description.*