# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Steven Allison

 Name

 Organisation/

Public Protection Branch, Community Safety Division, DoJ

 Department

Block A

Castle Buildings

Stormont Estate

 Address

 Telephone Fax number

028 905 23191

 Number

Steven.Allison@justice-ni.x.gsi.gov.uk

 E-mail

Type of Opportunity

Secondment - Deputy Principal

**2. Details of hosting opportunity**

 Description of opportunity

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| The candidate will be working in Public Protection Branch (PPB); a complex, volatile and busy environment where approximately 80% of the work is operational and focussed on protection of the public. The opportunity is Head of the Offender Recall Unit within PPB. This role will support the development of the following skills and competencies:* Leadership
* Decision making
* Developing working relationships and
* Building and maintaining effective stakeholder networks across the justice system

The branch is responsible for four main areas of work: Offender Recall; management and transfer (from a prison or hospital environment) of Mentally Disorder Offenders; Electronic Monitoring and working with relevant stakeholders to assess and manage risk of specific cadres of offender. PPB operates an out of hours on-call rota (paid, with applicable allowances) and the post holder will be expected to participate in this once appropriate training has been given. |

 Main objectives of the opportunity

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| The role is the Head of Offender Recall Unit (ORU) and mainly covers the re-call of offenders who have been released on licence under the [Criminal Justice (Northern Ireland) Order 2008](https://www.legislation.gov.uk/nisi/2008/1216/contents) (chapter 4) and Parole Review casework. On average there around 180-200 recalls per year and approximately 80 Parole hearings. Decision making on the recall of an offender and preparation for and attendance at hearings in Prison establishments to represent the views of the Department on the release of an offender are the key elements of the role. Regular contact with the Probation Board (PBNI), the Office of the Parole Commissioners (PCNI), Prison establishments and PSNI is crucial to ensuring all information is available to effect a recall or present a case at a Parole hearing.The work is fast moving, interesting, challenging and will cover casework that may be reported in the media or in the public eye. Candidates must be aware that on occasion the contents of reports may be of a particularly sensitive nature, which some people might find distressing In addition the post holder will lead on the development of the Parole Rules Review (which will include taking forward legislative amendments to sub-ordinate legislation) and will involve regular contact with external stakeholders and Departmental Solicitors Office.Line management of a small administrative support team is also included. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder must be able to make and write clear, reasoned decisions when effecting a recall that are clearly stated and can stand up to scrutiny of a range of parties, including the offender, their legal representatives and the Parole Commissioners. 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 the Parole Commissioners, PBNI, NIPS and PSNI. The candidate will need to be capable of quickly re-prioritising their work; decisions on recalls occasionally need to be made within a very tight timeframe when the safety of the public is at risk. They will be proactive and able to work independently and as part of a team. Knowledge of the criminal justice system is desirable but not essential. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Steven Allison, Head of Public Protection Branch |

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

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| Steven Allison |

**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**: As soon as possible after the 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: £37,272 - £40,979.**Security clearance:** The candidate will be expected to have, or obtain, CTC clearance.**Further information**: Steven Allison by email at: Steven. Allison@justice-ni.x.gsi.gov.uk **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** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Steven Allison** |

**Signed:**

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| **11/11/19** |

**Date:**