# Hosting Proforma

Department of Health – Emergency Planning Branch

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Christine Whitley

 Name

 Organisation/

Department of Health – Emergency Planning Branch

 Department

C4 Castle Buildings,

Stormont Estate,

Belfast,

BT4 3PL

 Address

 Telephone Fax number

028 90522007

 Number

Christine.whitley@health-ni.gov.uk

 E-mail

**Staff Officer** - Secondment to cover maternity leave until September 2020. The period of this post will be subject to funding.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| Population Health Directorate is responsible for developing policy and legislation to improve and protect population health and wellbeing and to reduce health inequalities. It also has responsibility for emergency preparedness and response to ensure effective Departmental response to any emergency that has the potential to impact on the population’s health and wellbeingEmergency Planning Branch (EPB) has lead responsibility for the development of policy, guidance and advice on planning for pandemic influenza and the provision of health countermeasures for which Department of Health (DoH) is a Lead Government Department (LGD).  |

 Main objectives of the opportunity

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| The overall aim of the post holder is to provide support to the Chief Medical Officer (CMO) with his responsibility for Public Health Policy during a Pandemic Influenza, and the Health Minister to maintain readiness and build resilience to enable the Department to effectively lead the response to HSC emergencies where they affect, or have the potential to affect, NI.The key duties and responsibilities of the post holder will include:**Making Effective Decisions**• Contributing to planning for, and responding to, the demands of an influenza pandemic in NI and the Departmental health response.• Support Senior DoH Officials (Health Gold) in its role of delivering appropriate strategic direction to the HSC sector in the event of an emergency through the operation of the Department’s Emergency Operations Centre (EOC).• Develop, disseminate, maintain and review strategic frameworks and policy documents across the HSC sector and the Department in relation to policy and procedural guidance.**Collaborating and Partnering** • Develop positive working relationships across EPB policy area with other NICS Departments, Devolved Administrations and agencies to ensure an effective multi-agency approach to emergency planning arrangements.**Delivering Results: Delivering at Pace*** Prepare quality submissions/briefing papers for senior officers/Chief Medical Officer (CMO) within required timescales including timely and accurate input to Ministerial and Permanent Secretary briefings.

• Attend meetings, workshops and emergency planning exercises as required.• Secretariat responsibilities as required.The work of the branch is very varied and a great deal of flexibility is required to be able to respond to the constantly changing scenarios and priorities presented. The post holder will therefore need to be willing to adopt a flexible approach and undertake work across a range of the duties which have been identified as appropriate to SO level. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Ability to manage, plan, prioritise and organise work proactively to meet deadlines.
* Ability to use own initiative to work independently and as part of a team.
* Ability to work quickly and accurately to tight deadlines.
* Proficient verbal and written communication skills and interpersonal skills.
* Experience in the use of Microsoft Word and Excel.
* Ability 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 and Westminster Departments.
* Experience of working in a fast paced environment with competing pressures is desirable but not essential.

Guidance and support will be available where a skills gap may be identified |

**4. Personnel: Please state below**

 Who will the individual report to?

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| DP – Emergency Planning Branch |

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

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| --- |
| As above |

**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 to effectively enhance resilience at a national and regional level in response to any emergency that has the potential to impact on the population’s health and wellbeing |

**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**: within 4 weeks, or as soon as a successful candidate is identified.**Duration**: 30 September 2020, subject to funding.**Location**: Castle Buildings, Stormont Estate, Belfast, BT4 3PL**Resources**: PC, laptop and mobile phone will be provided to the post holder. **Funding**: The Department of Health will meet salary costs and associated expenses and the salary range is: £30,526 – £32,157, under review**Security clearance:** The candidate will be expected to have, or obtain, CTC clearance.Further information: For further information about these posts please email: Christine.whitley@health-ni.gov.uk**Closing Date:** Applications must be submitted by 5.00pm on Monday 30 December 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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| **Christine Whitley** |

**Signed:**

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| **11 December 2019** |

**Date:**