NI INTERCHANGE SCHEME

Interchange Scretariat

# Hosting Opportunity Proforma

Office of the Historical Institutional Abuse (HIA) Interim Advocate

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Linda Girvan

 Name

 Organisation/

TEO

 Department

Historical Institutional Abuse Implementation Branch

Equality, Victims, Human Rights and Delivering Social Change Division

Strategic Policy, Equality & Good Relations Directorate

Executive Office

Block 2

Knockview Buildings

Stormont Estate

Belfast

BT4 3SJ

 Address

 Telephone Fax number

N/A

 02890520749

 Number

Girvan, Linda Linda.Girvan@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

Secondment - Staff Officer

24 months initially within the Office of the HIA Interim Advocate and then thereafter to transfer to a newly created Commissioner for Survivors of Institutional Abuse (COSICA),

**2. Details of hosting opportunity**

 Description of opportunity

On 29 September 2011 the Northern Ireland Executive announced that it intended to set up an Inquiry into abuse in residential homes in Northern Ireland, and on 31 May 2012 the First Minister and deputy First Minister announced the agreed Terms of Reference for the HIA Inquiry and advised the Northern Ireland Assembly of the appointment of the Chairman of the Inquiry and the panel members for the Acknowledgement Forum. The Chairman Sir Anthony Hart published the Inquiry Report on 20 January 2017. To date there has been no functioning Executive to make a decision on the recommendations of the Hart Report.

One of the substantial and overarching recommendations made relates to the creation of a statutory Commissioner for Survivors of Institutional Childhood Abuse (COSICA). The detail around the responsibilities of this position make it clear that the Commissioner would have a role in encouraging the co-ordination and provision of relevant services, a monitoring role across a broad range of areas (including a Redress Board), as well as an advocacy role, supported by an Advisory Panel of HIA Victims and Survivors (V&S).

It had been anticipated that the findings and recommendations, including that relating to the establishment of a COSICA, would, by now, have been considered by the Northern Ireland Executive, however due to the political impasses this was

not possible and an Interim Advocate was appointed by the Head of the Civil Service on 2 July 2019 to be an independent voice for the victims and survivors of HIA.

The Historical Institutional Abuse (Northern Ireland) Act 2019 (the Act) received Royal Assent on 5 November 2019. The Act gives The Executive Office the statutory power to appoint a Commissioner for Survivors of Institutional Childhood Abuse (COSICA). In preparation for the incoming Commissioner, the Interim Advocate has requires a Social Care Caseworker (Staff Officer) to commence work as outlined in Section 26 of the Historical Institutional Abuse (NI) Act 2019. Section 26 Coordination of service provision etc

1. The Commissioner must encourage the provision, and the coordination of the provision, of relevant services in Northern Ireland to victims and survivors.
2. “Relevant service” means a service designed to—
* improve a person’s physical or mental health,
* help a person to overcome an addiction,
* provide a person with counselling,
* improve a person’s literacy or numeracy,
* provide a person with other education or training, or
* enable a person to access opportunities for work.

(4) The Commissioner must provide or secure the provision of advice and information to victims and survivors on—

* the relevant services that are available to them and the facilities that are available for the provision of those services; and
* how to obtain those services and access those facilities..

**A full Job Description is at Annex A.**

Main objectives of the opportunity

**Coordination and Delivery of Health & Wellbeing Services to:**

Proactively and innovatively engage with vulnerable and marginalised individuals who have been subject to abuse as children in institutions

Keep up to date with relevant statutory, private and voluntary sector services available to V&S and their families and work to ensure pathways are seamless, responsive and mitigate against duplication of services

Identify any barriers to V&S accessing the care and support they may need and work with the individual and relevant agencies to remove or mitigate any adverse effect such barriers may pose

Be the first point of contact for stakeholder enquiries, liaising with other agencies in a professional manner, ensuring that complex and sensitive information is communicated with empathy and reassurance and within the boundaries of the General Data Protection Regulation (GDPR) Act 2018

Advocate on behalf of and if necessary accompany individuals to services/appointments/activities where age, low confidence, and diminished trust may have left them isolated and marginalised

Assist the Commissioner in monitoring the level and quality of existing service provision for this sector, making observations and recommendations as appropriate.

Facilitate the process for V&S to access personalised support such as one to one literacy tutoring or a physical activity of choice

**Business Improvement and Quality Management to:**

Ensure adequate and appropriate record keeping and that relevant databases are updated on a regular basis

Record, monitor and evaluate client progress according to measurable goals described in their individual support plan

Manage the security/processing of sensitive and confidential client information in keeping with the requirements of the General Data Protection Regulation (GDPR) Act 2018

Report any risks, issues and/or concerns which arise in the course of providing services to the Interim Advocate

Actively encourage participation of V&S and their families in reviewing and modernising current services and in service development

Promote a culture of continuous service improvement through the appropriate sharing of constructive feedback and work with relevant statutory, private and voluntary sector organisations to implement improvements.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The minimum level of formal qualifications required for entry into the role is 2 GCSE’s or equivalent qualification. With the minimum formal qualifications the role holder would need to have a minimum of 6 uears experience to perform the role competently.

The minimum level of formal qualification required for direct recruitment to the role would be a University Degree, Professional Qualification or equivalent qualification in a relevant area such as health and social care, social work, health and wellbeing etc.

With the minimum qualifications the role holder would be expected to have at least

16 hours per week experience in a community/voluntary/statutory environment working with individuals who have experienced past trauma, abuse, neglect and who require advice or assistance in accessing appropriate services.

The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:

• Strong interpersonal skills

• Exercise confidentiality and sensitivity

• An ability to build positive relationships

• Effective negotiating and influencing skills

• Excellent communication skills are also essential, both written and oral

• Good organisational and planning skills

• An ability to prioritise and manage caseload to meet deadlines, targets and standards

• The ability to work on own initiative and as part of a small team

**4. Personnel: Please state below**

 Who will the individual report to?

Brendan McAllister

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

Brendan McAllister

**5. Transfer of learning**

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

 individual and their organisation.

**Benefits to TEO**

This opportunity will benefit TEO as the Sponsor Department of HIA IA by adding an enthusiastic and proactive member of staff to the team who is experienced in supporting vulnerable people. Professional assistance will be provided to V&S as they seek access to support and help in dealing with the ongoing impact of the abuse suffered in childhood

**Benefits to the successful applicant**

This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to the victims and survivors of historical institutional abuse.

The post will provide significant chances to engage directly with a wide range of stakeholders, other Departments and Statutory bodies.

It will also provide key skills enabling the post holder to develop financial and corporate governance skills.

**Benefits to the Home Organisation**

The individual will become more experienced and knowledgeable experience in dealing with vulnerable people who suffered abuse in childhood

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

Start Date: As soon as a suitable candidate has been identified and security cleared.

Duration: Secondment - Staff Officer

24 months initially within the Office of the HIA Interim Advocate and then thereafter to transfer to a newly created Commissioner for Survivors of Institutional Abuse (COSICA),

Location: Initially Park House, Great Victoria Street Belfast, thereafter alternative Belfast City Centre location.

Travel: It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

Resources: Full office environment – desk, PC, access to printing, photocopying and scanning facilities.

Funding: The salary will be NICS SO payband. TEO will pay the total 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 arrangements.

Selection: A papersift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with Brendan McAllister, Interim Advocate for Victims and Survivors of Historical Institutional Childhood Abuse, or a member of his team, to discuss the skills, knowledge and experience the applicants would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

Contact: Telephone: 02890893974

Ext: 81074

claire@hiaadvocate.org.uk

**Closing Date:** Applications must be submitted by 5.00pm on Friday 31 January 2020 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**

Linda Girvan

Signed

15 January 2020

 Date

**ANNEX A**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **GRADE**  |  |
| **DEPARTMENT** | Sponsoring Department Executive Office |
| **DIVISION** | N/A. Office of the Interim Advocate  |
| **BRANCH** |  N/A |
| **JOB TITLE** | Health and Social Care Caseworker |
| **DATE** |  |

1. **BACKGROUND**

**Historical Institutional Abuse (HIA) Inquiry Findings/Recommendations**

On 29 September 2011 the Northern Ireland Executive announced that it intended to set up an Inquiry into abuse in residential homes in Northern Ireland, and on 31 May 2012 the First Minister and deputy First Minister announced the agreed Terms of Reference for the HIA Inquiry and advised the Northern Ireland Assembly of the appointment of the Chairman of the Inquiry and the panel members for the Acknowledgement Forum. The Chairman Sir Anthony Hart published the Inquiry Report on 20 January 2017. To date there has been no functioning Executive to make a decision on the recommendations of the Hart Report.

One of the substantial and overarching recommendations made relates to the creation of a statutory Commissioner for Survivors of Institutional Childhood Abuse (COSICA). The detail around the responsibilities of this position make it clear that the Commissioner would have a role in encouraging the co-ordination and provision of relevant services, a monitoring role across a broad range of areas (including a Redress Board), as well as an advocacy role, supported by an Advisory Panel of HIA Victims and Survivors (V&S).

1. **CONTEXT**

**HOCS Intervention**

In December 2017, the HOCS wrote to the 5 main political parties, the HIA representative groups and the Permanent Secretary of the Northern Ireland Office setting out the position in relation to the implementation of the Hart Report and his plans to proceed absent a functioning Executive. HOCS then held briefing sessions on 30 January 2018 with HIA groups, and with the 5 main political parties.

HOCS subsequently had further meetings with each of the HIA groups (Survivors North West, Rosetta Trust and SAVIA). At these meetings, HOCS identified the implementation of the Hart Report as the top priority for the Executive Office. He gave a commitment that draft legislation to establish both the Commissioner for Survivors of Institutional Childhood Abuse and the Redress Board would be prepared by the end of the summer. He also advised that if there was no Executive in place by then, then it was his intention to ask the Secretary of State to take that legislation through Parliament.

On 19th October 2018, HOCS wrote to SOSNI to advise that 2 pieces of primary legislation and one piece of secondary legislation had been drafted for (respectively):

* Commissioner for Survivors of Institutional Childhood Abuse Bill
* HIA Redress Board Bill and
* HIA compensation scheme

In his letter, HOCS informed SOSNI of his intention to move to the next stage of preparatory work which was formal consultation. The consultation took place over a 12 week period commencing 19 November 2018 and included a one month extension from 10 February to the 10 March 2019). The Executive Office published the Report on Responses to the consultation on 13 May 2019. The report is available online at:

<https://www.executiveoffice-ni.gov.uk/sites/default/files/publications/execoffice/hia-publicconsultation-response-report.pdf>

The consultation identified a number of issues requiring ministerial decisions which, at the request of the Secretary of State for Northern Ireland, were discussed and jointly resolved by six NI political parties. Following this, the draft Acts were amended in light of the parties’ recommendations and codified into one Act in preparation for passage through the UK Parliament.

 The Secretary of State for Northern Ireland progressed the legislation through Westminster and the Historical Institutional Abuse (Northern Ireland) Act 2019 subsequently received Royal Assent on 5 November 2019. The Act provides the legal framework for delivering two of the recommendations contained in the Report of the HIA Inquiry: establishing a HIA Redress Board (“the Redress Board”) to administer a publicly funded compensation scheme and the creation of a statutory Commissioner for Survivors of Institutional Childhood Abuse (“COSICA”).

The role of the Commissioner is to act as an advocate for those who were subject to abuse by ensuring the co-ordination and availability of services and identifying suitable means whereby such services can be made available to those who need them. Specifically, the Inquiry report recommended that the office of the Commissioner should be created by statute, allocated a separate budget and required to report once a year to the NI Assembly. This will ensure that the office is independent and adequately resourced.

The purpose of the Redress Board is to oversee payments of compensation to those who had been abused in residential children’s homes within the Inquiry’s Terms of Reference. Specifically, the Inquiry report recommended that the Board should have the necessary powers to compel institutions or individuals to provide information relating to a claim for compensation, particularly if the alleged abuse occurred in an institution that was not investigated by the Inquiry. In this regard, establishing the Board on a statutory basis gives the Board this requisite power and reduces the risk of legal challenge.

**An Interim ‘Advocate’**

Conscious of the timeframes associated with the development of the relevant legislation and the view of survivors that the political stalemate had left them in ‘limbo’ with regard to the implementation of the Hart Report recommendations, HOCS asked for steps to be taken to allow for the appointment, in early 2019, of an Interim Advocate. The Interim Advocate would provide essential support and be a central point of contact for HIA V&S and promote their interests until such times as Ministers agreed the appointment of a COSICA and the establishment of an associated Redress Board. HOCS commitment was given against a backdrop of two years without a Northern Ireland Executive and Ministers to take decisions on the Hart Report.

Mr Brendan McAllister was appointed as Interim Advocate on 2 July 2019.

In preparation for the incoming Commissioner, the Interim Advocate has now requested an additional member of staff, namely a Social Care Caseworker to commence work as outlined in Section 28 of the Historical Institutional Abuse (NI) Act 2019.

**Sponsorship**

Sponsorship responsibility for the Interim Advocate sits with the HIA Implementation Team in the Strategic Policy, Equality and Good Relations Directorate of TEO. The Directorate structure consists of 5 Grade 5 led Divisions, each containing a number of branches:

* Equality, Victims, Human Rights & Delivering Social Change Division
* Urban Villages, Racial Equality & Communities in Transition Division
* Good Relations and Together: Building a United Community Division
* Infrastructure Division
* Finance and Corporate Services Division

The HIA Implementation Team is part of the Equality, Human Rights and Delivering Social Change Division. The HIA Implementation Team was originally established in 2012, with the responsibility for the development of government policy on HIA of children in institutions in Northern Ireland which had responsibility for the care, health or welfare of children in residential accommodation (other than a school) between 1922 and 1995.

The HIA Implementation Branch has also been responsible for the sponsorship and governance of the HIA Inquiry which has now formally completed its work. The winding up process is presently being finalised.

1. **ORGANISATIONAL POSITION**

It is expected that the Interim Advocate will be supported by a Personal Secretary, along with four/five support staff two at Deputy Principal, two at Staff Officer grade and one at Executive Officer II grade. In addition, there are three DAC contracted members for Policy/Legal (34 days); Services Assessment (30 days) and Media work (24 days) respectively. This form concerns the Social Care Caseworker post.

An organisation chart is shown below.



1. **PURPOSE AND OBJECTIVES**
* **Coordination and Delivery of Health & Wellbeing Services**

Supporting individual HIA V&S

* Proactively and innovatively engage with vulnerable and marginalised individuals who have been subject to abuse as children in institutions
* Keep up to date with relevant statutory, private and voluntary sector services available to V&S and their families and work to ensure pathways are seamless, responsive and mitigate against duplication of services
* Identify any barriers to V&S accessing the care and support they may need and work with the individual and relevant agencies to remove or mitigate any adverse effect such barriers may pose
* Be the first point of contact for stakeholder enquiries, liaising with other agencies in a professional manner, ensuring that complex and sensitive information is communicated with empathy and reassurance and within the boundaries of the General Data Protection Regulation (GDPR) Act 2018
* Advocate on behalf of and if necessary accompany individuals to services/appointments/activities where age, low confidence, and diminished trust may have left them isolated and marginalised
* Assist V&S to access their personal records for example, documentation held by relevant organisations involved in decision making during their childhood and support them in managing this process
* Facilitate the process for V&S to access personalised support such as one to one literacy tutoring or a physical activity of choice
* **Business Improvement and Quality Management**
* Ensure adequate and appropriate record keeping and that relevant databases are updated on a regular basis
* Record, monitor and evaluate client progress according to measurable goals described in their individual support plan
* Manage the security/processing of sensitive and confidential client information in keeping with the requirements of the General Data Protection Regulation (GDPR) Act 2018
* Report any risks, issues and/or concerns which arise in the course of providing services to the Interim Advocate
* Actively encourage participation of V&S and their families in reviewing and modernising current services and in service development
* Promote a culture of continuous service improvement through the appropriate sharing of constructive feedback and work with relevant statutory, private and voluntary sector organisations to implement improvements**.**
* **Stakeholder Support**
* Where required, the role holder will provide appropriate, timely and high quality briefing and advice on research matters to the Interim Advocate. This may include identification of issues on the current level of service provision for those who have been subjected to institutional abuse as children.
1. **MAIN JOB ACTIVITIES**

| Main job activities include: | % of time spent |
| --- | --- |
| Assist the Interim Advocate in carrying out their role for V&S of HIA. Create and manage individual tailored work plans relating to all V&S who approach, or are identified by, the Interim Advocate’s Office requiring assistance in accessing appropriate health and or social care services.Liaise with appropriate bodies and organisations to locate case specific records on behalf of clients.Research, analyse and collate information to develop individual case history for individuals who request documentary evidence relating to time spent within the care system. care. This will involve e role holder will endeavour to assist in locating these records and develop a portfolio of information to provide to the individuals.Engage with clients to assist them in accessing appropriate services.  | 60 |
| Develop a network of appropriate contacts and establish effective working relationships and communication channels with key stakeholders. This may include HIA V&S locally, nationally or internationally with third party organisations:* Statutory E.g. Health & Social Care Trusts
* Other Government
* Voluntary
* Community
* Charity E.g. Churches, Religious Orders
* HIA Relevant Institutions
 | 30 |
| Identify key outputs and make recommendations to the Interim Advocate regarding appropriate actions required to address any situations in which access to existing records or information is not forthcoming.Provide reports, briefing information and advice to the Interim Advocate. Draft input for responses to Ministerial and Official Correspondence. | 10 |

**6. KNOWLEDGE AND SKILLS**

The minimum level of formal qualifications required for entry into the role is 2 GCSE’s or equivalent qualification. With the minimum formal qualifications the role holder would need to have a minimum of 6 uears experience to perform the role competently.

The minimum level of formal qualification required for direct recruitment to the role would be a University Degree, Professional Qualification or equivalent qualification in a relevant area such as health and social care, social work, health and wellbeing etc.

With the minimum qualifications the role holder would be expected to have at least

16 hours per week experience in a community/voluntary/statutory environment working with individuals who have experienced past trauma, abuse, neglect and who require advice or assistance in accessing appropriate services.

The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:

* Strong interpersonal skills
* Exercise confidentiality and sensitivity
* An ability to build positive relationships
* Effective negotiating and influencing skills
* Excellent communication skills are also essential, both written and oral
* Good organisational and planning skills
* An ability to prioritise and manage caseload to meet deadlines, targets and standards
* The ability to work on own initiative and as part of a small team

**7. CONTACTS AND COMMUNICATIONS**

***Between Government Organisations***

|  |  |
| --- | --- |
| **Grade/Level** | **Purpose** |
| EO11 – DP | Officials in other Departments and Arm’s-Length Bodies may be contacted in accordance with the work of the Interim Advocate. This may be for relationship building (introductions) and networking so that key contacts can be identified to assist with accessing services, E.g. Department of Health (including the Health & Social Care Trusts), Department for Communities, etc |
| G7 / G6 | The role holder will be expected to maintain regular contact with management level staff for the above purposes. This will most often be at G7 level, but may occasionally include staff at G6 level |
| G5 + above | The role holder may also be in contact with staff at G5 level in other Departments, including the G5 for the above purposes |

***All other external contacts***

|  |  |
| --- | --- |
| **Organisation size & staff level** | **Purpose** |
| Members of the public / small supplier / customer | Contact with HIA V&S and their families locally, nationally and internationally, regarding personal case information and assistance with preparation for application to the Redress Board |
| Medium sized supplier / customer/ MLAs\*, MPs, External government | Contact with Senior and Middle Management and individuals in Institutions, Churches, Religious Orders, Community, Voluntary organisations and HIA Relevant Institutions. This may be for relationship building (introductions) and networking so that key contacts can be identified to assist with accessing services, E.g. Health & Social Care TrustsThe role holder will be expected to support the Interim Advocate in liaising with organisations. The role holder will be expected to maintain relationships that are of major importance and significance to their work.Contact with Management / Middle Management Other government Departments and administrations. For the purposes of building and maintaining networks with key stakeholders in other jurisdictions and administrations where required. |

**8. PROBLEM SOLVING**

***Fact Finding and Analysis***

Each V&S has a different story and different reactions to their experiences of institutional abuse. There is no ‘one size fits all’ approach to seeking to assist V&S, therefore the role holder must use established professional but appropriate methods of needs analysis to develop each individual work plan.

The types of service required may be varied (E.g. physical/mental health; addiction; counselling; literacy/numeracy; education/training etc) therefore the role holder must have a broad scope of knowledge across such sectors and have practical experience of assisting others to access these services.

The role holder will additionally be required to contribute to the work of the IA in preparing for the subsequent statutory Commissioner (COSICA) in light of their experience with the Interim Advocate.

***Initiative, Originality Creativity***

The caseworker will be in control of their own casework approach. Minimal experience exists within the Interim Advocate’s Office therefore the role holder must define their own methods for needs analysis (based on clinical practices), scoping out the most appropriate existing service for each individual and working closely with that person to ensure they are involved and in control of all actions suggested. We expect different cases to require different approaches and sources. The role holder must be able to identify underlying issues or conditions which will lead to the best results for that person.

The role holder will treat every individual who is seeking assistance with care and respect.

The role holder is expected to have a solutions based approach to each case, and to be able to identify non-routine solutions if these are likely to be helpful to the individual, such as self-care etc.

The role holder will be required to prepare papers for the Interim Advocate which identify and analyse key issues relating to their role. They will be required to liaise with and gain the support and assistance of the key stakeholders, taking their views and concerns into account and resolving potential conflicting interests.

**9. DECISION MAKING**

***Own Decisions***

The role holder will be responsible for suggesting the most effective service or services for each V&S, having met with the data subject and discussed their situation in detail. This will include identifying potential services, locating key points of contact and making approaches on behalf of a data subject if necessary.

 The role holder will assist in the drafting of relevant papers, advice and briefing, including those related to official correspondence, for the approval of the Interim Advocate.

The role holder will decide which cases require action by the Interim Advocate, and will make recommendations to assist in improving co-operation.

 ***Advising Others***

The role holder will be responsible for overseeing and ensuring effective progression of their work. This will include the day to day decisions relating to the management of business, and allocation of resources to meet business demands.

The role holder will brief the Interim Advocate on progress made on each case and also on any challenges encountered. They will also need to communicate at appropriate stages with the data subject. Frequency of communication will be agreed with the individual at the start of each research case.

The role holder may be required to support the Interim Advocate at meetings with various officials, stakeholder groups and organisations.

***Types of Decisions***

The role holder will be expected to directly advise the Interim Advocate (G5) on a regular basis. They will be responsible for developing and drafting (supported by the DP) advice, submissions and briefing to the Interim Advocate based on observations of the extent of appropriate services currently available.

**10. AUTONOMY**

The role holder is responsible for meeting with V&S to discuss their personal situations and identifying the types of needs and requirements they may have. The role holder will be responsible for suggesting the most effective service or services for each victim or survivor. This will include identifying potential services, locating key points of contact and making approaches on behalf of a data subject if necessary.

They will have day to day autonomy in planning and progressing their own work. The role holder will also be responsible for providing advice to the Interim Advocate on cases where required, and consulting with external stakeholders where appropriate.

The role holder will be responsible for ensuring that their work takes place in accordance with Data Protection legislation, as well as NICS requirements around information and IT security.

The role holder will be required to comply with existing PRONI rules around retention and access to records.

**11. MANAGEMENT OF RESOURCES**

***Financial Resources***

The role holder will be responsible for managing the budget allocated to the post for travel and subsistence expenditure necessary to carry out their role and any costs relating to records retrieval. The role holder will report to the Office Manager on a regular basis with regards financial matters.

The role holder will alongside the Office Manager, be responsible for establishing appropriate processes and procedures to ensure all financial records for casework files are completed and returned to the office administrator within prescribed deadlines. This is to ensure full auditing requirements relating to financial expenditures are met. The role holder will also be responsible for ensuring that all expenditure has the necessary approvals before they are incurred, particularly where the costs might be sizeable, such as travel outside Northern Ireland.

***Leadership and Team working***

The role holder is the first point of contact for casework matters in the Interim Advocate’s Office. They will be required to operate as part of a larger team and must set, progress, and contribute to the achievement of office objectives. The role holder will also be required to work with administrative staff in the HIA Interim Advocate’s Office and will support the Interim Advocate in ensuring that branch objectives are identified and achieved. 20% of the role holder's time is required for staff engagement.

***Nature of Management Role***

There is no line management responsibility for staff.

**12. IMPACT**

The Chairman Sir Anthony Hart published the HIA Inquiry Report and recommendations on 20 January 2017. To date there has been no functioning Executive to make a decision on the recommendations of the Hart Report. One of the recommendations was to appoint a statutory Commissioner to, inter alia, advocate for HIA V&S. However, the prevailing political lacuna has meant that an Executive decision regarding the Hart recommendations cannot be taken and HIA feel they have been left in limbo. The creation of an Interim Advocate’s Office is, therefore, an important intermediate solution.

The role holder’s role is relevant to the success of the Office of the Interim Advocate being part of a small team. The impact of the post will be in the level of assistance provided to V&S as they seek access to support and help in dealing with the ongoing impact of the abuse suffered in childhood. This will in turn impact on the Office of the Interim Advocate as it works towards empowering individuals with tools to cope and management of their personal needs.

The role holder will need to work closely with the key stakeholders and to build strong relationships with key contacts in various sectors to successfully meet the Interim Advocate’s objectives. Successful delivery of the objectives, will enhance the profile of the Interim Advocate and could enable some elements of work recommended by the Hart Report to progress more quickly once an Executive/Ministerial decision is taken. The implementation of Hart's recommendations is a matter of vital importance to V&S of HIA. As many of the people who will benefit from this work are now sadly of an advanced age, it is important that the work is progressed as quickly and effectively as possible.

As the area of HIA also attracts significant media attention, it is likely that there would also be significant reputational damage and embarrassment to the Interim Advocate and, more widely, to TEO and Ministers if this important support role was not in place.

The Head of the Civil Service has identified HIA implementation as a key priority, as a matter of public record.

Signed: 

**HIAI Sponsor Team 16 January 2020**

Role Holder: Date:

Line Manager: Date: