# Hosting Proforma

Department for Infrastructure

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Peter Rice

 Name

 Organisation/

Planning Portal Project Team, DfI

 Department

Room 1-18

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

 Address

 Telephone Fax number

N/A

02890 540500

 Number

peter.rice@infrastructure-ni.gov.uk

 E-mail

Type of Opportunity

Interchange – Training Lead for Planning IT System (DP / SPTO)

**2. Details of hosting opportunity**

 Description of opportunity

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| Planning services in NI are delivered by the eleven local councils and the Department for Infrastructure (DfI), collectively referred to as the Planning Authorities. The delivery of planning functions across the Planning Authorities is supported by the current IT system, the Northern Ireland Planning Portal (NIPP). The NIPP is reaching the end of its operational life and the Planning Authorities have been working together to provide a new Planning IT System. This is considered to be a high profile project of strategic importance to both central and local government. A joint Project Team (Council and Departmental staff) was established earlier this year to develop the specification for the new system and to procure a new Regional Planning IT System. This procurement commenced in August 2019 and we expect to award a contract in May 2020. The next phase of the project involves working with the successful IT Supplier to configure, test and implement the IT system. The Project Board agreed to revise the Project Team to be better placed to engage with the IT Supplier. This team structure is attached. There is an opportunity within the Project Team for a Training Lead at DP / SPTO level.  |

 Main objectives of the opportunity

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| The post holder will be required to:* Work to the Delivery Lead as part of a small team to deliver the new Regional Planning IT System.
* Oversee the training of staff for the implementation of the new Regional Planning IT System by the Supplier. This includes:
	+ Working with the Supplier
	+ Reviewing the Training Plan developed by the Supplier and agreeing any changes to ensure the plan is acceptable and complies with the Contract Documents. (This includes all related Training materials);
	+ Provide advice to the Delivery Lead and Project Manager on the acceptability or otherwise of the Supplier’s Training Plan
	+ Oversee the Supplier’s delivery of the Training Plan y and agree any required changes to ensure a successful outcome
	+ Prioritise work / defects identified through this process
* Manage project risks associated with Training with the Delivery Lead
* Liaise with the other team members across the Project Team and provide advice as required
* The post-holder may be required to perform additional or different duties from those listed below to address business needs and changing business practices and assume other duties as may be allocated in relation to the needs of the project.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL EXPERIENCE**3.1 The Applicant must be an existing SPTO (or equivalent grade) or HPTO (or equivalent grade) who will be temporarily promoted to SPTO (or equivalent grade) upon appointment. 3.2 Applicants must have at least six years’ experience of working within a Council environment. 3.3 Applicants must have excellent spoken and written communication in an environment in which complex issues are being addressed.**DESIRABLE EXPERIENCE**3.4 Experience of working on the implementation of an IT project / Change Management Project.3.5 Experience of delivering or managing the delivery of training to staff.3.6 Experience of effectively building and maintaining effective relationships with a range of stakeholders and networks to achieve a common goal.3.7 Experience of effectively working with Consultants, Suppliers or Contractors.3.8 Experience of planning and organising workloads to meet competing and challenging priorities |
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Delivery Lead  |

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

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| Delivery Lead  |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is a unique opportunity for the appropriate candidate to work on a high profile project to deliver the new Planning IT System. They will have an opportunity to configure the look, feel and functionality of this new IT System that will be used by their colleagues and public for the next 20 years. This will enable individuals to develop their project management and communication skills as they work as part of a project team involving local and central government staff, IT Supplier, and Consultants. The individual skills will assist the organisation when they return to their permanent post. They will also transfer knowledge and experience of the new Planning IT System to their colleagues.  |

**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**: Autumn 2020 subject to the project plan agreed with the Supplier**Duration**: 1.5 years with the option of extending to 2.5 years subject to the timetable for the project **Location**: The post holder will be primarily based in Clarence Court, Adelaide Street, Belfast. However, consideration will be given to staff working up to one day a week at another location. **Resources**: Management of staff to be trained.**Funding**: DfI 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, baseline security clearance.**Further information**: Peter Rice by email at: peter.rice@infrastructure-ni.gov.uk **Closing Date:** Applications must be submitted by 5.00pm on Friday 28th February 2020**:**  **For staff from Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Peter Rice** |

**Signed:**

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| **03/02/2020** |

**Date:**