# Hosting Proforma

Office of the Historical Institutional Abuse (HIA) Interim Advocate

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Linda Girvan

 Name

 Organisation/

The Executive Office (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

02890520749

 Number

Linda.Girvan@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

Secondment – **Personal Secretary**

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

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| 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 Personal Secretary. |

 Main objectives of the opportunity

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| To provide an efficient, effective and responsive secretarial support service to the Interim Advocate to ensure that their time is managed and utilised in the most effective manner, achieving this by the proactive planning and management of tasks within a constantly changing environment, the utilisation of well-developed interpersonal skills and adapting, when necessary, to changing roles and working patterns. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The minimum formal qualifications required for the post of Personal Secretary are the minimum required by the appropriate occupational group. In this case, the minimum formal qualifications required by a Typist on entry to the NICS are the Royal Society of Arts Stage II (Parts 1 & 2) in Typing or Word Processing. With these qualifications, in the region of 3 to 4 years’ experience would be necessary to perform the role effectively. During this time, the role holder will have gained experience of planning and prioritising work, dealing with customers, working under pressure and will have well-developed communication skills.The minimum level of experience needed to competently perform this role is in the region of 2 years. In such circumstances, the role holder would require the equivalent of an NVQ Business Administration Level 2 secretarial qualification. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Brendan McAllister |

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

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| Brendan McAllister |

**5. Transfer of learning**

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

 individual and their organisation.

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| **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 providing secretarial support to senior management.**Benefits to the successful applicant**The post holder will act as an interface between the Interim Advocate/COSICA and others. This will give the post holder experience in being the first point of contact with officials from other government and non-government bodies and conveying a business-like image on behalf of the Interim Advocate and TEO.The post will provide significant chances to engage directly with a wide range of stakeholders, other Departments and Statutory bodies.**Benefits to the Home Organisation**The individual will become more experienced and knowledgeable. |

**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 a suitable candidate has been identified and security cleared. **Duration**: Secondment – Personal Secretary 24 months initially within the Office of the HIA Interim Advocate and any agreed period beyond this 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. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements. **Resources**: Full office environment – desk, PC, access to printing, photocopying and scanning facilities.**Funding**: The salary range will be £24, 734 - £25, 540 and TEO will pay the total salary costs to the home department/organisation on a full cost recovery basis. **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**: For further information please contact Claire Campbell on Tel: 028 9089 3974, Ext: 81074 or by email at: claire@hiaadvocate.org.uk. **Closing Date:** Applications must be submitted by 5.00pm on Friday 06 March 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**

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| **Linda Girvan** |

**Signed:**

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| **18 February 2020** |

**Date:**