# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Emma Woods

Name

Organisation/

Lisburn & Castlereagh City Council

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

028 9244 7317

Number

[Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)

E-mail

Type of Opportunity

**Community Planning Support Officer** – Maternity Cover

**2. Details of hosting opportunity**

Description of opportunity

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| **Community Planning Support Officer:**   |  | | --- | | The Community Planning Support Officer will be expected to work 37 hours per week on a flexible basis and be available to work outside normal office hours, including evenings and weekends when required. The terms and conditions of employment will be those set out in the NJC National Agreement on pay and conditions of service. | |

Main objectives of the opportunity

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| As a member of the Community Planning team the post holder will be responsible to the Community Planning Manager in supporting the Council in achieving its aims and objectives by collating, validating and analysing Council’s area data and to support the Community Planning Manager in the development and delivery of the community planning process for the Community Planning Partnership.  To undertake audit, research, data and evidence gathering to ensure a sound basis for the plan and its implementation and to develop systems for this purpose.  To collate and analyse small area information, including the Council’s own data, for use by all service units in the Council to ensure effectiveness and efficiency.  To promote and maintain best practice standards for data management and to make sure that collated information is relevant, up-to-date, accurate and accessible.  To assist a lead officer to analyse and interpret relevant statistical information, identifying trends and using this information to assist with forecasting future changes. He/she will be required to work closely with the officers responsible for the development of plans and strategies, particularly the Community Plan, the Local Development Plan and the Emergency Plan and to maximise the use of GIS and other support systems / technology.  To write up the findings of the statistical analysis for review by the Community Planning Manager in such a way that it can be accessed and used by the Council and its Community Planning partners for the development of service delivery.  To assist with effective communication about the community plan through writing newsletters, and manage information shared via Council’s websites.  To support the Community Planning Manager in ensuring that the Community Plan outcomes are measured, reported against and reviewed in the context of the Councils performance management system.  To represent the Community Planning Manager, as required, at relevant meetings.  To support the Community Planning Manager by coordinating the papers, agenda, records and membership of the Strategic Community Planning Partnership and thematic action plan groups.  To assist the Community Planning Manager to design, organise and run effective events, workshops and focus groups.  Ensure compliance with Council policies and protocols including all Health and Safety protocols and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.  Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.  Ensure the provision of high standards of customer care across all the services provided by the Unit and promote and manage the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.  **Note:**  The Council reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **QUALIFICATIONS**  It is essential that applicants have a minimum of:  1.1 A third level qualification (for example, an HNC, HND, NVQ Level 4, Degree) or equivalent in a relevant subject area (i.e. mathematics, computer science, economics, social science or business studies, community development)  **EXPERIENCE**   * 1. – A minimum of two years’ experience in ALL of the following areas: * Previous experience of undertaking research collating data, analysing information, identifying issues and making effective recommendations * Demonstrate experience in using a data system and of using said system to produce reports * Report writing and making appropriate recommendations * Community engagement * Partnership working with local communities and stakeholders   Where applicants do not hold the qualifications as outlined in **1.1** above, they must demonstrate a minimum of **five** years’ experience as outlined in **1.2** above. |
| **KNOWLEDGE**  It is essential that the Post Holder: |
| * Shows an understanding of the different types of data sets and is able to collate information for measures and indicators * Displays analytical skills with ability to collect, analyse and disseminate large volumes of data with attention to detail, accuracy, and data quality * Be able to demonstrate competence in the use of Microsoft Office applications, including email, spreadsheets and databases * An understanding of the Outcomes Based Accountability Approach to planning and service delivery   It is essential that applicants hold a full (i.e. not provisional) and current UK driving licence and access to a car or \* have access to a means of transport which would enable the applicant to carry out the duties of the post. \*  \*Applies only to applicants who have a disability under the Disability Discrimination Act. |

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

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| Catharine McWhirter, Community Planning Manager |

**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 opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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 a release date agreed.  **Salary Scale:** Lisburn & Castlereagh CC will meet salary and associated costs and the salary range is: £26,999 - £28,785.  **Duration**: Maternity Cover – 9 Months.    **Location**: The Lagan Valley Island, Lisburn BT27 4RL.  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview * further information about the post please contact Emma Woods on Tel: 028 9244 7317 or by email at: [Human.Resources@lisburncastlereagh.gov.uk](mailto:Human.Resources@lisburncastlereagh.gov.uk)   **Closing Date:** Applications must be submitted by **5.00pm on Friday 13 March 2020** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **19 February 2020** |

**Date:**