# Hosting Proforma

The Executive Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Linda Argent

 Name

 Organisation/

The Executive Office (TEO)

 Department

Strategic Policy, Equality & Good Relations

Castle Buildings

Stormont Estate

Belfast BT4 3SL

 Address

 Telephone Fax number

02890378612

 Number

Linda.Argent@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Executive Officer**

**2. Details of hosting opportunity**

 Description of opportunity

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| **EXECUTIVE OFFICER – BUSINESS IMPROVEMENT & STAFF ENGAGEMENT UNIT** An opportunity exists at Executive Officer level within a small team responsible for business improvement and staff engagement in the Executive Office. The Executive Office is a Department within the Northern Ireland Civil Service.  |

 Main objectives of the opportunity

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| To assist with a detailed programme of work to develop and fully implement a new business improvement plan for the Department for the period 2020/21. This will include working with a Staff Engagement Forum and line managers to help take forward the actions identified within the plan in a timely and effective manner.In addition the post holder will be required to assist with a number of activities associated with staff engagement. This includes organising information and learning seminars, visits, health programme events, showcasing events and other ad-hoc tasks. There will also be an opportunity to be involved in the work to develop a learning and development plan and assist with its implementation. The post holder will also have responsibility for reviewing, maintenance and the updating of the main communications mechanism – the Departmental intranet – “Staff Zone”, including staff movements, policies and events. The opportunity involves liaising with many stakeholders across the Department and at all grades. This will involve communicating verbally and in writing across the range of business improvement and staff engagement work, including identifying and developing innovative and effective methods of communication.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder should have the following:Excellent organisational and planning skills;Ability to prioritise work and deliver at pace;Good IT skills including the preparation of presentations, reports, newsletters and experience in using excel and Microsoft word programmes;Ability to communicate effectively with staff at all levels, including Senior Management;Experience in minute taking and secretariat functions; Ability to work on his/her own initative and deal with problems as they arise and present feasible solutions;Ability to analyse information and statistics and present these in clear and concise formats; andExperience in drafting correspondence and tailoring this to suit the audience while ensuring it is accurate and succinct.  |

**4. Personnel: Please state below**

 Who will the individual report to?

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|  Linda Argent  |

 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 Executive Office will benefit from experience/knowledge that the individual will bring from their organisation. The individual will bring a fresh approach and perspective to business improvement ideas and suggestions and to assessing the benefits of proposed actions. In turn the individual will gain valuable experience in the approach adopted within the Department, and across the NICS, in relation to staff engagement and business improvement. Staff engagement and improvement are integral aspects to all organisations and therefore, experience gained in this field is easily transferrable to other businesses.  |

**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 soonas a suitable candidate has been identified and a release date agreed. **Duration**: 3-4 months (possible extension to 18 months)**Location**: Castle Buildings, Stormont Estate, Belfast BT4 3SL **Funding**: The cost will be met by TEO and the salary range is £24,734 to £28,167.**Further information**: Linda.Argent@executiveoffice-ni.gov.uk **Closing Date:** Applications must be submitted by 5.00pm on Friday 20 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 Argent** |

**Signed:**

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| **06 March 2020** |

**Date:**