# Hosting Proforma

Northern Ireland Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

NIO - Human Resources Business Delivery Group

 Department

Stormont House

Stormont Estate

Belfast

BT4 3SH

 Address

 Telephone Fax number

02890 523515

 Number

Elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

**SECRETARY TO THE PARADES COMMISSION**

Secondment - 2 years with the possibility of an extension of a further year, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| The role of Secretary is key to the effective working of the Parades Commission. The post-holder will report to the Chair of the Commission and will lead the Secretariat in delivering objectives set by the Commission. The post-holder will be responsible for the provision of support to the Commission in its day to day operations including assistance with policy, planning of the Commission’s work and legislative issues. The post-holder is the designated Accounting Officer for the Parades Commission. |

 Main objectives of the opportunity

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| --- |
| **The full details of the post are available at Annex A below** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| --- |
| **Please see the Person Specification within the Job Description at Annex A** |

**4. Personnel: Please state below**

 Who will the individual report to?

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| --- |
| Chair of the Parades Commission NI |

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

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| --- |
| Chair of the Parades Commission |

**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 the Individual**The individual will have the opportunity to support the statutory role of the Parades Commission. **Benefits to the Parades Commission**Knowledge and experience of the successful candidate which can be applied to the role.**Benefits to the Parent Employer**The experience gained during the interchange will be of great benefit when the employee returns from interchange. |

**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 the possible following successful completion of satisfactory pre-employment checks.**Duration**: Two years, with the possibility of an extension up to a further 12 months, subject to agreement of all parties. **Location**: Stormont House, Stormont Estate, Belfast**Resources**: Office based with relevant facilities**Salary Scale:** The salary scale is currently £70,000 - £90,000 pro rata. The successful candidate will be appointed on their existing salary. If the successful candidate is currently working at a salary below the minimum of the salary scale then the successful candidate will move onto the lowest scale point - i.e £70,000.NIO will pay the salary costs to the home organisation on a full cost recovery basis. **Selection:** Interviews are likely to be held w/c 13 April / w/c 20 April 2020.**Contact:** If you require any further information about the post, please contact Clare Sloan Tel: 02890 527017 Email: clare.sloan@nio.gov.uk **Closing Date:** Applications (incl CV, Statement of Suitability, Community Background Form & Diversity information) must be submitted by **23:55pm on Sunday 29th 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**

|  |
| --- |
| **Liz Martin** |

**Signed:**

|  |
| --- |
| **16 March 2020** |

**Date:**

**JOB DESCRIPTION BELOW AT ANNEX A**

**ANNEX A**

Secretary to the Parades

Commission

Parades Commission for Northern Ireland

SCS Pay Band 1

Closing Date: 23:55 Sunday 29th March 2020

Interchange Ref: I/C 21/20

FAQs

Diversity &

Inclusion

Contact Us

Background

The Role

Person

Specification

Recruitment

Process

Background to the Parades Commission

Encouraging resolution through local dialogue

Who we are and what we do

The Parades Commission for Northern Ireland operates independently of government as a Non-Departmental Public Body, sponsored by the Northern Ireland Office. It was established in March 1997 to administer the new arrangements for regulating public processions in Northern Ireland under the Public Processions (Northern Ireland) Act 1998. In particular it made provision for the Commission to promote greater understanding of issues concerning public processions, facilitate mediation between parties to particular disputes concerning public processions, and to issue determinations in respect of particular proposed public processions. The Commission Secretariat is headed by the Secretary and provides all necessary support to enable the Commissioners to carry out their functions effectively.

The Northern Ireland Office

This secondment will be arranged through the Northern Ireland Office, which ensures the smooth working of the devolution settlement in Northern Ireland.

The Northern Ireland Office supports the Secretary of State for Northern Ireland in promoting the best interests of Northern Ireland within a stronger United Kingdom. It ensures Northern Ireland interests are fully and effectively represented at Westminster and the heart of Government, and the Government’s responsibilities are fully and effectively represented in Northern Ireland.

About the role

Job Title

Secretary to the Parades Commission

Location

Belfast

Please note the requirements for travel and level of flexibility available as set out in the FAQs section.

Salary

The salary for this post is set within the Senior Civil Service (SCS) Payband 1 range (£70,000 - £90,000 per annum).

Applications will be considered from those not currently employed within the salary on offer, provided they can demonstrate they can meet the essential criteria.

NICS Grade 5 level. NICS Staff will be seconded at their current salary rate.

Contract Type

This role is available for full-time or flexible working arrangements (including job share arrangements).

Please be advised that the Commission’s busiest period is March to September, and there may be increased demands on the successful candidate’s time during this period making leave during at this time more of a challenge.

In giving notice of departure from the Commission there is a 3 month notice period.

The Role

The role of Secretary is key to the effective working of the Parades Commission. The post-holder will report to the Chair of the Commission and will lead the Secretariat in delivering objectives set by the Commission. The post-holder will be responsible for the provision of support to the Commission in its day to day operations including assistance with policy, planning of the Commission’s work and legislative issues. The post-holder is the designated Accounting Officer for the Parades Commission.

Key Responsibilities

As Accounting Officer for the Parades Commission the candidate will be expected to maintain an effective system of internal controls and risk management. Including:

* Ensuring systems are in place appropriate to the fulfilment of the Commission’s responsibilities.
* Ensuring the maintenance of a high standard of financial management.
* Preparing the Commission’s annual report and ensuring that accounts are prepared properly, audited and signed.
* Ensuring that the Commission’s assets are properly maintained and controlled.
* Ensuring that the provision of external services are provided in accordance with procurement guidelines.
* Ensuring that the Commission’s activities are carefully planned, and any emerging problems resolved as per the annual business plan.
* Ensuring the provision of adequate information to support the Commission’s decisions.
* Servicing the Parade Commission’s Audit Committee.
* Management of staff and ensuring that personal development needs are addressed properly, and procedures are in place for succession planning.

Additional Responsibilities

**Support**

* Responsibility for the integrity, accuracy and timeliness of the Commission’s systems for recording all parading information including the Commission’s own body of decisions, all relevant legal rulings, relevant parading histories and all other necessary information. This includes maintaining and developing the Commission’s website and IT provision.
* Analysing information and evidence submitted to the Commission.
* Maintaining appropriate Commission records and information management systems in relation to all decisions.
* Assisting and supporting the commission in drafting decisions taken by the Commission in a manner which clearly articulates the principles underpinning those decisions.
* Ensuring that minutes and other records of Commission meetings are prepared accurately and in a timely manner.
* Providing information to the Crown Solicitor in the event of legal challenge to decisions of the Commission.
* Maintaining a network of contacts among key stakeholders including political representatives, residents, parading organisations, police and community groups.
* Liaison with the Northern Ireland Office on legislative issues.
* Overseeing provision of media advice and supporting the Commission and particularly the Chair in handling all aspects of public relations.
* Ensuring compliance with FOI and GDPR legislation.

**Advice**

* To be fully conversant with all aspects of the Commission’s work, based on the Public Processions (NI) Act 1998 and related statutory provisions including the Guidelines, the Procedural Rules, and the Code of Conduct.
* Advising the Commission on ensuring the integrity of the Commission’s procedures including compliance with statutory guidance
* Where necessary obtaining legal advice on the Public Processions (Northern Ireland) Act 1998.
* Providing advice on the wide range of issues emerging from Government that may impact on the work of the Commission.

Person Specification

It is important through your CV and Statement of Suitability that you give evidence and examples of proven experience of each of the selection criteria detailed.

Essential criteria

The post-holder will need to be able to demonstrate:

* Proven organisational skills in a pressurised environment with complex information needs, working to tight deadlines.
* Proven leadership skills and senior management experience, including the ability to manage and develop a small team with diverse responsibilities including being able to successfully lead in a sensitive and pressurised environment, especially through programmes of change.
* A record of building strong relationships at all levels both within and outside the organisation.
* The ability to recognise and implement improvements strategically and creatively.
* Sound experience of financial and information management systems and procedures.
* Knowledge or awareness of skills required in providing effective support to a Board.
* Sound judgement in fast moving or ambiguous situations and understanding of the political nuances of working in Northern Ireland.

Desirable criteria

* Familiarity with the mechanisms for overseeing the relationship between Government Departments and Arm’s Length Bodies would be desirable, along with a sound understanding of human rights and legal issues.
* Previous experience or awareness of the duties of an accounting officer and the processes involved in producing Annual Report and Accounts in line with HM Treasury guidelines would be desirable.
* Experience of effective engagement with political and community representatives would also be desirable.

The Recruitment Process

Application

Please ensure you apply by no later than **23:55 on Sunday 29th March 2020**.

To apply, please send the following Document details:

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A **Statement of Suitability** (no longer than two pages) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the criteria in the person specification.
3. As part of the application process you will be required to complete your **diversity information**. All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way. The completion of the Diversity information is mandatory, but it includes the option 'prefer not to say'.
4. Applicants from should also complete a **Community Background Form**.

Please submit all these documents so that the panel will have all the required information on which to assess your application against the criteria in the person specification.

Should you encounter any issues with your application please get in touch with SCS

**Please note that, in order to apply for this role, you will need to gain prior agreement that you would be able to start within 4 weeks of appointment.**

**Selection Process**

The Panel will include Mark Larmour, Director, Northern Ireland Office and Anne Henderson, Chair, Parades Commission.

Shortlist

You will receive an acknowledgment of your application through the online process.

The panel will then assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the ‘Person Specification’ section. Failure to address any or all of these may affect your application.

The timeline later in this pack indicates the date by which decisions are expected to be made, and all shortlisted candidates will be advised of the outcome as soon as possible thereafter.

You will be asked to attend a panel interview in order to have a more in-depth discussion of your previous experience and professional competence in relation to the criteria set out in the Person Specification.

Full details of the assessment process will be made available to shortlisted candidates.

Offer

Regardless of the outcome, we will notify all candidates as soon as possible after the final interview.



We will try and offer as much flexibility as we can, but it will not be possible to offer alternative dates for interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

Expected Timeline

The anticipated timetable is as follows:

|  |  |
| --- | --- |
| Advert Closing Date | Sunday 29th March 2020 |
| Shortlist Meeting | Week commencing 30th March 2020 |
| Interviews | Week commencing 13th April / 20th April 2020 |

FAQs

Can I apply if I am not currently a civil servant?

Yes. This role is only open to permanent employees of organisations who are members of the NI Interhcnahe Scheme.

Existing Home Civil Servants and NICS are also eligible.

Is this role suitable for part-time working?

This role is available for full-time or flexible working arrangements (including job share arrangements.

Please be advised that the Commission’s busiest period is March to September, and there may be increased demands on the successful candidate’s time during this period.

Will the role involve travel?

Some local and regional travel may be required.

Where will the role be based?

If successful you will be based in Belfast.

Relocation costs will not be reimbursed.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

* The United Kingdom
* The Republic of Ireland
* The Commonwealth\*
* A European Economic Area (EEA) Member State
* Switzerland
* Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality.

(\*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk/government/publications/nationality-rules).

Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, might be reserved for British citizens, but this will not normally prevent access to a wide range of developmental opportunities within the Civil Service.

This is **not** a reserved post.

Is security clearance required?

Yes. If successful you must hold, or be willing to obtain, security clearance to **Security Clearance** level. More information about the vetting process can be found [here](https://www.gov.uk/guidance/security-vetting-and-clearance).

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact secondments@hrconnect.nigov.uk in the first instance.

Will this role be overseen by the Civil Service Commission?

No. However, the recruitment process will still be governed by the Civil Service Commission’s Recruitment Principles.

More detailed information can be found on the Civil Service Commission [website](http://civilservicecommission.independent.gov.uk/).



What do I do if I want to make a complaint?

The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission’s Recruitment Principles](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact scsrecruitment@justice.gov.uk in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](https://civilservicecommission.independent.gov.uk/recruitment/civilservicerecruitmentcomplaints/).

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact HRConnect at secondments@hrconnect.nigov.uk before submitting your application.

Data Sharing

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

Data Sharing

To process your application your personal data will be shared with the Ministry of Justice SCS Recruitment Team, campaign Panel Members and anyone else necessary as part of the recruitment process.

**The legal basis for processing your personal data is:**

Processing is necessary for the performance of a task carried out in the public interest. Personal data are processed in the public interest because understanding civil servant experiences and feelings about working in the civil service can inform decision taken to improve these experiences, and ultimately organisation performance.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

**The legal basis for processing your sensitive personal data is:**

1. Processing is necessary for reasons of substantial public interest for the exercise of a function of the Crown, a Minister of the Crown, or a government department: it is important to know if groups of staff with specific demographic characteristics have a better or worse experience of working for the Civil Service, so that appropriate action can be taken to level this experience;
2. Processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.
3. Please note if you are successful in your application your sensitive personal data will be used as part of the on-boarding process to build your employee record.

For further information please see the [GDPR Privacy Notice](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822868/HMCTS_privacy_notice_for_employees_workers_and_contractors.pdf).

Diversity & Inclusion

The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer – an example to other employers. We will create an organisation where diversity is not only respected and valued – but celebrated.

What’s in it for me?

We want to maximise the potential of everyone who chooses to work for us – regardless of background.

If you’re interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What’s next?

You’ve taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Read more](https://www.gov.uk/government/publications/a-brilliant-civil-service-becoming-the-uks-most-inclusive-employer).