# Hosting Proforma

NI Civil Service, The Executive Office (TEO)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Janet Johnston

 Name

 Organisation/

TEO

 Department

Castle Buildings

Stormont Estate

Upper Newtownards Road

Belfast

 Address

 Telephone Fax number

02890520197

 Number

Janet.johnston@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Staff Officer - secondment**

**2. Details of hosting opportunity**

 Description of opportunity

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| **Staff Officer – Equality, Human Rights and Delivering Social Change Unit**An opportunity exists at Staff Officer level within a small team responsible for Delivering Social Change 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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| * Providing support to the Cross Departmental Task & Finish Group established to develop proposals for the next round of DSC projects and programmes.
* Capturing and embedding the Lessons Learned from the completed projects within the DSC Programme.
* Coordination of DSC Project Board meetings including updating of the project plan and risk register, attending meetings and taking minutes of the DSC Programme Board, Policy Project Boards.
* Providing draft advice to senior officials on developing and implementing communication strategies, and on presentational issues related to DSC.
* Preparation of Ministerial Briefing and Assembly Questions replies.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * 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 initiative 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; and
* Experience in drafting correspondence and tailoring it to suit the audience while ensuring it is accurate and succinct.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Stephen Orr |

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

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| Stephen Orr |

**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 soon as a suitable candidate has been identified and a release date agreed. **Duration**: 1 year with a possibility of an extension for an additional year**Location**: Castle Buildings, Stormont Estate, Belfast BT4 3SL **Resources**: Management of an Administrative Officer**Transport**: The successful candidate will be expected to have access to a form of transport in order to fulfil the duties of the post; subject to no travel restrictions being in place due to Covid-19 circumstances. **Funding**: The costs will be met by TEO and the salary range is £30,526 to £32,157**Further information**: Janet.Johnston@executiveoffice-ni.gov.uk**Closing Date:** Applications must be submitted by 5.00pm on Friday 29 May 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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| **Janet Johnston** |

**Signed:**

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| **15 May 2020** |

**Date:**