# Hosting Proforma

The Boundary Commission for Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

Name

Organisation/

Northern Ireland Office

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

**Deputy Secretary to the Boundary Commission for Northern Ireland – Secondment** until 1 July 2023 with the possibility of an extension of 3 months (Deputy Principal/Band B)

**2. Details of hosting opportunity**

Description of opportunity

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| The Boundary Commission for Northern Ireland is an advisory Non-Departmental Public Body, sponsored by the Northern Ireland Office. Its statutory duty is to review on a five-yearly basis all the Parliamentary constituencies in Northern Ireland and make any appropriate formal recommendations for change to Government as set out in the Parliamentary Constituencies Act 1986. The Government has tabled amending legislation which is currently making its way through the Parliamentary process and which will apply to the forthcoming Review. The amending legislation is expected to be enacted in early 2021.  The Review process incorporates an extended and iterative public consultation process and combines core policy skills (development of evidence-based recommendations for change) with the operational logistical challenge of a time-bound programme of delivery. The post holder will also play a key role in implementing the changes being brought forward by the amending legislation.  The next boundary review is scheduled to commence in early 2021 with the Commission due to report their Final Recommendations before 1 July 2023.  The Commission Members are supported by a small Secretariat consisting of the Secretary; Deputy Secretary; Office Manager; and Support Officer.  The Commission works with a number of Government agencies and others for the provision of professional services as required. More information about the Commission and its work is available at www.boundarycommission.org.uk. |

Main objectives of the opportunity

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| To assist the Commission Secretary and Commission Members with all aspects of the 2023 Review of Parliamentary Constituencies in Northern Ireland, including the planning and management of the Review process, supporting the business of the Commission, managing external communications of the Commission (particularly the 3 public consultation phases) and overseeing the operation of the small secretariat.  The core responsibilities of the role holder will be:  • liaison with other Boundary Commissions, government departments and key stakeholders;  • assisting with the review and development of Commission policies; e.g. publication scheme, communication strategy, etc;  • assisting with the design of parliamentary constituencies models;  • leading on arrangements for statutory public hearings;  • analysing and summarising public consultation responses;  • drafting input to Commission papers and Reports;  • drafting material for publication e.g. press releases, public announcements, procedural guidance  • managing and updating the Commission’s website;  • organising electronic consultation processes for the Commission’s Reports;  • liaison with other government agencies regarding support for the Commission;  • procurement of equipment and services;  • overseeing the printing, publication and distribution of the Commission’s Reports;  • operational management of the Secretariat support staff;  • dealing with queries and requests for information;  • providing briefing for Commissioners e.g. for meetings and press conferences;  • taking the minutes of Commission meetings;  • drafting the Commission’s Annual Report;  • ensuring that the IT and telecoms requirements of the Secretariat are fully met. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Essential Criteria  The post-holder will need to have excellent drafting and communication skills in order to prepare materials for publication, input to Commission papers and reports and deal with queries from political parties, researchers, media and others.  The post-holder will need to have experience of managing website content as responses to the Commission's 3 consultation exercises will include a web-based option in addition to more traditional practices.  A good working knowledge of Microsoft Word, Excel and Outlook will be essential as well as HPRM to manage the Commission's electronic records.  Desirable Criteria  In addition, the following would be desirable:   * experience of organising and managing public consultation exercises; * experience of analysing responses to public consultation exercises; and * familiarity with structures of local, devolved and national government; |

**4. Personnel: Please state below**

Who will the individual report to?

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| The Secretary to the Boundary Commission for Northern Ireland |

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

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| The Secretary to the Boundary Commission for Northern Ireland |

**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 Boundary Commission**  This opportunity will benefit the Boundary Commission by adding an enthusiastic and proactive member of staff to the team who will use their experience to assist in the review of Northern Ireland’s parliamentary constituencies.  **Benefits to the successful applicant**  This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to an essential part of the democratic system.  The role holder will have a leading role within a small team focussed on completing a time-bound review according to the governing legislation. They will have regular collaboration with a wide range of internal and external stakeholders across jurisdictions as well as contact with the general public and political representatives particularly at public hearings.  The role holder will become experienced in the use of a GIS delineation tool for constructing constituency models and take a leading role in the analysis of the subsequent public consultation responses.  The role holder will benefit from the experience of a sponsorship governance arrangement and oversee the day to day management of the corporate infrastructure as well as a small secretariat team.  **Benefits to the Home Organisation**  The individual will gain transferrable experience in:   * translating legislation into operational practices; * enhancing their written and oral communication skills in a politically important area of work; * developing excellent collaboration skills with stakeholders across jurisdictions; * becoming experienced in all aspects of public consultation: developing initial proposals, running public hearings, analysing consultation responses and assisting with final recommendations. |

**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**: The successful candidate would be required from September 2020.  **Duration**: The 2023 Review of Parliamentary Constituencies has to be completed by 1 July 2023. The successful candidate would be required for the duration of the Review. There may be a possibility of an extension of up to 3 months, subject to the agreement of all parties, to ensure that arrangements for the subsequent Review are in place  **Location**: The Boundary Commission is currently based within the grounds of Stormont House. There is a review of accommodation underway which may result in the Commission’s base moving to Belfast city centre.  **Travel**: It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post. This will involve travel throughout the duration of the Review associated with developing constituency models, public hearings and other aspects, both within Northern Ireland and occasionally other parts of the UK. The post-holder will receive reimbursement for approved travel and expenses in line with NIO arrangements.  **Resources**: The post-holder will use a laptop and have access to full office facilities.  **Funding**: The salary will be £30,989-£41,095 (NIO Band B payband). NIO will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NIO arrangements.  **Selection**: A paper sift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with the Secretary to the Boundary Commission 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.  **Further Information**: For further information please contact Eamonn McConville on Tel: [028 9052 7821](mailto:028%209052%207821), or by email at: [Eamonn.McConville@boundarycommission.org.uk](mailto:Eamonn.McConville@boundarycommission.org.uk)  **Closing Date:** Applications must be submitted by **5.00pm on Friday 24 July 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Elizabeth Martin** |

**Signed:**

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| **02 July 2020** |

**Date:**