# Hosting Proforma

The Housing Executive

Name of Host

Organisation

**1. Interchange Manager’s details**

Katie Dowds

Name

Organisation/

The Housing Executive

Department

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

028 95 984755

N/A

Number

[katie.dowds@nihe.gov.uk](mailto:katie.dowds@nihe.gov.uk)

E-mail

Type of Opportunity

Secondment – Records Manager

**2. Details of hosting opportunity**

Description of opportunity

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| This is a secondment for 2 years initially which may be extended by a further year.  The officer will be expected to work 37 hours per week. |

Main objectives of the opportunity

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| Main purpose:    Responsible for the effective and appropriate management of the Housing Executive’s corporate records, from their creation through to their eventual disposal, in line with relevant Public Records legislation and best practice.  You will also be a key member of the project team delivering implementation of the Records NI Electronic Data Records Management System across the Housing Executive. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential**  Applicants must provide evidence by the closing date for application that they meet the following essential criteria:   1. Possess a Degree level qualification 2. Have at least 2 years’ experience in an Information Governance role which must include records management. 3. Can demonstrate a comprehensive understanding of the legislative framework and best practice concerning information governance and records management. 4. Can demonstrate significant experience in 3 of the following 4 areas:  * AdministeringanElectronic Document and Records Management system * Administering an Information Asset Register * Experience of interpreting information governance/public records legislation and developing appropriate policies to ensure compliance with the same. * Experience of working in a project environment and meeting challenging project timescales  1. Can demonstrate:  * Excellent planning and organisational skills * Excellent attention to detail * Ability to work accurately under pressure to multiple deadlines * Strong interpersonal and influencing skills  1. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full   **Desirable**   1. Membership of the Information & Records Management Society, (IRMS) |

**4. Personnel: Please state below**

Who will the individual report to?

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| David Moore, Director of Corporate Services |

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

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| Access to Information 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’s organisation in the future.  **Benefit to The Housing Executive**  The Housing Executive will benefit from different perspectives and experiences brought by an individual from another organisation. |

**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**: 1st September 2020  **Duration**: 2 years initially which may be extended by a further year  **Location**: The Housing Executive, 2 Adelaide Street, Belfast BT2 8PB.  **Salary Scale:** The Housing Executive will meet salary and associated costs. The salary range is:£27,905-£34,788 per annum.  **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**:Please contact Katie Dowds on tel: 028 95 984755  or by email at: [katie.dowds@nihe.gov.uk](mailto:katie.dowds@nihe.gov.uk)  **Closing Date:** Applications must be submitted by **4.00pm on Friday 31st July 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Katie Dowds** |

**Signed:**

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| **22nd July 2020** |

**Date:**