# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Steven Allison

Name

Organisation/

Community Safety Division, DoJ

Department

Department of Justice  
Block B, Castle Buildings  
Stormont Estate  
Belfast  
BT4 3SG

Address

Telephone Fax No.

Tel: 028 90523191

Number

[Steven.allison@justice-ni.x.gsi.gov.uk](mailto:Steven.allison@justice-ni.x.gsi.gov.uk)

E-mail

Secondment: **Project Manager**, Public Protection Branch

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| Public Protection Branch (PPB) is responsible for exercising delegated Ministerial responsibility on the recall of licensed offenders to custody and associated parole review casework; development of Parole Commissioners’ Rules; casework associated with mentally disordered patients with statutory restrictions held in secure hospitals; provision of advice concerning the management of dangerous offenders under the public protection arrangements; and management of the contract for electronic monitoring of offenders in the community.  The work of PPB is both interesting and varied but also challenging and rewarding.  The post offers a blend of responsibilities with the opportunity to enhance skills on project management, contract management, seeing the big picture, working through partners to achieve outcomes, as well as teamwork and leadership.  The post holder will perform a pivotal role as project manager to support delivery against a key departmental objective, ie the procurement of a service provider to deliver electronic monitoring services and working with the preferred supplier and relevant stakeholders to mobilise/implement the new contract delivery from October 2022. , having responsibility for the oversight of the operational aspects of the work of the Branch.  The successful candidate will work with the Grade 7 and other staff in the Branch but they will be expected to work on their own initiative and consult with a range of stakeholders to help explore new ideas and improvements to current approaches. |

Main objectives of the opportunity

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| The post provides an excellent opportunity to work in central government on a business critical procurement and mobilisation project and will provide the post holder with experience of strategic thinking, communication with a wide range of stakeholders, partnership working, and creative thinking to support criminal justice partners’ commitments to reduce crime and the harm and vulnerability caused by crime. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder will require strong project management skills and use effective communication and interpersonal skills to maintain and develop networks and to liaise with a range of staff within DoJ, across Criminal Justice Organisations and other Government departments. Interchange applicants must demonstrate that they have:   * 12 months experience in the last 3 years of successfully negotiating with and influencing internal and external stakeholders to achieve positive outcomes (Please provide dates)      * 12 months experience in the last 3 years of working in a project manager role (Please provide dates) * Experience of working autonomously whilst displaying good organisational skills, and the ability to manage diverse and competing demands within a challenging timeframe.   The following will be used as shortlisting criteria:-   * 12 months experience in the last 3 years of mobilising a service following award of contract to a service delivery partner (Please provide dates)   **Main duties and Responsibilities**  Key duties will typically include:-   * Project Management of the procurement stage * Compilation of key project management products, eg project plan, risk register, communications and engagement plan, * Support senior management and the Programme and Project Boards to ensure delivery of project within agreed timescales; and * Working with Head of Branch to develop, implement and evaluate full user acceptance testing at various stages of the procurement process * Providing support and contribute to the development the Electronic Monitoring Strategy and procurement process; * Maintain and develop the link between the work of the key CCSB policy areas, in support of the Department’s work programme on community safety, and the strategic outcomes of the Programme for Government; * Prepare advice and briefing to the Minister and senior staff, answering Assembly Questions and correspondence cases, handling relevant Freedom of Information requests; * Contribute to the management of branch finance and funding arrangements and input to Divisional and Departmental exercises.   The above is intended to indicate the broad range of responsibilities and requirements of the post. It is not an exhaustive list and the post holder may be required to carry out other duties as directed by the Head of Branch/Division according to business need. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Steven Allison |

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 Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will develop a strategic understanding of the workings of central government and gain experience of contributing to the delivery of the draft PfG and the development of the DoJ framework for addressing crime and community safety issues. |

**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**: Beginning of December 2020 or as soon as a suitable candidate is identified and a release date agreed.  **Duration**: Until 31 October 2022.  **Location**: Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG  **Resources**: N/A  **Form of transport**: The successful candidate should have access to a suitable form of transport to fulfil the duties of this post.  **Funding**: DoJ will meet salary and any associated expenses and the salary range is £37,272 - £40,979.  **Further information**: For further information please contact Steven Allison on Tel: 028 90523191 or by email at: steven.allison@justice-ni.x.gsti.gov.uk  **Closing Date:** Applications\* must be submitted by email by **5.00pm on Friday 02 October 2020** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Steven Allison** |

**Signed:**

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| **21 September 2020** |

**Date:**