# 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

**Office Manager - Boundary Commission for Northern Ireland – Secondment** until 1 July 2023 with the possibility of an extension of 3 months

**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 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, Deputy Secretary and Commission Members with all relevant aspects of the 2023 Review of Parliamentary Constituencies in Northern Ireland, including the planning and management of finances, records, services and procurement and to assist with key aspects of the boundary review process, particularly the organisation of meetings and consultation exercises. Some drafting of material for publication and updating of the website will also be required. The core responsibilities of the role will be:* To manage all day to day administrative functions of the Secretariat, including finances;
* management of the Secretariat office and junior member of staff;
* management of the Secretariat files and electronic records;
* procurement of goods and services as required;
* liaison with other government agencies regarding professional support for the Commission;
* making arrangements for public hearings, meetings, press conferences, etc and notetaking as required;
* researching and drafting input to Commission papers, review reports and annual reports;
* dealing with enquiries from politicians, researchers and the public including FoI/DPA requests;
* drafting and placement of news releases and public notices;
* drafting material for the Commission’s website and updating this as required;
* organising the consultation process for Commission Reports;
* arranging the printing, publication, distribution and display of the Commission’s Reports, consultation responses, etc including the use of on-line resources;
* assisting with the analysis and summarising of consultation responses;
* organising Commissioners’ expenses payments, travel, accommodation etc
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Essential CriteriaThe post-holder will need experience of managing an office particularly in relation to expenditure management, profiling and reporting using Account NI or similar financial platform.Experience using a corporate filing system needed to manage Commission correspondence, electronic files and financial records. A good working knowledge of Microsoft Word, Excel and Outlook The post-holder will need to have effective drafting and communication skills in order to prepare materials for publication, organise meetings and deal with queries from political parties, researchers, media, etc. Desirable CriteriaIn addition, the following would be desirable:1. organising and managing public consultation exercises;
2. drafting a range of briefing and other written material for senior management;
3. producing and updating website or other digital content; and
4. dealing with FoI/DPA requests
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**4. Personnel: Please state below**

 Who will the individual report to?

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| The Deputy 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 Deputy 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 vital role within a small team focussed on completing a time-bound review according to the governing legislation. They will have regular collaboration with a 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 be involved in the capture and analysis of public consultation responses as well as discussions and recommendations to Boundary Commission Members.The role holder will benefit from the experience of a sponsorship governance arrangement and oversee the day to day administrative functions of the Secretariat.**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 including the planning and running of public hearings, analysing consultation responses and assisting with final recommendations.
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**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 December 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.**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 associated with the public hearings and other aspects, mainly within Northern Ireland and possibly 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 NIO Band C payband (£26,553 - £34,105). NIO will pay the total salary costs to the employer 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 or interview will be held 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.**Contact**: For further information please contact Eamonn McConville on Tel: 028 9052 7821, or by email at Eamonn.McConville@boundarycommission.org.uk **Closing Date:** Applications\* must be submitted by **5.00pm on Friday 13 November 2020** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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| **Elizabeth Martin** |

**Signed:**

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| **28 October 2020** |

**Date:**