# Hosting Proforma

Department of Health – Health Protection Branch – Infected Blood Inquiry Team

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Eddie Dillon

 Name

 Organisation/

Department of Health – Health Protection Branch

 Department

C4 Castle Buildings,

Stormont Estate,

Belfast,

BT4 3PL

 Address

 Telephone Fax number

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 Number

Edmond.dillon@health-ni.gov.uk

 E-mail

**Staff Officer** - Secondment to work as part of the Infected Blood Inquiry team until June 2021 at which point the post will be reviewed. The period of this post will be subject to funding.

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| Population Health Directorate (PHD) is part of the Chief Medical Officer’s Group and is responsible for developing policy, standards and legislation in respect of health improvement, disease prevention, health protection, and emergency preparedness and response. This includes areas such as: drugs, alcohol and tobacco; obesity and physical activity; mental health promotion and suicide prevention; immunisation and screening programmes, and blood safety. The aim is to improve and protect population health and wellbeing, and to reduce health inequalities through a focus on prevention, health promotion, and earlier intervention. Role of the DoH Infected Blood Inquiry Team The Infected Blood Inquiry Team sits within Health Protection Branch (HPB) in PHD.The Team’s two main areas of work are:1. Response to the Infected Blood Inquiry;2. Review of the Infected Blood Payment Scheme.The team also has responsibility for other blood safety policy, including recommendations by the Committee for the Safety of Blood, Tissues & Organs (SaBTO), for example on blood donation, the impact of EU Exit on the supply of blood and blood products and, most recently, policy in relation to the use of convalescent blood plasma (CP - plasma from people who have had coronavirus) to treat COVID-19 – this work may in due course be taken forward in collaboration with the Department’s newly established COVID-19 Response Directorate.The post will focus primarily on the ongoing Infected Blood Public Inquiry and the Review of the NI Infected Blood Payment Scheme and will also involve work on other blood safety policy areas, including blood donation policy, recommendations by the Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO) and the impact of EU Exit on the supply of blood and blood products. The post will also involve budget management and financial coordination for HPB.Background on the main areas of work are listed below.Infected Blood InquiryBefore the introduction of heat treatment of blood products and a test for hepatitis C, 4,675 people with haemophilia in the UK were infected with hepatitis C as a result of NHS-supplied blood products in the 1970s and 1980s. Up to 28,000 others may have been similarly infected with hepatitis C by whole blood transfusions. Over the same period, approximately 1,200 people with haemophilia and 100 other individuals were infected with HIV by NHS-supplied blood products or blood transfusions. Some of these patients were co-infected with both hepatitis C and HIV. It is estimated that up to 3,000 of these people have died of their infections. A UK-wide public inquiry, the Infected Blood Inquiry, started work in September 2018 and is expected to be completed in 2022. The scale of the Inquiry reflects the scale of the disaster, reviewing material from almost 600 different organisations, repositories, archives, trusts, haemophilia centres and government bodies. In addition, the Inquiry hears oral evidence and takes written statements. This will include oral evidence from the Department, the Belfast Trust, the NI Blood Transfusion Service and HSCB in early 2021.We expect the workload in responding to the Inquiry to grow from now until well into 2021 and possibly beyond and this includes preparatory work on the part of the Department by way of research, instructing counsel, liaison with HSC bodies and provision of statements and other records to the Inquiry on request. It will also involve policy development work to address any recommendations from the Inquiry’s final report.Review of the Infected Blood Payment SchemeSince 2017, each UK country has had its own Infected Blood Support Scheme to provide financial assistance to those infected and/or affected by contaminated blood. Northern Ireland’s scheme was mostly on a par with the English scheme until England announced significant increases in regular payments to beneficiaries of its Scheme in 2019. This significant uplift in payments resulted in an unintended disparity with Northern Ireland. In January 2020, the Health Minister Robin Swann announced a three-phase approach to reviewing the Infected Blood Payment Scheme (NI). Phase 1 addressed the immediate disparity in payments with England and as a first step in phase 2, the Minister introduced a permanent uplift to infected beneficiaries in NI restoring parity with England in this area. Phase 2 is ongoing with a range of areas to be addressed including financial support for the bereaved and psychological support.Blood Safety PolicyOther areas of responsibility include consideration and implementation of recommendations by SaBTO, the UK expert group on the Safety of Blood, Tissues and Organs, such as policy in relation to deferral periods for blood donation. In recent times, this has also included policy on the use of convalescent plasma (CP - plasma from people who have had coronavirus) to treat COVID-19. The UK’s exit from the EU on 31 January 2020 will have an impact on the supply of blood and blood products.Budget management and financial coordinationThe Infected Blood Inquiry Team currently manages a budget of over £3million, including allocations to Arms’ Length Bodies for the Infected Blood Scheme and for legal and administrative expenses for the Infected Blood Inquiry. This involves financial planning, in-year monitoring and management. The role also includes coordination of finance exercises on behalf of HPB.Line managementLine management responsibility for one Executive Officer 1 (EOI) and liaison with the PHD administrative team. |

 Main objectives of the opportunity

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| Working to the acting Deputy Principal, the post-holder will have responsibility for: the Department’s response to the ongoing UK Infected Blood Inquiry; Review of the NI Infected Blood Payment Scheme for people infected / affected by NHS-supplied blood or blood products and other blood safety policy areas. The role will also involve financial planning and management of in-year budget responsibilities, as well as contribution to branch business planning and line management responsibility for one EOI.The key duties and responsibilities of the post holder will include:**Making Effective Decisions & Leading and Communicating*** Support the development and provision of policy advice to the Minister and senior officials including liaison with Departmental Solicitor’s Office (DSO);
* Preparation of briefing material and Ministerial/Permanent Secretary/CMO correspondence;
* Contribute to branch/directorate/departmental business planning and progress reporting
* Line management responsibilities including distribution and delegation of work to the EO1.

**Collaborating and Partnering** * Develop positive working relationships with colleagues in other UK Health Departments, Cabinet Office, HSC and with the Infected Blood Inquiry Team;
* Develop positive working relationships across Health Protection Branch and finance colleagues with the Department;
* Liaison with the DSO.

**Delivering Value for Money*** Input to finance briefings in relation to funding bids, business cases, allocations to ALBs and budget management,
* Coordination of finance exercises on behalf of HPB Attend meetings and events as required.

The work of the Infected Blood Inquiry team involves very high profile and highly sensitive matters and a great deal of flexibility is required to be able to respond to the demands of the post. The post holder will therefore need to be willing to adopt a flexible approach and undertake work across a range of the duties which have been identified as appropriate to SO level. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * good organisational and time management skills;
* ability to deliver quality work at pace and to tight deadlines;
* ability to work on own initiative with appropriate supervision and support;
* ability to communicate clearly and succinctly in writing to assist in the preparation of minutes, papers and briefings;
* good oral communication skills;
* good interpersonal skills, and an ability to develop and maintain good working relationships with colleagues at all levels within the Department and in other organisations;
* good analytical and creative thinking;
* knowledge and understanding of the requirements of the Freedom of Information Act and GDPR.

Guidance and support will be available where a skills gap may be identified. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Acting DP – Health Protection Branch – Infected Blood Inquiry Team |

 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 organisation will benefit from the fresh perspective and experiences of the successful candidate. The candidate is likely to develop their drafting, communication and leadership skills, and will benefit from working in a high profile and sensitive policy area working with a range of stakeholders and agencies across Northern Ireland and the wider UK to deliver objectives as part of the Department’s response to the UK Infected Blood Inquiry and review and reform of the NI Infected Blood Payment Scheme. |

**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**: Within 4 weeks, or as soon as a successful candidate is identified.**Eligibility**\* The opportunity is aimed at permanent employees of member organisations of the NI Interchange Scheme. The opportunity is aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined. \*(this opportunity is not open to NI Civil Service staff) **Duration**: 30 June 2021, subject to funding.**Location**: Normally C4.22, Castle Buildings, Stormont Estate, Belfast, BT4 3SQ but home working is currently required due to Covid-19.**Resources**: Laptop and necessary equipment will be provided to the post holder. **Funding**: The Department of Health will meet salary costs and associated expenses and the salary range is: £31,137 – £32,800, under review.**Security clearance:** The candidate will be expected to have or be willing to obtain basic security clearance: the Department of Health will facilitate.**Further information**: For further information about these posts please email: edmond.dillon@health-ni.gov.uk**Closing Date:** Applications must be submitted by **5.00pm on Friday 20 November 2020** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service department staff |

**7. Endorsement**

 **Interchange Manager**

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| **Eddie Dillon** |

**Signed:**

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| **03 November 2020** |

**Date:**