# Hosting Proforma

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

**Support Officer - Boundary Commission for Northern Ireland – Secondment** until 1 July 2023 with the possibility of an extension of 3 months (AO/Band E) **Currently remote working arrangements in place.**

**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 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](http://www.boundarycommission.org.uk).**The duties of this post will be performed via remote working in line with Covid-19 restrictions. A full review of all secretariat posts will be carried out once the current restrictions have been eased with a view to maintaining a remote working arrangement where applicable.** |

 Main objectives of the opportunity

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| The main duties include:* Provision of high quality administrative support to the Commission Members and Commission Secretariat.
* Acting as the first point of contact for the Commission including, answering calls, emails and greeting Members/guests as required.
* Assisting in the organisation of Commission events (public hearings, press briefings, meetings, etc) including booking venues, issuing invitations, managing RSVPs and assisting with the logistics on the day.
* Managing the organisation of meetings; collation of papers; securing venues and hospitality.
* Collation and recording of public consultation responses and the running of reports from the Commission’s online portal (training will be provided).
* Records management including the maintenance of the electronic file management system (training will be provided), contact databases and mailing lists.
* Updating Website with information (training will be provided).
* Assisting with the financial management of the Commission including the processing of invoices and use of the financial software package (training will be provided).
* Other duties as directed by the Office Manager.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential skills and experience*** Strong organisational and administrative skills
* Strong written and oral communication skills including the ability to develop and maintain good working relationships
* Experience of assisting in the organisation of meetings and/or events
* Experience of records management and dealing with financial data
* Strong IT skills, preferably with experience in the following: Word; Outlook; Excel; financial management software;

**Desirable Criteria*** Use of digital/social media platforms.
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**4. Personnel: Please state below**

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

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| The Boundary Commission Officer 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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| **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 work within a small team focussed on completing a time-bound review according to the governing legislation. They will play an important role in the organisation and delivery of an extended public consultation process and have the opportunity to deal with the general public and political representatives particularly at public hearings.The role holder will be involved in the capture, recording and collation of public consultation responses as well as the production of reports that will inform the decisions and recommendations of the Boundary Commission Members.The role holder will benefit from the experience of performing administrative functions within a sponsorship governance arrangement.**Benefits to the Home Organisation**The individual will gain transferrable experience in:* operating in a politically important area of work;
* all aspects of an extended public consultation including the organisation and running of public hearings, collation of consultation responses and producing information to assist with final recommendations;
* performing administrative functions in a sponsorship governance arrangement;
* dealing with the general public and a range of public and political representatives
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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**: As soon as a suitable candidate has been identified and a release date has been agreed.**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**: 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. Remote working arrangements are currently in place.**Car User:** The successful applicant will require access to a car for work related travel requirements. Approved travel expenses will be reimbursed in line with NIO arrangements.**Resources**: The post-holder will use a laptop and have access to full office facilities.**Salary:** The salary will be £19,926 - £21,488 (NIO Band E payband). NIO will pay the total salary costs to the parent employer on a full cost recovery basis. **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 applicant 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 18 December 2020** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Eamonn McConville** |

**Signed:**

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| **02 December 2020** |

**Date:**