# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Orla McKinney

 Name

 Organisation/

Policing Policy and Strategy Division (PPSD), DoJ

 Department

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

 Address

 Telephone Fax No.

Due to remote working please use email below for contact

 Number

Orla.Mckinney@justice-ni.x.gsi.gov.uk

 E-mail

Secondment: **Staff Officer** - Strategic Policing Policy and Sponsorship Branch, DoJ

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| This secondment is for a period of eight months (with scope of extension, subject to review) and is at a staff officer equivalent grade. The post holder will be based within the Strategic Policing Policy and Sponsorship Branch (SPPSB). SPPSB is one of the three business units within the Policing Policy and Strategy Division (PPSD), which is part of the Safer Communities Directorate in the Department of Justice (DoJ). The Division is responsible for:* Promoting a high level of public confidence in policing and in the tripartite accountability arrangements;
* Overseeing arrangements for policing HR policy, police powers and the Appropriate Adult Scheme;
* Ensuring robust oversight and governance of a wide range of Arm’s Length Bodies (ALBs);
* Providing policy support for the Parole Commissioners for NI;
* Providing secretariat support for the Independent Monitoring Boards for Magilligan and Maghaberry Prisons and Hydebank Wood College; and
* Subject to political agreement, planning for new arrangements for legacy investigations.

The Branch has sponsorship responsibilities to ensure robust corporate governance and strategic oversight for a number of ALBs and other organisations. This includes: the Police Service of NI, the NI Policing Board, the Office of the Police Ombudsman for NI, the Police Rehabilitation and Retraining Trust, the Northern Ireland Police Fund, the Royal Ulster Constabulary George Cross Foundation, the Probation Board for NI and the Prisoner Ombudsman.The Branch also ensures the ALBs business aligns with the Minister’s priorities. The Branch manages a number of public appointments, provides policy support for the Parole Commissioners for NI and provides a secretariat function for the Independent Monitoring Boards. The work of SPPSB is interesting and varied. The post offers a blend of responsibilities with the opportunity to enhance and develop skills in public sector corporate governance and sponsorship, public appointments, making effective decisions, building effective relationships, teamwork, leadership and communication. The successful candidate will work with their line manager and other colleagues in the Branch. They will also be expected to work on their own initiative and liaise with ALBs to carry out the governance function. |

 Main objectives of the opportunity

|  |
| --- |
| The post provides an excellent opportunity to work within the Northern Ireland Civil Service in a sponsorship and governance role; this will provide the post holder with experience of communicating with a wide range of stakeholders, partnership working, decision making and sponsorship responsibilities for ALBs.   |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The following are the essential skills needed to perform the role effectively:* Building effective relationships;
* Making effective decisions based on robust information; and
* Drafting high quality reports and providing input to these.

Governance oversight experience will be beneficial.**Main duties and Responsibilities** Key duties will typically include:-* Assisting in the sponsorship for a number of ALBs. This includes providing support and guidance to colleagues, ALBs and senior staff on a range of governance, oversight and policy issues. For example: providing support for governance meetings; preparing first draft of correspondences; reviewing pay remits, business cases and annual business plans; and other relevant areas of work on a timely basis;
* Assisting in the revision and update of operational documents such as the Partnership Agreements;
* Assisting in researching and providing timely advice and briefing for senior staff on a range of issues. This includes briefings for the Minister/ Permanent Secretary, answering Assembly Questions, correspondence cases and handling relevant Freedom of Information requests;
* Liaising directly with colleagues from ALBs and maintaining a positive working relationship with colleagues both internally within the Department and externally; and
* Where required, assisting with public appointment competitions for Board level positions.

The above list is not exhaustive however it gives a good indication of the main duties of the posts. The emphasis on particular duties will vary over time according to business needs.  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Orla McKinney |

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

|  |
| --- |
| Orla McKinney |

**5. Transfer of learning**

 Please give details of how the opportunity will benefit your organisation, the

 individual and their organisation.

|  |
| --- |
| The Department will benefit from new skills and experience that the post holder will bring to the role. The post holder will develop invaluable experience of working within a Northern Ireland Civil Service Department; develop a strategic understanding of the workings of corporate governance and sponsorship responsibilities; and gain experience of contributing to the delivery of the PfG outcome 7 “we have a safe community where we respect the law and each other”, which is relevant to our work in DoJ, in delivering an effective justice system. |

**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.

|  |
| --- |
| **Start Date**: Beginning of January 2021 or as soon as a suitable candidate is identified and a release date agreed.**Duration**: Until 31 August 2021 - with scope for an extension, subject to review.**Location**: Department of Justice, Block A, 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 £31,137 - £32,800.**Security clearance:** The successful candidate will have, or be willing to obtain, a Baseline Personnel Security Standard (BPSS) clearance which DoJ will facilitate.**Further information**: For further information please contact Orla McKinney by email at: Orla.Mckinney@justice-ni.x.gsi.gov.uk **Closing Date:** Applications\* must be submitted by email by **5.00pm on Wednesday 25 November 2020** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Orla McKinney** |

**Signed:**

|  |
| --- |
| **10 November 2020** |

**Date:**