# Hosting Proforma

Department for Infrastructure

Name of Host

Organisation

**1. Interchange Manager’s details**

Peter Rice

Name

Organisation/

Planning Portal Project Team, DfI

Department

Room 1-18

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

Address

Telephone Fax number

N/A

02890 540500

Number

[peter.rice@infrastructure-ni.gov.uk](mailto:peter.rice@infrastructure-ni.gov.uk)

E-mail

Type of Opportunity

Interchange – Business Lead for Planning IT System (Grade 7 / PPTO)

**2. Details of hosting opportunity**

Description of opportunity

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| Planning services in NI are delivered by the eleven local councils and the Department for Infrastructure (DfI), collectively referred to as the Planning Authorities. The delivery of planning functions across the Planning Authorities is supported by the current IT system, the Northern Ireland Planning Portal (NIPP).  The NIPP is reaching the end of its operational life and the Planning Authorities have been working together to provide a new Planning IT System. This is considered to be a high profile project of strategic importance to both central and local government.  A joint Project Team (Council and Departmental staff) was established earlier this year to develop the specification for the new system and to procure a new Regional Planning IT System. This procurement commenced in August 2019 and we expect to award a contract in May 2020.  The next phase of the project involves working with the successful IT Supplier to configure, test and implement the IT system. The Project Board agreed to revise the Project Team to be better placed to engage with the IT Supplier. This team structure is attached.  There is an opportunity within the Project Team for a Business Lead at PPTO level. |

Main objectives of the opportunity

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| The post holder will be required to:   * Lead a team (Product Owners, Business Analysts and Subject Matter Experts) to configure the new Regional Planning IT System. The products to be configured include:   + User roles; on-line services; workflow; development control module; consultee module; appeals module; enforcement module; appeals module; tree preservation module; reports; searches; and correspondence templates. * Work with the Supplier in an Agile working environment to develop and / or configure the Regional Planning IT System. This may include:   + Participating in workshops and/or Sprint reviews with the Supplier   + Detail the product features based on the specification   + Review the proposals by the Supplier and agree / amend as necessary   + Confirm proposals by Supplier or escalate to Design Group * Chair the Design Group and participate in Monthly Service Management Board meetings. * Report to the Project Manager * Engage with the other team leads across the Project Team and provide advice as required * Engage with Local Change leads to identify and agree the business changes required to deliver on-line planning services. Oversee the implementation of business changes across the wider Planning Group. * Engage with the wider Planning Group including the Heads of Planning Group and the Strategic Planning Group as required. * The post-holder may be required to perform additional or different duties from those listed above to address business needs and changing business practices and assume other duties as may be allocated in relation to the needs of the project. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 3.1 The Applicant must be an existing PPTO / Grade 7 (or equivalent grade) or SPTO / DP (or equivalent grade) who will be temporarily promoted to PPTO / Grade 7 (or equivalent grade) upon appointment.  **QUALIFICATIONS**  3.2 Applicants must have a third-level qualification or above in Planning or a related subject, such as Architecture or Conservation; and  3.3 Applicants must have current, full chartered membership of the Royal Town Planning Institute, Irish Planning Institute or an equivalent professional planning body, such as RIBA, RUSA etc.  **ESSENTIAL EXPERIENCE**  3.4 Applicants must have at least six **years’** experience of working for a Planning Authority in Northern Ireland.  Where applicants do not hold the qualifications as outlined above, they must demonstrate a minimum of eight **years’** experience.  3.5 Applicants must have at least three years’ experience of managing the planning application process or the enforcement of planning controls.  3.6 Applicants must have a current working knowledge of the NIPP.  3.7 Applicants must have excellent spoken and written communication skills.  **DESIRABLE EXPERIENCE**  3.8 Experience of working on the implementation of an IT project or Change Management Project.  3.9 Experience of successfully building and maintaining effective relationships with a range of stakeholders and networks to achieve a common goal.  3.10 Experience of effectively working with Consultants, Suppliers or Contractors.  3.11 Experience of planning and organising workloads to meet competing and challenging priorities. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Peter Rice, Project Manager Planning Portal Team |

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

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| Peter Rice |

**5. Transfer of learning**

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

individual and their organisation.

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| This is a unique opportunity for the appropriate candidate to work on a high profile project to deliver the new Planning IT System. They will have an opportunity to configure the look, feel and functionality of this new IT System which will be used by their colleagues and the public for potentially the next 20 years.  This will enable individuals to develop their business change, project management and communication skills as they work as part of a project team involving local and central government staff, IT Supplier, and Consultants. They will also develop their analytical and decision making skills as they configure the IT system that meets the specification requirements and the proposals from the Supplier.  The individual skills will assist the organisation when they return to their permanent post. They will also transfer knowledge and experience of the new Planning IT System to their colleagues. |

**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 possible after the successful candidate is identified.  **Duration**: 2 years with the option of extending to 3 years subject to the timetable for the project.  **Location**: The post holder will be primarily based in Clarence Court, Adelaide Street, Belfast. However, consideration will be given to staff working up to one day a week at another location.  **Resources**: Management of a small team.  **Funding**: DfI will meet all salary costs and associated expenses. The salary range is: £48,829 - £53,518.  **Security clearance:** The candidate will be expected to have, or obtain, baseline security clearance.  **Further information**: Peter Rice by email at: [peter.rice@infrastructure-ni.gov.uk](mailto:peter.rice@infrastructure-ni.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 28th February 2020 to**:**  **For staff from Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Peter Rice** |

**Signed:**

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| **03/02/2020** |

**Date:**