# Hosting Proforma

Northern Ireland Assembly

Name of Host

Organisation

**1. Interchange Manager’s details**

Paul Sharvin

Name

Organisation/

Northern Ireland Assembly Human Resources Manager

Department

Northern Ireland Assembly

Parliament Buildings  
 Ballymiscaw  
 Stormont  
 Belfast  
          BT4 3XX

Address

Telephone Fax number

028 9052 0325

N/A

Number

[paul.sharvin@niassembly.gov.uk](mailto:paul.sharvin@niassembly.gov.uk)

E-mail

Secondment – one year from appointment, with the possibility of an extension, subject to the agreement of all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| **Equality & Good Relations Officer (x2)**  **Please Note there are two opportunities;**  **Post One – Secondment Immediately for approx. 12 months**  **Post Two – Secondment from May 2021 for approx. 12 months.**  **Job Purpose:**  The Equality & Good Relations Officer will work in support of the Equality Manager in ensuring that the Assembly Commission complies with all Statutory requirements and in monitoring and reporting on the implementation of a range of equality related plans and activities. The volume of work in the Equality Unit is increasing due to a range of equality action plans requiring development and consultation. The Equality and Good Relations Office will be required to develop draft plans and work with the Equality Manager on consultation and implementation. |

Main objectives of the opportunity

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| **Job Description:**  The main duties / responsibilities of the post are:   * + Conducting research to inform future work and preparing papers for the Secretariat Management Group (SMG) and Assembly Commission. This includes the preparation of six-monthly updates;   + Assisting in the development of new policies and strategies on a wide range of equality issues;   + Assisting in the administration of meetings to include minute taking, organising meetings and working on the delivery of relevant actions;   + Assisting in the monitoring and controlling of resources to include the Equality and Good Relations Unit budget and all related monitoring returns to the Finance Office;   + Undertaking research and investigatory work to contribute to the preparation of quarterly and annual reports to provide timely and accurate analysis, recommendations and briefs;   + Managing information, records and briefs relating to the work of the Equality and Good Relations Unit;   + Communicating and engaging effectively with members of Section 75 groups and their representatives, other departments, ECNI and develop effective working relationships with a wide range of stakeholders;   + Contributing to the analysis of complex information to support and influence decision-making;   + Working with other Assembly Directorates on a range of issues such as, in the research, design and drafting of new action plans, areas of policy development, service delivery and in responding to queries;   + Assisting in providing advice to line managers and staff on a range of equality issues;   + Contributing to monitoring and reporting on the implementation of existing equality action plans. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants must have:   1. Two years’ experience of planning and organising a busy and diverse workload and delivering high quality work to deadlines, including, monitoring resources / and projects for key stakeholders. 2. Two years’ experience assisting in policy development that includes, communicating effectively and developing working relationships with a wide range of stakeholders. 3. Two years’ experience in the promotion of equality of opportunity or Section 75 of the Northern Ireland Act 1998. 4. Proven ability to work with minimum supervision and use own initiative to complete duties and tasks. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Equality Manager |

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

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| Equality 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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| **The opportunity will benefit the individuals and organisation by:**  **Individuals**  Experience working with the NI Assembly Commission;  The broad range of experience and responsibility from working closely with Professionals in this area;  Working with a wide spectrum of stakeholders across the public sector and building on relationships and networks (both established and new);  **Parent Organisation**  This opportunity will enrich the potholder’s experience and develop his/her abilities in a broad range of areas whilst dealing with an extensive range of key stakeholders and the associated networking benefits.  **Host Organisation**  This opportunity will provide the NI Assembly Commission with an experienced staff member who will play a pivotal role in this area and the wider |

**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:** There are two posts on offer, the first will commence immediately, with the second commencing in May 2021.  **Duration:** It is anticipated that these opportunities will continue for one year from commencement, with the possibility of an extension, subject to the agreement of all parties.  **Location:** Due to the COVID-19 restrictions, the successful candidates will be homeworking. If restrictions change, they will be based at Parliament Buildings.  **Salary:** £37,181 to £38,296.  **Funding:** All salary costs will be met by the Northern Ireland Assembly.  **Selection Process:** Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview.  **Further information:** For further information about the posts please contact Maria Bannon at Northern Ireland Assembly by email at: [maria.bannon@niassembly.gov.uk](mailto:maria.bannon@niassembly.gov.uk).  **Closing Date:** Applications must be submitted by 5pm on Friday 26 February 2021 to [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| Paul Sharvin |

**Signed:**

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| 15 February 2021 |

**Date:**