# Hosting Proforma

Department of Agriculture, Environment and Rural Affairs (DAERA) – Innovation and Science Transformation Division (ISTD)

Name of Host

Organisation

**1. Interchange Manager’s details**

Siobhan Kelly

Name

Organisation/

Department for Agriculture, Environment and Rural Affairs (DAERA)

Department

Address

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Telephone

Number

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E-mail

Type of Opportunity

**Policy Officer** - Inward secondment to the NICSfor a period of 24 months to work within DAERA’s Strategic Science Policy (SSP) Branch on policy development

**2. Details of hosting opportunity**

Description of opportunity

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| This is an exciting opportunity to work as a Staff Officer on policy development within DAERA’s Innovation and Science Transformation Division (ISTD).  DAERA has a reliance on science to help achieve its strategic outcomes. It underpins the Department’s functions, including informing, monitoring and evaluating many of DAERA’s activities. Science is used for policy development and to meet statutory obligations, measure outcomes, provide advice and information, manage risks to society and support rural areas. DAERA invests around a quarter of its annual budget on science (26% of DAERA’s 2019/20 budget). It is therefore important that DAERA maximises the value from this spend and invests in transformation to effectively meet future needs, relating to a wide range of issues from sustainable food production to climate change, net Zero, biodiversity, animal disease control, fisheries and the marine, forests and country parks, and rural development.  A **DAERA Science Strategy Framework** has been developed to guide how the Department can optimise its use of science. The Science Strategy Framework outlines a vision for DAERA science, defines high level principles to be adopted, the desired end-state goals to be achieved and the objectives to reach the goals. The Science Strategy Framework is being taken forward under the **Science Transformation Programme**, which has 3 goals for 2035:   1. Goal 1: Get the best science 2. Goal 2: Get the best value from science 3. Goal 3: Make the best use of science   It is a cross-cutting programme, working across all of DAERA, as well as with the Agri-Food and Biosciences Institute (AFBI), a Non-Departmental Public Body of the Department.  The **Delivering Science Strategy** (DSS) Project, part of the Science Transformation Programme, includes a **Strategic Science Policy** workstream. The candidate will join the workstream to help to deliver a number of the goals of the Science Strategy Framework, as well as recommendations from DAERA’s Review of AFBI, including identifying DAERA’s core science needs and looking at how science is obtained, delivered and prioritised.  The candidate will contribute to the dissemination of strategy, policy and implementation mechanisms to help DAERA optimise the value and impact of its investment in science, and will be provided with the opportunity to work with a wide range of officials across DAERA and in other parts of the NICS and other jurisdictions, as well as external stakeholders, to help deliver Departmental priorities. |

Main objectives of the opportunity

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| The main objectives of the interchange role include:  **Policy Development**   * Carrying out desk research and evidence gathering, gap analysis and benchmarking exercises; * Coordinating and managing engagement with internal and external stakeholders, including other departments, devolved administrations and external organisations; * Considering policy issues within the strategic context of Programme for Government and Departmental outcomes and priorities; * Collating information gathered into first draft evidence-based research reports, submissions and papers for dissemination and discussion.   **Communications**   * Providing first drafts for Ministerial/Senior Management briefings, submissions, ‘Lines to Take’, correspondence cases and invitations, as required. * Producing equality screening, impact assessment reports, rural-needs proofing, and other relevant documentation, as required. * Using appropriate approaches and tools to communicate with stakeholders, both internally and externally.   **Project and Programme Management**   * Assisting the line manager (Deputy Principal) with documentation and monitoring of progress of the workstream against targets; * Providing regular updates, highlighting key issue/risks and achievements; * Participating as a team member in collaborative policy project work; * Providing workstream support, including minute taking and follow-up action; * Developing and operating branch processes and systems to ensure effective governance of information and adherence to approved policies. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate will be expected to meet the competency requirements as set out in the [NICS Core Competency Framework](https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf) for Level 3 – Staff Officer and Deputy Principal or analogous.  Skills and experience relating to **policy development** are required for the post and will include:   * + Knowledge of the policy development process   + Research and analytical skills   + Planning and organisational skills   + Oral and written communication skills   + Interpersonal and relationship building skills and the ability to communicate with a wide range of stakeholders   + Ability to exercise judgement and interpretive ability where work is governed by legislation, regulations, precedent, commercial business practice or influenced by other external parameters   + Understanding of Programme / Project Management principles   + Problem solving skills   + General knowledge DAERA’s remit. |

**4. Personnel: Please state below**

Who will the individual report to?

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| To be confirmed |

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

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| To be confirmed |

**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 Interchange opportunity will provide:  **Benefits to DAERA**  By bringing in an individual with external experience and a fresh perspective, skills transfer and sharing of knowledge with DAERA staff will be facilitated. Departmental staff will gain a wider understanding of how policy development is progressed in an external organisation and of alternative approaches and best practice solutions, including for collaborative working and stakeholder engagement. It will enable completion of a high priority time-bounded project to meet Departmental strategic priorities.  **Benefits to seconded individual**  The candidate will benefit from the opportunity to work at the heart of government and gain insight into how central government functions. It will provide opportunities to be directly involved in and contribute to the development of science policy and delivery of programmes. It will provide exposure to a range of stakeholders and the opportunity to build networks. It will provide an opportunity to learn from examples of best practice in areas of government policy and to develop knowledge of how government uses and delivers science to achieve a wide range of societal and stakeholder outcomes.  **Benefits to seconding organisation**  The seconding organisation will benefit as the candidate will have many opportunities to develop their skills, build a network of contacts, develop knowledge of how central government programmes are planned, delivered and monitored, and benefit from the acquisition of new knowledge and understanding of best practice. These are directly transferable skills which will be of benefit and added value to the candidate’s organisation. |

**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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| Proposed Start Date - As soon as a suitable candidate has been identified and a release date agreed.  Duration - Up to 24 months. Further extension may be possible, subject to the agreement of all parties.  Location - The majority of ISTD staff are based in Dundonald House (Stormont Estate), although there may be the flexibility to work from another DAERA location. Staff are currently working from home, where possible, in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working.    Salary - Salary Scale £32,328 – £33,459 (Staff Officer equivalent). Salary and other related costs will be met by DAERA.  Hours of Work - The normal conditioned hours of work are full-time i.e. 37 hours excluding meal breaks, Monday to Friday.  Resources - Post-holders will be provided with IT resources to work remotely and / or from a central office location as required.  Further Information -Applicants wishing to learn more about this post before deciding to apply should contact Siobhan Kelly by email: [siobhan.kelly@daera-ni.gov.uk](mailto:siobhan.kelly@daera-ni.gov.uk)  Closing Date- Applications\* must be submitted by **4.00pm on Friday 07 January 2022** to**:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \**These opportunities are not open to NI Civil Service staff* |

**7. Endorsement**

**Interchange Manager**

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**Signed:**

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| **08 December 2021** |

**Date:**