# Hosting Proforma

 Ref: I/C 16/21

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Alison Redmond

 Name

 Organisation/

Organised Crime Branch

 Department

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

 Address

 Telephone Fax number

N/A

07557 661 345

 Number

Alison.Redmond@justice-ni.gov.uk

 E-mail

Type of Opportunity

Secondment: up to two years, subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity – Staff Officer, Organised Crime Branch

|  |
| --- |
| Organised Crime Branch (OCB) is part of the Safer Communities Directorate of the Department of Justice. OCB supports the Organised Crime Task Force (OCTF), a multi-agency partnership that works at a strategic level to reduce the harm caused by organised crime. OCB is also responsible for a range of policy and legislation areas relating to organised crime, including Modern Slavery and Human Trafficking (MSHT). The postholder will be focussed on progressing the Department’s MSHT agenda, which is a dynamic, busy and high profile work area.  |

 Main objectives of the opportunity

|  |
| --- |
| The role includes:* Assisting with the development of a new longer term strategy for responding to MSHT in Northern Ireland, including through collaboration with a range of partners who detect, prevent and raise awareness of these crimes.
* Assisting with developing policy and legislation across a range of areas, such as criminal justice measures to deal with MSHT, and assisting with the support arrangements for victims.
* Drafting correspondence cases and answers to Assembly questions; and preparing written briefings on MSHT, as needed, to support the Justice Minister.
* Researching and providing input for Home Office and other external partners’ reports, such as the Office of the Independent Anti-Slavery Commissioner; Group of Experts on Action against Trafficking in Human Beings; and the UN.
* Working with NGO partners through the Department’s NGO Engagement Group and supporting efforts to raise awareness of MSHT.
* Supporting statutory organisations in addressing MSHT by providing a secretariat function to the OCTF subgroup on MSHT.

The work across Organised Crime Branch is interested and varied, and the postholder should be flexible and prepared to assist in other policy areas in the Branch if needed. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:* Analytical skills
* Briefing / literacy skills
* Report writing
* Communication skills
* Ability to build relationships across teams and organisations with different priorities and values.
* Collaboration and partnership building skills
* Ability to work at pace

  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Alison Redmond  |

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

|  |
| --- |
| As above |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| The Department should benefit from the skills, experience and fresh perspective that the post holder will bring to the role. In turn, the individual will have the opportunity to work on a high profile and dynamic policy area, helping to shape the Department’s approach and supporting those who have been impacted by MSHT.  |

**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**: Mid May 2021 or as soon as a suitable candidate is identified and a release date agreed.**Duration**: up to two years, subject to the agreement of all parties. Any further extensions subject to the agreement of all parties. **Location**: Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast BT4 3SG.**Funding**: DoJ will meet salary and any associated expenses and the salary range is £31,137 to £32,800.**Selection Process:** Paper sift followed by interview.**Further information**: For further information please contact Alison Redmond on Tel: 07557661345 or by email at: Alison.Redmond@justice-ni.gov.uk **Closing Date**:Applications must be submitted by 5.00pm on Wednesday 21 April 2021 to:**interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff*This Interchange process may also be used to fill other vacancies at this level within the Safer Community Directorate, should the opportunity arise and subject to the agreement of any suitable candidates.*  |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Alison Redmond** |

**Signed:**

|  |
| --- |
| **March 2021**  |

**Date:**