# Hosting Proforma

 Ref: I/C 17/21

Department for Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

David McKee

 Name

 Organisation/

Operations and Resilience Planning Branch, Protection and Organised Crime Division, DoJ

 Department

 Address

Block B

Castle Buildings

Stormont Estate

 Telephone Fax number

N/A

07874637858

 Number

david.mckee@justice-ni.gov.uk

 E-mail

Type of Opportunity

Administrative Officer

Secondment – 1 year to cover a period of maternity leave with the possibility of an extension.

**2. Details of hosting opportunity**

 Description of opportunity

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| Operations and Resilience Planning Branch is seeking an Administrative Officer to join the Directorate Business Unit (DBU) team to cover a period of maternity leave. This provides an opportunity for the post holder to work within a central support function and interact with a variety of teams within the Safer Communities Directorate. The DBU undertakes a number of core admin functions; for example, finance, health and safety and coordination activities such as recording and tracking responses to ministerial correspondence, assembly business and other coordination exercises. In addition, the candidate will provide general Directorate support. Due to the current situation, the candidate will be able to work from home. |

 Main objectives of the opportunity

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| The main duties include:* **Duty Officer support** – compiling rotas, updating contact details.
* **Finance** – processing all branch invoices and for other branches if required, abiding by the DoJ prompt payment guidelines, processing requisitions, checking details such as account codes, adding receipts and relevant requisition numbers.
* **Health & Safety** – providing support to the Line Manager in carrying out H&S inspections, following up on any points raised, arranging training for the Display Screen Equipment and helping to ensure a safe working environment.
* **Co-ordination activities** – recording correspondence from Private Office, issuing to relevant G7, tracking cases, issuing reminders and ensuring information is kept up to date. Recording all co-ordination exercises received by the DBU, adding relevant data such as co-ordinator, tracking reminders to ensure deadlines are met.
* **Local Information Manager (LIM)** - (intranet and TRIM) - setting up new folders for staff within the Directorate, moving documents throughout the Fileplan as requested and providing guidance to staff and Line Manager.
* **Honours nominations/Queen’s Police Medals** – recording nominations on TRIM, assisting with proof reading nominations, monitoring return dates and filing on TRIM.
* **General Directorate support**, including: photocopying; binding documents; compiling packs; preparing visual aids; ordering stationery; shredding; dealing with telephone queries; dealing with hospitality for some branches; providing reception cover and PS cover when required.
* Other duties as directed by the line manager.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Good oral and written communication skills
* Good planning and organisational skills
* Good level of attention to detail
* High standard of IT skills i.e. Trim, Word, Excel, Outlook
* Flexible, adaptable and the ability to prioritise
* Ability to work independently and as part of a team

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**4. Personnel: Please state below**

 Who will the individual report to?

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| David McKee |

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

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| David McKee |

**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 organisation will benefit from the fresh perspective and experiences of the successful candidate. The candidate is likely to develop their organisational, and communication skills, and will benefit from working in a fast paced, responsive environment, working with a range of teams within the DoJ to deliver objectives effectively. The returning candidate will have expanded their knowledge of the public sector in general and working to support the Department and Minister’s Office. The DBU will benefit from enhanced provision of administrative experience and the availability of critical support to the Branch and wider Directorate. |

**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**: 1/06/2021**Duration**: 1 year with the possibility of an extension, subject to the agreement of all parties**Location**: Block B, Castle Buildings, Stormont Estate. However the post has the benefit of the flexibility of home working.**Funding**: DoJ will meet the salary costs within the range £21,370-£23,483**Further Info:** A paper sift will be used to determine the most suitable applicant for the post. If necessary, an informal discussion will be held, to discuss the skills and experience the applicant would bring to the post. It is important that all applicants indicate how and to what extent they meet the skills and experience above.**Security clearance:** The candidate will be expected to have, or obtain, CTC clearance.**Further information**: Contact David McKee by email at: david.mckee@justice-ni.gov.uk or on 07874637858**Closing Date:** Applications must be submitted by 5.00pm on **Friday 23 April 2021** to**interchangesecretariat@finance-ni.gov.uk**\* This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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| **David McKee** |

**Signed:**

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| **02 April 2021** |

**Date:**