# Hosting Proforma

NICS

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Joe Cassells

 Name

 Organisation/

The Executive Office (TEO)

 Department

Castle Buildings

Stormont Estate

Upper Newtownards Road

Belfast

 Address

 Telephone Fax number

07769282841

 Number

Joe.cassells@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**SECONDMENT**

**Deputy Principal – Programme for Government Division**

**2. Details of hosting opportunity**

 Description of opportunity

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| **Deputy Principal – Programme for Government Division**An opportunity exists at Deputy Principal level within a small team in the Executive Office responsible for the Programme for Government. The Executive Office is a Department within the Northern Ireland Civil Service |

 Main objectives of the opportunity

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| * Supporting the development and implementation of an effective internal and external communications and engagement plan relating to the Programme for Government
* Working closely with other NICS colleagues to build and maintain a cross-departmental network of positive working relationships to shape the delivery of the Programme for Government
* Developing relationships with external bodies, particularly local government, academia, private and third sector partners, to encourage and support a joined up approach to the delivery of the Programme for Government
* Developing advice and guidance for officials across the NICS on a collaborative, outcomes based approach to policy development and implementation and service delivery
* Supporting the development and maintenance of the Programme for Government external website.
* Preparation of Ministerial Briefing for Assembly Debates, Assembly Questions and Committee scrutiny of the Programme for Government
* Ensuring the completion of Ministerial and HOCS INV and COR cases related to PfG; and drafting advice, replies, Lines to Take, briefing, etc as required.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Excellent organisational and planning skills;
* Experience of communicating with citizens and wider public via multi media channels including social media
* Ability to communicate effectively with staff at all levels, including Senior Management, both orally and in writing;
* Ability to prioritise work and deliver at pace;
* Ability to work on his/her own initiative and deal with problems as they arise and present feasible solutions; and
* Experience in drafting correspondence and tailoring it to suit the audience while ensuring it is accurate and succinct.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Joe Cassells |

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

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| Joe Cassells |

**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 Executive Office will benefit from experience/knowledge that the individual will bring from their organisation. The individual will bring a fresh approach and perspective to communicating the Programme for Government and the outcomes-based approach. In turn the individual will gain valuable experience in the approach adopted within the Department, and across the NICS, in relation to the development and delivery of the Programme for Government, and the outcomes-based approach; working with Ministers and the NI Executive; and an insight into communicating a significant and ling-term programme to stakeholders and the public.  |

**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 a suitable candidate has been identified and a release date agreed. **Duration**: 1 year with a possibility of a 2nd year, subject to the agreement of all parties**Location**: Castle Buildings, Stormont Estate, Belfast BT4 3SL **Resources**: Line Management of a Staff Officer**Funding**: Salary and associated costs will be met by TEO and the salary range is £38,017 - £41,799. **Further information**: For further information please contact Joe Cassels by email at: joe.cassells@executiveoffice-ni.gov.uk **Closing Date: Applications must be submitted by 5.00pm on Friday 13 August 2021** **interchangesecretariat@finance-ni.gov.uk**\*NICS staff are not eligible to apply for this opportunity. |

**7. Endorsement**

 **Interchange Manager**

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| **Joe Cassels** |

**Signed:**

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| **02 August 2021** |

**Date:**