# Hosting Proforma

Newry, Mourne and Down District Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Catrina Miskelly – Assistant Director: Corporate Services

(HR & Safeguarding)

Name

Organisation/

Human Resources

Department

Downshire Civic Centre

Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

Address

Telephone Fax number

07817530731

Number

recruitment@nmandd.org

E-mail

Type of Opportunity

**Secondment** to the post of Leisure Development Support Officer (until 1 May 2022 with possible extension)

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Responsible for assisting the Sports & Leisure department in developing and implementing the Council strategies with regards to capital and revenue schemes and allocating capital/revenue purchases. |

Main objectives of the opportunity

|  |
| --- |
| 1. Deliver departmental objectives in regards to outdoor facilities and all its user groups. 2. Assist the Sports & Leisure department with capital schemes as agreed within the Council’s strategies including the purchase of all capital /revenue equipment as required for service delivery. 3. Contribute and assist with the preparation of budgets, capital /revenue costs for rates estimates. 4. Liaise and engage with all stakeholders, elected members and other council department’s user groups, voluntary and other agencies. 5. Produce written reports, business cases and attend necessary council committee meetings. 6. Ensure functions under their control are operated within the council risk management and governance processes. Ensure all relevant paper and electronic records are maintained. 7. Keep up to date on all amendments to relevant legislation, best practice and revenue funding streams in order to deliver best service for outdoor leisure capital projects. 8. Assist the Sports & Leisure department in regards to procurement for capital schemes and thereafter acting as the point of contact for council in regards to community consultations and all consultants, contractors appointed to deliver specific works/projects. 9. Assist the Sports & Leisure Department with the specification documentation requirements and design s with assistance in the appointment of contractors, purchase of goods as per the Council procurement processes. 10. Assist the Sports & Leisure department in the delivery of service contracts. 11. Attend as required site inspections and be the sports & leisure department representative at various meetings. 12. Assist Sports & Leisure department with the public and community consultation in respect of the relevant strategy delivery programmes. 13. Assist the Sports & Leisure department with the programme of all projects to be delivered on time and within budgets. 14. Assist the Sports & Leisure department with the administration of major capital and revenue projects including the preparation of all plans, liaising with suppliers and contractors throughout the project. 15. Assist the Sports & Leisure department with the operation and co-ordination of all data maintaining an electronic computerised filing system. 16. Other general office duties including dealing with enquiries and given advice to customers and the public. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| 1. Have a third level qualification (e.g. HNC/NHD, Level 4 etc, in line with the ﻿﻿﻿﻿﻿Qualifications and Credit Framework (QCF) or equivalent **AND** 1 year’s experience in **ALL** of the following areas:  * Assisting with the development of projects, from start to finish including the writing of and preparation of tender specifications for procurement * Budget monitoring and reporting of same * Experience in collating and maintaining data via electronic systems.   OR  In lieu of qualification 3 years’ experience in **ALL** of the following areas:   * Assisting with the development of projects, from start to finish including the writing of and preparation of tender specifications for procurement * Budget monitoring and reporting of same * Experience in collating and maintaining data via electronic systems.  1. Be able to demonstrate competence in use of e-mail and Microsoft office applications including word, excel, powerpoint. 2. Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post. 3. Ability to work outside of normal office hours, including evenings, weekends and public/bank holidays. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Head of Outdoor Leisure |

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

|  |
| --- |
| Head of Outdoor Leisure |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| The benefits to Newry, Mourne and Down District Council will include:   * Assisting in the development and implementation of the Sport and Leisure Departments strategies with regards to capital and revenue schemes and allocation capital / revenue purchases.   The benefits to the individual will be:   * Experience gained in developing and implementing capital and revenue schemes, including procurement within Local Government. * Experience of working within Local Government   The benefits to their organisation will be:   * Experience of assisting in the delivery of capital and revenue schemes |

**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.

|  |
| --- |
| **Duration:** Temporary until 1 May 2022 (Secondment cover)  **Location:** Down Leisure Centre, Downpatrick or Newry Leisure Centre, Newry  **Resources:** Full office/development environment - standard resources (including a desk and PC) will be provided.  **Salary:** The salary will be Scale 6 SCP 18-22 (currently £24,982 - £27,041 per annum, based on a 37 hour working week)  **Selection:** Interview.  **Contact:** For further information please contact NMDDC Human Resources Department on Tel: 0330 137 4885  **Closing Date:** Applications\* must be submitted by 5.00pm on **Tuesday 14 September 20 August 2021** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*NICS staff are not eligible to apply for this opportunity |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **PP Louise Fitzsimons**  **(on Behalf of Catrina Miskelly)** |

**Signed:**

|  |
| --- |
| **26 August 2021** |

**Date:**