# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Katie Taylor

Name

Organisation/

Dept. of Justice

Department

Castle Buildings

Stormont Estate

Belfast

Address

Telephone Fax number

07789757056

078

Number

Katie.taylor@justice-ni.gov.uk

E-mail

Type of Opportunity

**Secondment**: Grade 7 - we envisage that the post will be for 2 years with possible extension subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

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| **This is an important and dynamic role leading a team developing policy and strategies that will reduce crime and the harm and vulnerability caused by crime, and link strategic and operational approaches to addressing community safety issues by working with a range of partners.**  We are looking for a motivated and proactive individual to drive forward the community safety agenda, working with the Community Safety Board and partners across the Justice system and beyond to embed collaborative approaches and problem solving.  The post holder will be responsible for leading and overseeing a team to develop policy and strategy that will reduce crime and the harm and vulnerability caused by crime, and link strategic and operational approaches to addressing community safety issues. In doing so the post holder will work closely with a wide range of stakeholders across DOJ, Government Departments, the wider Criminal Justice System and local Government to facilitate collaborative problem solving for community safety and deliver community safety priorities and actions.  Community Safety Division, in the Department of Justice, has responsibility for a wide range of community safety issues related to reducing crime and the harm and vulnerability caused by crime. These include:Domestic and sexual violence and abuse; removal of interface structures under the Executive’s T:BUC (Together: Building United Communities) strategy; community safety related to wider community tensions, including bonfires; hate crime; and public protection.  The Division also leads on support for the delivery of community safety at a local level, through the Policing and Community Safety Partnerships, and is made up of 5 Branches.  The post holder will be responsible for the **Crime and Community Safety Branch** which leads on reducing crime and the harm and vulnerability caused by crime through delivery of the Community Safety Framework, which has been designed to link the strategic and operational approaches to addressing community safety issues related to ‘people’, ‘place’ and ‘powers’. The Branch is also responsible for policy relating to fear of crime; crime prevention; anti-social behaviour; drugs & alcohol; and rural and business crime. The post holder will also be responsible for integrating support for the Policing and Community Safety Partnerships into the branch to ensure better connectivity between operational and strategic priorities, and between local and central government work on community safety. |

Main objectives of the opportunity

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| Priorities will include supporting the Minister and Senior Management Team to deliver on community safety strategic aims and objectives, with a range of cross departmental and criminal justice partners. Key activities will include:   * Leading on engagement with the Community Safety Board and associated mechanisms and Framework, to progress collaborative discussions and problem-solving with relevant community safety partners/contributors, focused on three collaborative gains themes – people, place and powers - required to tackle community safety issues. * Deliver against priority locality crime and community safety issues, as set out in relevant Strategies and PfG, ensuring connectivity on related issues and themes and ensuring that strategic and operational links are created and maintained. * Work to embed a more collaborative approach to community safety issues which connects shared strategic aims; locality working; and central and local government ambition in relation to issues of shared concern. * Embed support for the work of PCSPs within the Crime and Community Safety Branch, and consider the associated oversight arrangements to ensure alignment with departmental priorities and maximise the value from this important resource. * Work collaboratively with relevant colleagues, to provide strategic direction and develop consistency in approach aimed at helping vulnerable people and communities disproportionately affected by crime and reducing harm.  For example, assist the development of Support Hubs and associated Steering Group to foster best practice and facilitate problem-solving solutions. * Develop internal business linkages and relationships across Department and beyond to ensure connectivity of issues and themes e.g. ASB, Alcohol and Drugs etc). * Direct work on the Anti-Social Behaviour (ASB) legislation review, via the multi-agency ASB Delivery Group, aimed at reducing ASB through identified legislative powers and non-legislative initiatives. * Represent CSD/Chair various meetings, as required, to support delivery of crime and community safety issues, ensure alignment with PfG work and ensure connectivity on related issues and themes e.g. Business Crime Partnership, Rural Crime Partnership, Early Intervention Group, Support Hub Steering Group, locality working. * Manage an annual budget of approx. £542k (£443k admin with remainder grant funding) to deliver business priorities. * Advise the Minister and senior officials on issues relating to community safety, crime and ASB. * Research and analysis of relevant data to inform policy development |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder will need to:   * provide leadership and encourage collaborative working to develop relationships and continuously improve community safety for people in NI; * think strategically and creatively with a problem solving approach; * have the ability to make links across the Department,on a cross-departmental level and beyond including with key partners such as PSNI and Local Government; * have strong stakeholder and relationship management skills, using influence and persuasion to drive multi agency collaboration; * be flexible and manage change and continuous improvement; * problem solve, including analysis, evaluation and effective resolution of issues, as well as horizon scanning for best practice opportunities; * make effective decisions using sound judgement and knowledge to provide accurate, expert and professional advice; * be an excellent communicator with a wide spectrum of people using oral, written and other communication methods; * deliver timely performance with energy and take responsibility and accountability for quality outcomes; * be aware of the need for independence, sensitivity and confidentiality; * achieve business objectives through team working; * manage a significant budget to support delivery of community safety outcomes; * ensure compliance with all information management and security policies. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Katie Taylor – Head of Community Safety Division |
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Who will be the individual’s line manager and/or reporting officer?

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| As above |

**5. Transfer of learning**

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

individual and their organisation.

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| Community safety is a wide ranging issue that impacts right across central and local government. Ensuring that the views of key partners are embedded and aligned with Departmental considerations has been a vital part of the Division’s priorities in the past 18 months. The interchange opportunity provides the chance to seek wider experience to further embed this agenda. The Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will have the opportunity to work through a diverse and collaborative programme of work, with a wide range of stakeholders, working to make a real difference to people’s lives.  The work of the crime and community safety branch is at the heart of driving forward a number of key Departmental and Ministerial priorities. This provides an opportunity for an individual from outside of the Department to work closely with the Minister and senior management team, to shape and progress this agenda. It is an exciting opportunity to influence the work of the Community Safety Board and to help link strategy with operational approaches. |

**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 possible, ideally September 2021.  **Duration**: Up to two years, subject to the agreement of all parties. Any further extensions will also subject to the agreement of all parties.  **Vetting:** The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.  **Location**: The post is usually based in Castle Buildings, Stormont Estate, Belfast, although under arrangements in response to Covid-19  it is anticipated that for the initial months some of the role will be delivered remotely under working-from-home arrangements.  **Funding**: DoJ will meet salary and any associated expenses and the salary range is £52,026 to £55,685.  **Selection Process:** Paper sift followed by interview.  **Further information**: For further information please contact Katie Taylor on Tel: 07789757056 or by email at: [Katie.taylor@justice-ni.gov.uk](mailto:Katie.taylor@justice-ni.gov.uk)  **Closing Date**:Applications must be submitted by 5.00pm Tuesday 14 September 2021, to:    [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Katie Taylor** |

**Signed:**

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| **31 August 2021** |

**Date:**