# Hosting Proforma

NI Local Government Association (NILGA)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Derek McCallan

 Name

 Organisation/

NI Local Government Association (NILGA)

 Department

Bradford Court

Upper Galwally

Castlereagh

BT8 6RB

 Address

 Telephone Fax number

028 90798972

 Number

d.mcallan@nilga.org

 E-mail

Type of Opportunity

Secondment – Policy Support Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| NILGA promotes, develops and champions local government by developing regional, all council, approaches to key issues affecting the sector. This includes collective lobbying, policy formulation, council finances, elected member development, best practice events and campaigns, all aimed at improving democracy and public services.The post holder will be required to provide policy support including research, development and drafting of policy documents and consultation responses. |

1. Main objectives of the opportunity

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| * Conduct research, develop briefing papers and support NILGA senior officers in preparing policy documents and consultation responses in a timely and effective manner

 * Represent the views of NILGA and engage with member councils, the NI Ministerial Partnership Panel, government departments and external organisations to inform policy development and drive initiatives to further the local government sector
* Provide support to NILGA’s Senior Management Team on a strategic and on a task & finish basis as directed
* Develop a clear work plan focusing on outcomes to be achieved and engagement of relevant parties to secure ‘buy-in’ and firm commitment
* Support other functions within the NILGA work programme as part of a task and finish approach to key policy events, meetings, and awareness sessions as directed
* Deliver effective communications (including presentations and written reports) to inform NILGA Members, councils and external organisations
* Any other duties as may be reasonably required consistent with the nature and level of the post.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential Criteria*** Qualified to a degree standard (or equivalent) and have **one year’s** experience in a policy and development support role in local government or a similar sector with demonstrable experience in the areas **a** to **d** below

**OR** In lieu of qualification, have **three years’** experience in a policy and development support role in local government or a similar sector with demonstrable experience in areas **a** to **d** below:1. The undertaking of research, information gathering and analysis
2. Drafting policy and briefing documents
3. Assisting in policy development that includes communicating effectively and developing good working relationships with a wide range of stakeholders.
4. Project management and co-ordination
* Excellent IT skills
* Excellent oral, written and presentational communication skills
* Excellent interpersonal skills
* Hold a full current driving licence and access to transport, or access to transport to meet the requirements of the post.

**Desirable Criteria**Previous experience in one of the following policy areas:-* Environmental policy
* Local Government Finance
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Karen Smyth, Head of Policy & Governance |

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

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| Karen Smyth, Head of Policy & Governance |

**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 Individual**The individual will have a substantial career development opportunity to enhance their regional, national and international knowledge, skills and experience in strategic and specific policy development, building relationships and key partnerships with a wide range of stakeholders**Benefit to Individuals employer**The employee will develop their knowledge, skills and experience in policy development, enhancing their relationships with Councils, Government Departments and the wider sector that will be materially beneficial to the employer in future. **Benefit to NI Local Government Association**NILGA will benefit from the fresh perspective, competencies, skills and experience the postholder will bring.  |

**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 the candidate is identified, and a release date is agreed.**Duration**: Initially to 31st August 2022, which may be extended by a further year, subject to agreement by all parties.37 hours per week (Monday – Friday)**Salary Scale**: The salary range is £27,741 - £29,577 per annum and it is anticipated that the successful candidate will commence at £27,741 **Location**: NI Local Government Association Offices, Bradford Court, Upper Galwally, Belfast BT8 6RB (Due to COVID-19 prevailing policies, home working may be required at times)**Funding**: NI Local Government Association will pay salary costs as Host organisation**Further information**: for further information about this opportunity please contact Diane Anderson by email d.anderson@nilga.org **Closing Date:** Applications must be submitted by 5.00pm on Friday 24th September 2021 to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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**Signed:**

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| **3rd September 2021** |

**Date:**