# Hosting Proforma

Name of Host Organisation

Commissioner for Survivors of Institutional Childhood Abuse

**1. Interchange Manager’s details**

Joanne McComb

 Name

 Organisation

Commissioner for Survivors of Institutional Childhood Abuse

5th Floor South Queens Court

56-66 Upper Queen Street

BELFAST

BT1 6FD

 Address

 Telephone Number

02890 544982

admin@cosica-ni.org

 E-mail

 Type of Opportunity

**Secondment**

**Policy and Research Officer** (NICS Staff Officer grade analogous)

**2. Details of hosting opportunity**

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| **Staff Officer - Policy and Research Officer**The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established upon recommendation of the HIA Inquiry, with the principal aim of promoting the interests of Victims and Survivors. Fiona Ryan was appointed as Commissioner in December 2020. COSICA has been established as a Non Departmental Public Body (NDPB) and is sponsored by the HIA Implementation Branch, which sits within The Executive Office (TEO). The role holder will assist the Commissioner and the office in carrying out the Commissioner’s duties and powers. Including by taking forward external communications to promote the Commissioner’s work, and other matters of interest, ensuring all stakeholders including Victims and Survivors have access to these in a timely, sensitive and appropriate manner. They will conduct quality research where systemic or thematic issues are identified, and draft appropriate and high quality briefing in a timely manner. This is a high profile area, requiring sensitivity and a level of political awareness.  |

**Main objectives of the opportunity**

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| * Assist the Commissioner and the office in carrying out the Commissioner’s duties and powers. The principal objective of the role will be to produce and develop research-informed, evidence-based, analysis, policy briefings and advice and contribute to the overall evidence base for the Commissioner’s work.
* Conduct and/or oversee research into matters relating to the interests of Victims and Survivors of historical institutional childhood abuse. Depending on the research this may include engaging with Victims and Survivors of historical institutional childhood abuse and therefore sensitivity and trauma-awareness would be required.
* Involved in the delivery of the Commissioner’s legislative duties, and will assist the organisation in presenting the interests of victims and survivors, including the delivery of outstanding recommendations in the Historical Institutional Abuse Inquiry Report.
* Uphold a rights-based, trauma-informed, survivor-centred approach to delivering the objectives of the Commissioner.
* Assist the Commissioner in carrying out their role. The primary relevant function is research into and policy advice on matters relevant to the interests of Victims and Survivors of historical institutional childhood abuse. This broad scope includes research into systemic or thematic matters relevant to interests of Victims and Survivors of historical institutional childhood abuse, including identifying gaps and challenges. This research could be: carrying out secondary research both domestic and international with a view to identifying good practice; carrying out primary research potentially qualitative and quantitative; identifying research gaps and responding accordingly, which may include former but also project managing commissioned research.
* Identify and/ or develop demographic data relating to Victims and Survivors of historical institutional childhood abuse in order to help inform policies and service delivery in the wider Northern Ireland context.
* Maintain awareness of all issues of interest to the Commissioner, the office, Victims and Survivors and wider stakeholders including relevant services
* Identification of key findings and provision of appropriate draft briefings on areas relating to the Commissioner’s powers to advise government and policy makers
* Provide input to draft briefings for the Commissioner in advance of Assembly or other appearances and meetings.
* Draft input for responses to Ministerial and Official Correspondence, and Assembly Questions, and any other correspondence or issues which may be referred for consideration.
* Engage with colleagues to inform and develop communications and engagement initiatives
* Provide advice on matters which require legislative or case law referral and interpretation.
* Supporting the Commissioner and the office in defining and progressing key operational objectives, including the development of monitoring frameworks, and the establishment of an Advisory Panel, with adherence to the legislative framework establishing COSICA, and taking into account similar developments in other areas.
* Assisting other members of staff on policy issues arising from their own areas of work, and possible ways in which to proceed including engagement colleagues
* Undertaking training and personal development activity as agreed with the Head of Policy and Engagement and Commissioner (legal, research, and advice to government).
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**3. Skills requirements**

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| The role holder is required to have;The role holder would be expected to have a minimum of at least three years’ experience working in a research and policy post.Applicants must demonstrate as at the closing date for receipt of applications that they possess:a) University level degree in a relevant area including law, social policy, social science research, etc;b) At least two years’ practical experience gained within the last 10 years of the following:• legal, policy or research role with exposure in the field of rights, or justice and accountability more generally• taking forward research or policy projects on a thematic or qualitative basis;c) Ability to demonstrate up to date knowledge of relevant Northern Ireland law;d) Awareness of the political environment and experience in effectively bringing forward policy advice to political representatives and key stakeholders; d) Ability to develop proposals for and undertake research, collate, analyse and manage information effectively; in accordance with relevant Data Protection Legislation;e) Strong interpersonal skills;f) Exercise confidentiality and sensitivity;g) Good organisational and planning skills; and h) An ability to prioritise and manage workload.**Desirable** * Postgraduate degree, or equivalent, in a legal, relevant policy or research subject.
* Experience of engaging with communications/engagement colleagues and professionals on advocacy initiatives including awareness campaigns.
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**4. Personnel: Please state below**

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| The role holder will report and be line managed by the Policy and Communications Deputy Principal |

**5. Transfer of learning**

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| **Benefit to Individual**ThePolicy and Research Officer will join a team of ten staff, working to establish and promote the organisation in a dynamic and highly rewarding policy area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector. The individual will also play a key role in supporting COSICA and the wider organisation in fulfilling its role in promoting the interests of Victims and Survivors. **Benefit to individual’s employer**The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. **Benefit to COSICA** COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**6. Logistics**

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| **Start Date** **Duration** **Location** **Funding** **Selection Process** **Further information** **Closing Date** | As soon as a suitable candidate has been identified and appropriate security clearance confirmed. 24 Months initially with the potential to extend for 1 year up to 3 years, subject to the agreement of all parties. 5th Floor South  Queen’s Court 56-66 Upper Queen Street, Belfast, BT1 6FDThe salary range will be £32,328 - £33,459. COSICA will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements. A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with Fiona Ryan (COSICA) and a member of her team, to discuss the skills, knowledge and experience the applicants would bring to the post. **It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed.**Contact: admin@cosica-ni.orgApplications must be submitted by **5.00pm on Friday 15 October 2021** to: interchangesecretariat@finance-ni.gov.uk |

**7. Endorsement**

 **Interchange Manager**

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| **Joanne McComb** |

**Signed:**

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| **27 September 2021** |

**Date:**