# Hosting Proforma

Lisburn & Castlereagh City Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Laura O’Connor

Name

Organisation/

Lisburn & Castlereagh City Council, HR and OD Unit

Department

Civic Headquarters

Lagan Valley Island

Lisburn

BT27 4RL

Address

Telephone Fax number

07554881607

N/A

Number

Laura.O'Connor@lisburncastlereagh.gov.uk

E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

Description of opportunity

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| **Organisation Development Projects Officer**  **KEY PURPOSE OF THE JOB:**  As a member of the HR & OD team, the post holder will be required to:   * To lead on, and participate in, the implementation of the Council's Efficiency Review. * Play a full role across all areas of the HR & OD function, inputting creative solutions to HR & OD issues and challenges, and providing professional advice on HR & OD practice. |

Main objectives of the opportunity

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| **KEY DUTIES AND RESPONSIBILITIES**   1. Provide support to the implementation plans for the restructuring of service units including employee and union consultations and all aspects of the implementation of the agreed structures. 2. Provide progress reports to the project lead, CMT and the Efficiency Review Steering Group on the implementation process. 3. Identify and participate in continuous improvement initiatives, taking the lead, where required, on the implementation of the out-workings of such initiatives. 4. Assist with policy review and development. 5. Support the development of processes, systems and data within the HR and OD Unit. 6. Provide professional advice and support to Departments and Units on HR & OD matters. 7. Ensure compliance with Council policies and procedures and operate to the highest standards of personal behaviour, which reflect the core values and behaviours of the organisation. 8. Ensure the provision of high standards of customer care across all the services provided by the Unit, promote and manage the service effectively and communicate in a way which embraces and promotes the public image and overall reputation of the Council. 9. Promote equality of opportunity and access in service delivery and in employment of staff through the mainstreaming of equality within the Council. 10. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery. 11. Ensure compliance with Council policies and procedures and operate to the highest standards of personal behaviour, which reflect the core values and behaviours of the organisation 12. Ensure the provision of high standards of customer care across all the services provided by the Unit, promote and manage the service effectively and communicate in a way which embraces and promotes the public image and overall reputation of the Council. 13. Promote equality of opportunity and access in service delivery and in employment of staff through the mainstreaming of equality within the Council. 14. Develop and enhance working relationships with relevant partners and stakeholders to maximise corporate and community planning outcomes and to generate innovation in service delivery. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| It is **essential** that applicants have a minimum of:  **ESSENTIAL CRITERIA**  **QUALIFICATIONS**  It is **essential** that applicants have a minimum of:   1. A third level qualification (for example, NVQ Level 4 or Degree) or equivalent. 2. CIPD Membership.   **EXPERIENCE**   1. Two years’ HR generalist experience to include experience of;    * taking the lead on HR/OD initiatives    * contributing to policy development and implementation;    * delivering briefings;    * Using various HR systems and packages;    * Providing advice and guidance to line managers;    * Providing HR advice and guidance in restructuring exercises   Where applicants do not hold the qualifications as outlined in 1 and 2 above, they must demonstrate a minimum of 4 years’ experience as outlined in 3 above.  **KNOWLEDGE**  A solid, practical understanding of employment law. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Niall Conway, HR & OD Manager |

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

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| Niall Conway, HR & OD Manager |

**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 opportunity will benefit the individual and organisation by:**  **Benefit to Individual**  Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.  **Benefit to individuals employer**  Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee in the future.  **Benefit to Lisburn & Castlereagh City Council**  Lisburn & Castlereagh City Council will benefit from different perspectives and experiences brought by an individual from another organisation that will enhance shared working in the future. |

**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 : ASAP**  **Salary Scale: £32,910 - £35,745 per annum**  **Duration**: **9 months**  **Location**: Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL  **Further information**: Selection for this post will be as follows:   * Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview   **Closing Date:** The deadline for applications is **5.00pm on Friday 15 October** 2021. Applications should be sent to:  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Laura O’Connor** |

**Signed:**

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| **30.09.2021** |

**Date:**