# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Alan McAllister

 Name

 Organisation/

Department of Justice - Victims’ Payments Board

 Department

Belfast City Centre

 Address

 Telephone Fax number

028 96 944839

 Number

alan.mcallister@justice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** – Grade 7 (Principal Officer). 24 months with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

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| **Job Title – Grade 7 Principal – Head of Branch**We are looking for a motivated and proactive individual to support the administration of a high profile scheme to support victims and survivors of the Troubles/Conflict. This challenging role will involve overall management and responsibility of an administrative team supporting the Victims’ Payments Board in delivery of the Troubles Permanent Disablement Payment Scheme (TPDPS). Under section 10 of the Northern Ireland (Executive Formation etc.) Act 2019, the UK Government was required to bring forward legislation providing for a scheme of payments to those living with injuries sustained in Troubles/Conflict-related incidents by 31 January 2020 and for that legislation to have effect by the end of May 2020. The Victims’ Payment Regulations 2020 were duly laid before Parliament on 31 January 2020 by the NIO. On the 24 August, the Executive Office designated the Department of Justice to exercise the administrative functions of the Victims’ Payment Board on the Board’s behalf.The scheme’s purpose is to provide those living with permanent disablement caused by injury through no fault of their own in a Troubles-related incident with payments primarily in acknowledgement of the acute harm which they have suffered. The scheme will also provide a measure of recognition of the implications of living with disablement caused by a serious Troubles-related injury and the associated impact of such disablement on carers, who are often family members; and recognition that in many cases coping with the disablement caused by the serious injury had an adverse financial impact on individuals and their families. |

**Main objectives of the opportunity**

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| The main priority for this role is to manage the day to day operations for the Corporate Services and Applications Management Teams to ensure the effective administration in an operational environment, leading a team of approx. 45 staff. Main activities of the job will include:* Overseeing and maintaining arrangements for processing applications and support to the VPB, monitoring performance against internal performance targets and taking prompt remedial action as appropriate where targets become threatened.
* Providing timely advice, direction and briefing for Senior Management, the Secretary and President of the VPB, Justice Minister and TEO, on matters relating to the Victims’ Payments Board and the TPDPS.
* Delivering objectives and targets within budget and comply with necessary financial requirements as well as ensuring that pressures and easements are identified within set timescales.
* Developing and maintaining effective working relationships with a range of stakeholders to include PSNI, organisations representing victims and survivors, NI Judicial Appointments Commission, Voluntary and Community Organisations, Legal Profession and Political Representatives.
* Working closely with Departmental colleagues and NICS HR to ensure appropriate resources can be secured to support and administer the TPDPS.
* Providing leadership and oversight of implementation issues for the scheme alongside maintenance of the operational environment to include:
* Development and management of evidence gathering protocols with all key stakeholders and continual review and design of workflow processes to support ongoing information sharing between all parties;
* Leading on development and implementation of Information Sharing Agreements and protocols for secure sharing of information with key agencies;
* Quality assurance for operational documentation and processes;
* Assessing the viability of options and ongoing review for an effective staff operating model to administer the Scheme and provide appropriate support to the VPB;
* Ongoing development of a Case Management system and to identify viable system improvements and taking these forward with the IT supplier;
* Oversight of development and maintenance of the VPB website;
* Reviewing accommodation needs and progressing viable solutions that complement working practices and aide delivery of business objectives;
* Staff Management, leadership and development of staff in line with NICS and Departmental initiatives and procedures. This includes overseeing working arrangements in line with Covid-19 restrictions.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate must have:* A minimum of 4 Years’ experience of effective leadership of a team of staff, setting strategic direction and managing resources to successfully deliver business objectives in a complex and changing environment;
* Excellent communication skills and proven written communication skills;
* Experience of ensuring the provision of administrative support in a corporate role that includes experience of drafting documents and providing key information to senior managers;
* Experience of the management and delivery of a range of objectives within deadlines and budget constraints;
* A track record which demonstrates an inclusive style of leadership which motivates staff, develops commitment, encourages innovation and builds positive relationships with stakeholders;
* 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;
* The ability to lead, manage, plan and organise the flow of work through their work area and prioritise work to meet set deadlines; and
* Ensure compliance with all information management and security policies.
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**4. Personnel:**

 Who will the individual report to?

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| Paul Bullick, Secretary to the Victims’ Payments Board |

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

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| Paul Bullick |

**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 TPDP Scheme is a new and novel scheme that has been designed to make a positive impact on the lives of many victims and survivors. A key principle of the scheme is that it is victim-centric and that has informed the approach to the design of the scheme. The Interchange Scheme provides an opportunity for someone from outside Government to bring an external perspective to the implementation of the scheme. The intention is that the Department will benefit from new skills and experience that the post holder will bring from an external perspective. The successful individual will develop a strategic understanding of the workings of central government and gain experience of contributing to the development and delivery of a scheme for victims and survivors. The post holder will also gain experience of supporting a Board and assisting with the management of good governance. The individual and their employer will benefit from the experience gained through being involved in this unique and challenging area. |

**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**: November 2021 or as soon as a suitable candidate is identified and a release date agreed (subject to security clearance if necessary).**Duration**: Two year full-time secondment opportunity from start date (may be extended, subject to the agreement of all parties).**Location**: Belfast City Centre although remote working will form part of the working arrangements continue during the pandemic. **Resources**: A laptop will be provided. **Form of transport**: N/A **Funding**: DoJ will meet salary and any associated expenses and the salary range is £52,026 - £55,685.**Security clearance**: The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance. The DoJ will arrange for this to be completed.**Selection Process**: Paper sift followed by an interview**Further information**: For further information please contact Alan McAllister on Tel: 028 96944839 or by email at: alan.mcallister@justice-ni.gov.uk**Closing Date:** Applications\* must be submitted by email by **5.00pm on Wednesday 03 November 2021** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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| **Alan McAllister** |

**Signed:**

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| **15/10/2021** |

**Date:**