# Hosting Proforma

Antrim and Newtownabbey Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Mrs Jennifer Close

Name

Organisation/

Antrim and Newtownabbey Borough Council

Department

Antrim Civic Centre

50 Stiles Way

Antrim

BT41 2UB

Address

Telephone Fax number

02894446 3113

Number

Jennifer.close@antrimandnewtownabbey.gov.uk

E-mail

Type of Opportunity

Secondment - Head of Performance and Transformation

**2. Details of hosting opportunity**

Description of opportunity

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| MAIN PURPOSE OF JOB In the context of the Council’s Corporate Plan and Community Plan, provide dynamic, effective and innovative leadership by:   1. Leading and delivering the Transformation and Performance programme of work. 2. Advising the Chief Executive, Directors and Senior Management Team on strategies and policy matters relating to the post holder’s remit. 3. Successful leadership, management and delivery of service responsibilities in support of the Community Plan, Corporate strategic objectives, Annual Business Plan, section business plans and values. 4. Lead the development of inter-departmental plans for corporate themes and ensure that it contributes fully to achieving corporate objectives and promotes a culture of high performance. 5. Take an innovative approach in identifying and analysing trends and opportunities relating to the post holder’s responsibilities and to deliver transformational change. 6. Engage with and influence a wide variety of internal and external stakeholders in order to promote the achievement of the Council’s Corporate and Community Plans. |

Main objectives of the opportunity

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| **CORPORATE RESPONSIBILITIES**   |  |  |  | | --- | --- | --- | | 1 | As a member of the Senior Management Team, to support the Chief Executive and Corporate Leadership Team to deliver the vision for the Council and provide clear leadership. | | | 2 | Develop and implement service strategies, plans, policies and procedures in support of the Corporate Plan, ensuring they are customer focused and driven by quality and continuous improvement. | | | 3 | Maximise performance across all service areas in line with the Council’s strategic performance management framework, including effective implementation of individual performance management processes. | | | 4 | Develop strong partnerships with internal and external stakeholders as relevant to the service area in order to meet customer needs and achieve objectives. | | | 5 | Proactively engage with and contribute to the Community Plan and the development of the Local Area Plan. | | | 6 | Consult with the Head of Governance to avail of legal services contracts in place for use. | | | 7 | | Articulate the achievements of the Council and prepare submissions on behalf of the Council for awards/external quality standards. | | 8 | | Ensure governance obligations, including legal and audit, are adhered to with respect to service delivery and that all procurement and financial regulations are adhered to. | | 9 | | Establish effective communication within your service area and with all internal and external partners. | | 10 | | Ensure the effective management of financial, human and physical resources and associated budgets in the delivery of the service. | | 11 | | Represent the Council, as required, at all relevant meetings including Council and Committee meetings and deputise for the Director as required. | | 12 | | Ensure corporate and service specific performance indicators are effectively developed, measured, monitored and reviewed to ensure continuous improvement. | | 13 | | Ensure production of management information including Committee reports, official returns and information required to measure the section’s performance. Prepare and present such reports as required. | | 14 | | Interpret and prepare reports and consultation responses on emerging policy, legislation and guidance from Government and other relevant bodies. | | 15 | | Ensure compliance with Council’s contracting, tendering and quotation systems/ procedures and ensure effective contract management within service areas. | | 16 | | Ensure effective systems are in place to identify key risks, implemented actions and have a process in place to review and update corporate, departmental and service specific risk registers. | | 17 | | Prepare annual estimates of capital / revenue expenditure and income within the section. | | 18 | | Carry out all duties to the highest of professional standards, protecting the reputation and ensuring the integrity of the Council at all times. |   **SERVICE AREA RESPONSIBILITIES**  The services falling within the remit of this post will vary from time to time with the following reflecting the current situation.   |  | | --- | | **Head of Performance and Transformation** | | * Transformational Change * Corporate Improvement * Business Planning * Performance Management * Programme Management * Geographical Information Systems |   **GENERAL RESPONSIBILITIES**   |  |  | | --- | --- | | 1 | Demonstrate a team approach to achieving the objectives of the Section through full flexibility in relation to tasks undertaken. | | 2 | Provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion. | | 3 | Continuously develop personal knowledge and skills to enhance internal and external customer service. | | 4 | Comply with Council’s policies and procedures including those relating to health, safety, wellbeing and safeguarding. | | 5 | Promote equality and diversity across all service areas through effective policy appropriate behaviours in line with Council values. | | 6 | Carry out any other relevant duties which may be assigned including working in other sections of the Department and Council. | |

**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:  **QUALIFICATIONS**  Degree in a relevant business area.  **Or** (if above qualification not held):  4 years relevant experience as outlined below.  **EXPERIENCE**  A minimum of 2 years relevant experience, at a senior level, in a role which required the co-ordination of work programmes resulting in significant change to include the following:   * Successful delivery of transformational change programmes. * Dealing with a complex range of issues and providing concise and clear summaries/position reports, including recommendations where appropriate. * Engaging various stakeholders in a programme of work with a common goal. * Using structured techniques which can be used to examine existing processes necessary to achieve transformational change. * Successful project management and leading project teams (preferably internal and external)   **GENERAL**  Full current driving licence or, if a disability prevents driving, access to a suitable form of transport to enable the duties of the post to be carried out in full.  **KNOWLEDGE**   * A thorough knowledge and understanding of change processes. * Awareness of the current issues affecting Local Government in Northern Ireland and the public's expectation of regulatory services. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Sandra Cole, Deputy Chief Executive of Finance and Governance |

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

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| Sandra Cole, Deputy Chief Executive of Finance and 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 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 Antrim and Newtownabbey BoroughCouncil**  Antrim and Newtownabbey Borough 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**: As soon as a suitable candidate is identified and a release  date agreed.  **Salary Scale:** £49,865 - £51,958 per annum. ANBC will meet salary and associated costs.    **Duration**: Temporary until 31 March 2023 with possible extension subject to review.  **Location**: Antrim Civic Centre, 50 Stiles Way, Antrim BT41 2UB  **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: Applications\* must be submitted by 4.00pm on Wednesday 10th November 2021 to:**  [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Jennifer Close** |

**Signed:**

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| **20 October 2021** |

**Date:**