# Hosting Proforma

The Executive Office (TEO)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Ena Stanfield

 Name

 Organisation/

TEO

 Department

Castle Buildings, Rm E4.10

Stormont Estate,

Belfast

 Address

02890522516

 Telephone

 Number

Ena.stanfield@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** – Staff Officer Policy Officer – a number of opportunities across TEO. Up to 12 months (with the possibility of extensions).

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| This is an exciting opportunity to work on policy development within The Executive Office (TEO). Opportunities are available in a range of posts across the department, all of which directly contribute to positive outcomes for the population here. Areas of work postholders will be allocated to include (but not limited to):* Delivering on the Good Relations strategy: Together: Building a United Community will provide opportunities to be involved in the development and implementation of key good relations programmes designed to promote, support and contribute to the delivery of good relations outcomes across our community.
* Through the Delivering Social Change (DSC) framework (set up by the Northern Ireland Executive to tackle poverty and social exclusion) we can offer opportunities to be involved in work to identify project and funding options for a future set of DSC strategic inter-departmental projects. This will provide excellent experience and an increased awareness of issues related to poverty and social inclusion in Northern Ireland and insight into the government projects aimed at tackling them including in the areas of health and education.
* With work ongoing on Racial Equality and the development of legislation to replace the current Race Relations (NI) Order1997, there is an excellent opportunity to be involved in the development and implementation of policy to support Refugees and Asylum Seekers to help them successfully integrate across communities. This will also involve evaluating the local impact of the Migration Policy and working collaboratively with stakeholders to support migration.

There will be opportunities to work with officials across the NICS and externally. Some posts will provide additional opportunities to work with officials in other jurisdictions, community groups and stakeholders, to deliver against The Executive Office (TEO) / Ministerial requirements.  |

 Main objectives of the opportunity

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The main job activities of the post holder are included in the list below. Applicants are asked to note that not all those listed apply to each post on offer.

|  |
| --- |
| * Undertake necessary research and investigative work in relation to policy proposals, developing and providing initial draft papers.
* Support management in the development of new legislation.
* Support management in carrying out any necessary impact assessments and the development of public consultation documents/processes.
* Provide sufficiently detailed and sound evidence-based recommendations to management in a timely manner, taking account of the wider context.
* Work closely with colleagues across TEO, community groups and other stakeholders to build effective networks and positive working relationships in support of the business objectives and Ministerial and Executive outcomes.
 |
| * Identify risks promptly and provide possible solutions to management.
 |
| * Provide first draft of Ministerial briefings, AQWs/ AQOs and Committee papers.
* Research and collate information and provide first drafts for Ministerial/Senior Management briefings, submissions, Lines to Take, AQWs/AQOs, correspondence cases and invitations.
* Provide input to the development of contingency plans.
* Support the DP in the management of programmes including timely monitoring and evaluation.
* Provide secretariat support including minute taking and follow-up action.
 |
| * Provide input to branch business plan, risk register and business continuity plan and operate monitoring arrangements.
 |
| * Supporting management in the governance arrangements associated with the sponsorship of Arms Length Bodies.
 |
| * Monitor and report on branch expenditure including profiling and the preparation of bids, easements and technical transfers during in-year monitoring rounds and provide timely reports and advice to management.
* Develop and operate branch processes and systems to ensure effective governance of information and adherence to approved policies and relevant legislation.
* Identify improvements to support and enhance service delivery.
 |
| * Responsibility for team and individuals, carrying out an active operational management role in the branch including attendance and performance.
* Allocate work and encourage a team spirit to ensure the best possible results, providing regular and meaningful feedback to enhance team performance.
 |
| * Any other duties as may be required which are appropriate to the Grade.
 |

 |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| Candidates will meet the competency requirements as set out in the [NICS Core Competency Framework](https://nics.service-now.com/kb?sys_kb_id=db42a934db356300215d49803996195f&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=61eda207dbba709030352dcb0b9619b1) for Level 3 – Staff Officer and Deputy Principal or analogous.  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| To be confirmed |

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

|  |
| --- |
| To be confirmed |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

|  |
| --- |
| The opportunity will benefit TEO as it will bring in an individual with external experience and a fresh perspective to policy development and service delivery. It will provide opportunities for shared learning between the candidate(s) and the individual TEO team members as well as across the Department. The candidate(s) will benefit from the opportunity to work at the heart of government and gain insight into how central government functions. It will provide opportunities to be directly involved in and contribute to the development of policy and delivery of programmes. It will provide exposure to a range of stakeholders within central government departments and the opportunity to build networks. It will provide an opportunity to learn from examples of best practice in areas of government policy and for some posts, to manage a team/teams involved in programme development and delivery. The candidates’ organisation will benefit as the candidate(s) will have many opportunities to develop their skills, build a network of contacts, develop knowledge of how central government programmes are planned, delivered and monitored, and benefit from the acquisition of new knowledge and understanding of best practice. These are directly transferable skills which will be of benefit to/add value to the candidate’s organisation.  |

**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.

|  |
| --- |
| Proposed Start Date – As soon as possible.Duration – Up to 12 months. Extensions may be possible. Location –Stormont Estate (but hybrid/home working may be available depending on the placement).Transport – Some posts require access to a form of transport that permits travel across NI. Resources – Standard IT equipment (laptop, mobile etc) will be provided as appropriate along with standard office resources. Funding Arrangements – TEO will cover the salary costs and travel and subsistence costs incurred in undertaking the duties of the post. The salary scale is: £32,328-£33,459.Closing Date**:** Applications\* must be submitted by **5.00pm on Friday 05th November 2021** to**:** **interchangesecretariat@finance-ni.gov.uk**\*These opportunities are not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Ena Stanfield** |

**Signed:**

|  |
| --- |
| **20 October 2021** |

**Date:**