# 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

 Telephone

02890522516

 Number

Ena.stanfield@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** – Deputy Principal 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

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| This is an exciting opportunity to work on policy development and implementation 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

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| 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.

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| * Developing and influencing policy to deliver against The Executive Office (TEO) / Ministerial requirements including in international, economic and social arenas.
* Formulating strategy and interpreting legislation where appropriate, developing plans for implementation taking account of political and/or stakeholder sensitivities.
* Working with departmental solicitors and legislative drafters to develop new legislation.
* Work closely and collaboratively with NICS officials, officials in other jurisdictions, community groups and stakeholders, to build effective networks and positive working relationships in support of the branch objectives and Ministerial and Executive outcomes.
* Providing Ministers with relevant, accurate and timely briefings, submissions and advice in relation to ongoing policy development and including correspondence cases, Assembly Questions and Invitation Cases.
* Supporting Ministers through the effective operation of the machinery of government.
* Supporting Ministers as required at assembly debates, all party working groups, meetings, visits and in engagement with stakeholders.
* Managing service delivery to be innovative and introduce improvements in services.
* Managing a programme of projects with multiple workstreams including evaluating the success of the programme/project.
* Working with other stakeholders as necessary to assess risks and put in place contingency plans.
* Management and oversight of all budgets, including development and implementation of required governance and monitoring arrangements in line with Department of Finance, Treasury and departmental guidance. Management of branch plans and risk registers.
* Controlling effective use of resources and developing teams to enhance performance and deliver outcomes.
* Developing teams and individuals to enhance performance and monitoring and managing performance.
* Setting direction at branch level and making decisions commensurate with your level of responsibility.
* Ensuring effective communication strategies are in place in order to support delivery of branch outcomes and to meet the expectation of customers and stakeholders.
* Representing the department as an official witness, giving evidence to the Statutory Assembly Committee.
* Sponsorship arrangements associated with the governance of Arms Length Bodies.
* Fulfilling the managerial role including any other duties as may be required which are appropriate to the Grade.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 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?

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| To be confirmed |

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

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| To be confirmed |

**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 TEO as it will bring in individuals 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 policy areas and to engage closely with those involved in programme development and delivery. The post(s) will provide opportunities to further develop communication skills through the provision of oral and written briefings to Ministers and senior officials.The candidates’ organisation will benefit as the candidates will have developed new skills and enhanced existing skills. They will have established new networks and working relationships within TEO, and central government, allowing future leverage of collaboration opportunities to further benefit both organisations. The candidate will develop knowledge of how central government programmes are planned, delivered and monitored, develop and contribute to areas of policy development 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 candidates’ 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.

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| Proposed Start Date – As soon as possible.Duration – Up to 12 months. Further 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 and travel and subsistence costs incurred in undertaking the duties of the post. The salary scale is: £39,748-£42,639.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**

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| **Ena Stanfield** |

**Signed:**

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| **20 October 2021** |

**Date:**