# Hosting Proforma

Department of Health

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Mark Anderson

 Name

 Organisation/

Infrastructure Investment Directorate, Department of Health

 Department

Room D2.5

Castle Building

Stormont Estate

Belfast

 Address

 Telephone Fax number

9052 2357

 Number

mark.anderson@health-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** – Deputy Principal - Management of Capital Business Cases

Secondment – for 2 years from appointment date

**2. Details of hosting opportunity**

 Description of opportunity

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| Programme Management Unit sits within the Department of Health’s Infrastructure Investment Directorate (IID). IID’s Strategic Objective is to plan, manage and control a capital investment and asset management programme that meets Ministerial strategic priorities and provides value for money. The work of this branch is to oversee the approval process and governance of business cases related to ALBs’ (Arm’s Length Bodies) capital expenditure leading to the successful delivery of the Department’s Capital Programme. The key **duties and responsibilities** of this post as a Deputy Principal in Programme Management Unit include:* Overseeing the investment programme for the Department’s ALBs, ensuring that the approval of business cases for investment is managed in line with agreed timescales – The post holder will be allocated responsibility for specific ALBs;
* Ensuring all proposals for capital expenditure are evaluated in line with relevant guidance and commensurate with expenditure;
* Monitoring and challenging performance in order to ensure effective delivery of strategic objectives in respect of capital investment;
* Liaison with HSC bodies and Departmental Professional Advisors to facilitate the timely processing of capital business cases to approval;
* Providing advice and guidance to Departmental ALBs where necessary;
* Assisting with developing and implementing relevant policies and guidance necessary to deliver the DoH capital investment strategy/programme;
* Test Drilling of HSC Trusts’ Below Delegated Limit (BDL) Business Cases, Full Business Cases and Post Project Evaluations for assessment and evaluation in line with the current Northern Ireland Guidance to Expenditure Appraisal and Evaluation (NIGEAE);
* Drafting responses to Private Office and Senior Management enquiries; oral and written briefing and support as requested within agreed timescales and to acceptable standards;
* Ad hoc work on special projects as required;
* Managing staff within the Programme Management Unit and reporting regularly to the Grade 7 regarding performance.
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 Main objectives of the opportunity

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| The objectives of this secondment are to provide:1. An opportunity to develop mutual understanding between the Department and an ALB on the business case process and what information is required to make the approvals process more efficient
2. A developmental opportunity for the secondee to better understand the needs and workings of the Department and to gain experience working on a wider range of business cases than might be possible in their parent organisation.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The Successful post holder will be able to demonstrate that they have :* Experience of working with Business Cases (capital and/or revenue) and a working understanding of the business case process;
* Good analytical skills – the ability to understand information presented in the Business Case.;
* The ability to lead, manage, plan and organise the flow of work through their work area and, on a daily basis, prioritise work to meet set deadlines;
* Good oral and written communication skills in order to liaise with a range of stakeholders within the Department, Trusts, ALBs, other NI Departments and demonstrate ability to represent the Branch at meetings, workshops, conferences and working groups.
* Experience in drafting correspondence to Senior Management (considered to be Director level at above).

The post involves occasional travel to locations outside Castle Buildings to attend meetings, workshops and seminars. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Mark Anderson, Acting Head of Branch (Grade 7) |

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

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| Mark Anderson, Acting Head of Branch (Grade 7) |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| DoH will benefit from the skills and experience already gained by the individual and through the transfer of valuable insight of how other organisations conduct similar work.The successful candidate will gain valuable insight into the role and operation of the Department and, in particular the capital business case approval and accountability process.  They will also gain a good working knowledge of the new 5 Case Model which replaces the NIGEAE 10-step model, and an understanding of the role of the advisors within the Department and how they contribute to the business case process. This is an excellent opportunity for the secondee to develop a wide network of contacts across the Department and HSC as well as widen written briefing and reporting skills. The parent organisation of the successful candidate will benefit from their employee gaining experience and skills unavailable elsewhere in the public sector. The opportunity will ultimately lead to a better mutual understanding between the Department and the organisation of what is required to develop a successful business case and therefore should contribute to better business case outcomes.A previous secondee through the Interchange Programme has written the following testimony:*“Having written and reviewed Business Cases for 14 years for a Department of Health Arm’s Length Body, an interchange opportunity presented itself as a learning pathway for additional experience and development.**I would highly recommend this opportunity to others. The knowledge I have gained has been invaluable. I now have a comprehensive insight into the operation of the Department and the capital business case and accountability process.**In addition, I have further developed my Programme Management skills and enhanced my briefing and reporting capabilities. Without a doubt, I now have considerable learning to take back to my 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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| **Start Date**: as soon as successful applicant has been identified and release date agreed – likely to be Mid-February 2022.**Duration:** Secondment lasting 2 years from date of appointment.**Salary/Funding:** The Salary Scale will be that of a Deputy Principal currently **£39,748-£42,639**. Department of Health will meet the salary and associated costs. **Location:** Thesuccessful applicant will be based in Castle Buildings, Stormont Estate, although most staff in DoH are currently working from home.The post involves occasional travel to locations outside Castle Buildings to attend meetings, workshops and seminars.**Selection:** Shortlisting of information followed by discussion with shortlisted candidates.**Contact:** For further information about the post please contact Audrey Harvey in Department of Health on 028 9052 3119 or by e-mail to audrey.harvey@health-ni.gov.uk**Closing Date:** Applications must be submitted by **5.00pm on Friday 10th December 2021** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Mark Anderson** |

**Signed:**

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| **15/11/2021** |

**Date:**