# Hosting Proforma

Department for Infrastructure

Name of Host

Organisation

**1. Interchange Manager’s details**

Gavin Hamilton

Name

Organisation/

Department for Infrastructure

Department

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

Address

Telephone Fax number

02890547880

Number

gavin.hamilton@infrastructure-ni.gov.uk

E-mail

Type of Opportunity

Inward secondment to the NICS for a period of 12-24 months to work with the Corporate Governance and Emergency Planning team.

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Deputy Principal (or equivalent) – Corporate Governance and Emergency Planning Team  The Job holder will join the Corporate Governance and Emergency Planning (CGEP) team within the Corporate Policy and Planning Directorate of the Department.  The Department for Infrastructure was established in 2016 and has approximately 3,000 staff. It delivers essential everyday services and has responsibility for planning policy, water and sewerage services, rivers and drainage, transport policy, road safety, Driver Vehicle Agency and the delivery of a number of transport related projects.    The Department also has responsibility for a number of Arm’s Length Bodies (ALBs) including NI Transport Holding Company (Translink), NI Water and Waterways Ireland. More information on the work of the Department can be accessed via its 2021-22 Business Plan which is available [here](https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dfi-business-plan-202122.pdf).  CGEP is a team of approx. 8 staff who are located in the core of the Department. The team is responsible for Business Planning, Risk Management Policy, Annual Report, the Departmental Board and Audit Committee and also helps to coordinate the preparation and response to specific emergencies.  There is now an opportunity to join the CGEP team to work alongside a small team of 4 staff who have responsibility for the Departmental Audit and Risk Assurance Committee, Risk Management Policy and Emergency Planning functions. This will involve working alongside a wide range of internal and external stakeholders and the ALBs and directly to Senior Civil Servants in the Department on these issues. |

Main objectives of the opportunity

|  |
| --- |
| The Department is keen to avail of the opportunities that an interchange placement would bring to the area of risk management, governance and emergency planning.  The main objectives of the interchange role would include:   * Reviewing the current Departmental emergency planning arrangements and updating where appropriate; * Continuing the implementation of the new risk management policies and helping to embed these policies across the Department; * Maintaining and updating the Corporate Risk Register for the Department ensuring that it continues to be compliant with best practice and against the HMG Orange Book; * Providing a secretariat function to the Departmental Audit and Risk Assurance Committee; * Designing and testing emergency planning arrangements for the Department alongside the lead agencies and directorates within the Department and its ALBs; |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The characteristics and overall level of knowledge skills and experience which have to be most commonly applied in this role include:   * Broad understanding of the Department and its governance/finance/audit functions; * Experience of working collaboratively with internal and external stakeholders; * Experience of building strong relationships with, and influencing, senior officials e.g. Directors, Departmental Board members, * Experience in emergency planning to include a detailed understanding of the prepare, respond and recover phases; * Strong leadership and staff management skills; * Ability to quickly respond to emerging situations and provide clear and concise advice directly to senior managers; * Develop new emergency planning administrative processes and successfully deliver change; and * Demonstrate strong written and oral communication and drafting skills to confidently engage with customers, stakeholders, delivery partners and colleagues at all levels. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Gavin Hamilton |

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

|  |
| --- |
| Gavin Hamilton |

**5. Transfer of learning**

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

individual and their organisation.

|  |
| --- |
| **Benefit to DfI**   * DfI works in partnership with a range of external organistions in all of its functions. This includes engagement with its ALBs and other delivery focused organistions. This interchange opportunity provides a method for the Department to gain a wider understanding from external organistions on how they deliver governance and emergency planning issues, the challenges they face and best practice solutions. * This Interchange Opportunity will also promote skills transfer and sharing of knowledge between the wider public/voluntary and community sector and the Department.   **Benefits to Seconded Individuals**   * The successful candidate will have the opportunity to work closely in the centre of the Department and with its Senior Leadership Team. This unique opportunity will also allow for the candidate to gain a knowledge of the workings of the Department from policy development, business planning and governance perspectives and also provides an opportunity to see infrastructure delivery in practice.   **Benefits to the seconded organisation**   * The originating organisation will benefit from the induvial returning with an increased understanding of the workings of an NICS Department, particularly one which is delivering key services to the public. * As the focus is on emergency planning the organisation will also benefit from a skills transfer- in this important discipline following the completion of the secondment. |

**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.

|  |
| --- |
| **Start Date**: Successful candidate will be expected to take up post on 4 January 2022 or as soon as practically possible after this date.  **Duration**: Candidate will be recruited for 12 months initially with an extension of up to 12 months, subject to review. This opportunity is for a maximum of 24 months duration.  **Location**: Clarence Court Belfast, though staff in this Directorate are currently working from home in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working.  **Travel:** Applicants may, from time to time, be required to travel on official duty; the successful candidate must have access to a form of transport, which will enable them to fulfil their responsibilities  **Salary:** Salary Scale: £39,748 - £42,639 (Deputy Principal equivalent). Salary and other related costs will be met by the Department for Infrastructure.  **Resources**: Post-holder will be provided with IT resources to work remotely and from Clarence Court or home when required.  **Further information**: Applicants wishing to learn more about these post(s) before deciding to apply should contact Gavin Hamilton by email: [gavin.hamilton@infrastructure-ni.gov.uk](mailto:gavin.hamilton@infrastructure-ni.gov.uk)  **Security Clearance**: AccessNI check will be required to be undertaken on the individual before the applicant starts.  **Closing Date:** Applications must be submitted by **5.00pm on Friday 3rd December 2021** to**:** [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Gavin Hamilton** |

**Signed:**

|  |
| --- |
| **15/11/2021** |

**Date:**