# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

William McCollum

Name

Organisation/

Forensic Science Northern Ireland

Department

Seapark

Belfast Road

Carrickfergus

BT38 8PL

Address

Telephone Fax number

028 90360070

Number

[William.McCollum@fsni.gov.uk](mailto:William.McCollum@fsni.gov.uk)

E-mail

Project Manager, 2 year secondment with the possibility of an extension for a further year subject to agreement from all parties

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity - Project Manager

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| FSNI are seeking an experienced Project Manager to lead an accommodation project which will deliver specialised laboratory accommodation that must be fit-for-purpose. The role will require the job holder to gather and utilise significant information from FSNI senior management and staff; it will also need close liaison with the landlord and other site users. The role of the **FSNI Project Manager** is to ensure that these requirements are fully met, the project brief is fully articulated and the requirements of the end-users, who range from the FSNI Leadership Board to the operational scientists, are understood and met in the location of the new building, its design and specification. |

Main objectives of the opportunity

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| The key responsibilities of the role are:   * Ensuring that the project business case is fully developed and the project delivered, ensuring that the final outcome - in terms of location, design, layout and specification - meets the needs of the end-users, the FSNI Chief Executive, Leadership Board and operational teams; * Overall responsibility for identifying need, specification and procurement. * Working with the Technical Project Manager (TPM) and Consultant Design Team to ensure that design and specifications are fit-for-purpose and will provide the appropriate environment from which to deliver the specialised services; * Liaison with and point of contact for the TPM on all day-to-day project matters directly relating to FSNI; * Assembling and leading the FSNI User Teams; ensuring that other FSNI projects co-ordinate and, where necessary, integrate with the Accommodation project; * Working with the landlord’s representatives and other Seapark stakeholders/site users to plan and execute on-site activities; * Planning and leading migration and decanting of laboratories and functions as the project progresses; * Planning and leading on behalf of FSNI the acceptance and commissioning of new facilities as they become available; * Reporting progress to the Senior Responsible Owner; * Overall responsibility for project governance, documentation and records. * The post-holder will attend, as required, the FSNI Leadership Board in relation to discussions on the accommodation project and related matters and will also be required to prepare and present progress reports to senior staff across the Department of Justice. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual will have:  Competence in project management; preferably against PRINCE 2 project management processes and procedures.  Experience of negotiation, consultation and influencing at a senior level to achieve results.  Working knowledge and practical experience of leading and managing a project in construction/building with experience of preparing business cases; preparing and monitoring project plans; and having responsibility for management of risk register.  Experience of procurement and contract management.  Experience of leading multi-disciplinary teams to deliver major work packages (e.g. decant planning; acceptance planning with TPM).  Demonstrate the ability to liaise with internal and external stakeholders to ensure delivery of project outputs and communicating project requirements.  Experience of working closely with a Senior Management Team to deliver high performance standards and encourage cross-directorate cooperation. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Gillian Morton |

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

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| As above |

**5. Transfer of learning**

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

individual and their organisation.

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| FSNI will benefit from the skills, experience and fresh perspective that the post holder will bring to the role. In turn, the individual will have the opportunity to work on a high profile and high value project.  The individual and their employer will benefit from the experience gained through being involved in this project which is critical to the future delivery of forensic science services for Northern Ireland. |

**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**: Mid June 2021 or as soon as a suitable candidate is identified and a release date agreed.  **Duration**: 2 years, with the possibility of a further 1 year extension subject to the agreement of all parties.  **Vetting:** The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. FSNI will arrange for this to be completed.  Scientists at the laboratory examine evidence from the scenes of crime and materials removed from persons suspected of having been involved in crime.  The results of the examinations, after objective expert evaluation, may subsequently be given as evidence in a court of law.  The sensitivity of current DNA testing is such that it is essential to guard against the consequences of inadvertent contamination of casework material by staff members.  The successful candidate will therefore be required to provide a DNA sample for elimination purposes.  The sample and resulting profile will be retained securely and will only be used for this purpose.  **Location**: Seapark, Carrickfergus.  **Funding**: FSNI will meet salary and any associated expenses and the salary range is £49,806 to £54,588.  **Selection Process:** Paper sift followed by interview.  **Further information**: For further information please contact William McCollum on Tel: 028 90360070 or by email at: William.McCollum@fsni.gov.uk  **Closing Date**:Applications must be submitted by 5.00pm on Mon 10 May 2021 to:  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **W McCollum** |

**Signed:**

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**Date:**