# 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

 E-mail

Type of Opportunity

Premises Officer - 1 year secondment with the possibility of an extension for a further year subject to agreement from all parties.

**2. Details of hosting opportunity**

 Description of opportunity - Premises Officer

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| FSNI are seeking an experienced Premises Officer to take lead responsibility for delivering the Facilities/H&S operational plans and service delivery. They will be responsible for the optimisation of the facilities team, site facilities and ensuring that FSNI’s scientific operation are able to be provided effectively. |

 Main objectives of the opportunity

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| The key responsibilities of the role are:* Provide management and direction to the facilities support staff
* Provide consultancy, support and direction to FSNI staff
* Provide instruction and direction to contractors
* Working with facilities team to ensure delivery of facilities objectives and targets
* Support FSNI senior management team to provide advice and support as required in relation to H&S and facilities
* Develop relationships with relevant staff outside FSNI which will ensure required activities are delivered and to represent FSNI at relevant Facilities/H&S meetings, both on-site, within the Department of Justice and cross-laboratory, as and when required
* Support Facilities/H&S Manager in development of H&S/Facilities related strategies and contribute to development of annual H&S Report and FSNI H&S Policy
* Lead on medium/large facilities projects – inclusive of business case development through to implementation
* Ensure robust maintenance and review of H&S records in line with legislation and departmental requirements
* Support a facilities on-call rota & site attendance
* Maintenance of security access controls and associated records
* Regular review of physical security and information assurance checks for the agency – scheduling of audits and follow up action.
* Support regular housekeeping checks and follow up action
* Ensure premises checks/audits are take forward and remedial actions taken forward within team
* Contribute to risk management within FSNI
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual will have:* IT Awareness – MS Word and Excel
* Relevant work experience in a busy and varied premises function
* Good team-working skills
* A Customer service focus
* Effective communications – written and oral
* Experience of developing Policy/procedure related to premises/H&S

Desirable* Experience of working in a Health and safety function
* Trained risk assessor
* H&S Qualifications

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**4. Personnel: Please state below**

 Who will the individual report to?

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| William McCollum |

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

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| Ann McClelland  |

**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. The individual and their employer will benefit from the experience gained through being involved in this unique and challenging area. |

**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**: 1 year with the possibility of an 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.**Location**: Seapark, Carrickfergus.**Funding**: FSNI will meet salary and any associated expenses and the salary range is £31,137 to £32,800.**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**\***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:**