# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Alan McAllister

 Name

 Organisation/

Department of Justice, Troubles Permanent Disablement Payment Scheme

 Department

Queen’s Court

56 – 66 Upper Queen Street

Belfast

BT1 6FD

 Address

 Telephone Fax number

028 96 944839

 Number

Alan.mcallister@justice-ni.gov.uk

 E-mail

Type of Opportunity

Secondment – 24 months with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| Job Title – Corporate Service Deputy PrincipalUnder section 10 of the Northern Ireland (Executive Formation etc.) Act 2019, the UK Government was required to bring forward legislation providing for a scheme of payments to those living with injuries sustained in Troubles/Conflict-related incidents by 31 January 2020 and for that legislation to have effect by the end of May 2020. The Victims’ Payment Regulations 2020 were duly laid before Parliament on 31 January 2020 by the NIO. On the 24 August, the Executive Office designated the Department of Justice to exercise the administrative functions of the Victims’ Payment Board on the Board’s behalf.The scheme’s purpose is to provide those living with permanent disablement caused by injury through no fault of their own in a Troubles-related incident with payments primarily in acknowledgement of the acute harm which they have suffered. The scheme will also provide a measure of recognition of the implications of living with disablement caused by a serious Troubles-related injury and the associated impact of such disablement on carers, who are often family members; and recognition that in many cases coping with the disablement caused by the serious injury had an adverse financial impact on individuals and their families.This demanding and challenging role will involve overall management and responsibility of the Corporate Services Section within the administrative team supporting the Victims’ Payments Board. This will include supervision of Corporate Service staff and functions and to establish and manage the quality and effectiveness of corporate matters for the VPB. This encompasses payments, health and safety and fire safety, accommodation, data protection and information management, freedom of information requests, correspondence and fraud investigations. |

Main objectives of the opportunity

|  |
| --- |
| At the operational level the purpose and objectives of the post are overall management of the Corporate Services section in supporting the administrative functions of the Victims’ Payments Board by:* Ensuring that arrangements are in place for the effective running of meetings of the VPB;
* Overseeing the accommodation and associated factors, health and safety and ensuring necessary risk assessments are in place;
* Overseeing the work of the Payments Team, ensuring payments to suppliers, Board members and successful applicants are processed accurately and efficiently;
* Overseeing the work of IT Support Team, including IT Admin support, information management and exploring opportunities to further develop the Case Management System and
* Overseeing the work of the Business Support Unit, including ensuring that all correspondence, briefings, complaints, and FOIs are dealt with in line with current practice.
* Overseeing branch security, information assurance and other general administration functions required to be undertaken in support of the smooth running of the branch.
* Contract management of services procured in support of branch administrative functions, e.g. shredding, purchase of envelopes, etc.
* Line management responsibility for approximately 14 staff within the team.
* Reporting and providing strategic advice to the Secretary of the Board and VPB on finance (in conjunction with Branch accountant), corporate governance, administration and communication matters;
* To undertake any other duties in support of the Grade 7 Head of Branch, the Board Secretary or senior management team as required.
 |
|  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The successful candidate must have:* A minimum of 2 Years’ experience of effective leadership, setting strategic direction and managing resources to successfully deliver business objectives in a complex and changing environment.
* Excellent communication skills and proven written communication skills;
* Experience of ensuring the provision of administrative support in a corporate role that includes experience of drafting documents and providing key information to senior managers;
* Experience of the management and delivery of a range of objectives within deadlines and budget constraints;
* A track record which demonstrates an inclusive style of leadership which motivates staff, develops commitment, encourages innovation and builds positive relationships with stakeholders;
* The ability to lead, manage, plan and organise the flow of work through their work area and prioritise work to meet set deadlines; and
* The successful candidate will require CTC security clearance.

  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Brian Thomson |

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

|  |
| --- |
| Brian Thomson |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| The TPDP Scheme is a new and novel scheme that has been designed to make a positive impact on the lives of many victims and survivors. A key principle of the scheme is that it is victim-centric and that has informed the approach to the design of the scheme. The Interchange Scheme provides an opportunity for someone from outside Government to bring an external perspective to the implementation of the scheme. The Department will benefit from new skills and experience that the post holder will bring from an external perspective. The successful individual will develop a strategic understanding of the workings of central government and gain experience of contributing to the development and delivery of a scheme for victims and survivors. The post holder will also gain experience of supporting a Board and assisting with the management of good governance. 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.

|  |
| --- |
| **Start Date**: June 2021 or as soon as a suitable candidate is identified and a release date agreed.**Duration**: Two year full-time secondment opportunity up to July 2023 (may be extended for up to one further year, subject to the agreement of all parties).**Location**: Queen’s Court, 56 – 66 Upper Queen’s Street, Belfast BT1 6FD although remote working will continue during the pandemic. **Resources**: A laptop will be provided. **Form of transport**: N/A **Funding**: DoJ will meet salary and any associated expenses and the salary range is £38,017 - £41,799 (under review).**Further information**: For further information please contact Alan McAllister on Tel: 028 96944839 or by email at: alan.mcalllister@justice-ni.gov.uk**Closing Date:** Applications\* must be submitted by email by **5.00pm on Friday 21 May 2021** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
| **Alan McAllister** |

**Signed:**

|  |
| --- |
|  |

**Date:**