# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Andrew Chambers

 Name

 Organisation/

Operations & Resilience Planning

 Department

Block B, Castle Buildings

Stormont

Belfast

BT4 3SG

 Address

 Telephone Fax number

 Number

andrew.chambers@justice-ni.gov.uk

 E-mail

Type of Opportunity

EO1 Finance 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

|  |
| --- |
| Operations and Resilience Planning branch leads on issues relating to the security environment in Northern Ireland, including the delivery of a 24 hour incident reporting system and the collation of information and statistics on the security situation. It also liaises with PSNI on aspects of its operational policy, such as the policing of public order and parading and PSNI’s use of less lethal weaponry. The branch is also responsible for leading on the Department’s response to major emergencies in Northern Ireland, including those relating to Chemical, Biological, Radiological and Nuclear (CBRN) events. The branch also leads on providing the Departmental response in relation to COVID-19 and EU Exit related issues. It has responsibility for policy and governance in respect of search and rescue in Northern Ireland and for advising on relevant policy in relation to the Private Security Industry in Northern Ireland. The Branch also is responsible for the Northern Ireland Temporary Resting Place and the policy for Excess Deaths management.Operations and Resilience Planning Branch is seeking an experienced Executive Officer 1 to take lead responsibility in managing the finances of the branch and assist on specific operational areas of work as required. |

 Main objectives of the opportunity

|  |
| --- |
| The key responsibilities of the role are:**Finance** Managing the finances of Operations and Resilience Planning branch: * Monitor and record spend on templates.
* Reconcile salary reports with Account NI data and provide explanations for variances.
* Analyse spend to ensure accurate forecasting and ensuring any staff moves are actioned and journals are completed to ensure spend is allocated to the correct cost centre.
* Submission of month end Accruals.
* Approving purchase orders; dealing with queries from divisional staff at all levels – contact with AccountNI and FSD.
* Assisting with the budget monitoring of Search and Rescue groups.

**General duties*** If the Departmental Operations Centre (DOC) is stood up the post holder will have a role in the DOC working as part of a team, collating and disseminating information within strict timeframes and dealing with ad hoc queries.
* The post holder will undertake admin / secretariat duties in support of policy colleagues in the branch in areas such as search and rescue, excess deaths and critical threats.
* Other ad hoc requests or co-ordination exercises as required.
* The post holder will have line management responsibility of two AOs who undertake general admin duties for the Division.
 |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The individual will ideally have:* IT Awareness – MS Office – Word, Excel, Powerpoint.
* Relevant work experience with branch finances.
* Previous staff management.
* Effective communications – written and oral.
* Good team-working skills.

  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Andrew Chambers |

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

|  |
| --- |
| Andrew Chambers |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| Operations & Resilience Planning Branch 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 unique and challenging areas of work. |

**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/July 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 Counter Terrorist Check (CTC) clearance before taking up post. The Department of Justice will arrange for this to be completed.**Location**: Castle Buildings, Stormont, Belfast. Also, remote working in line with COVID-19 regulations.**Funding**: Department of Justice will meet salary and any associated expenses and the salary range is £27,845 to £28,730.**Selection Process:** Paper sift followed by informal interview.**Further information**: For further information please contact Andrew Chambers by email at: andrew.chambers@justice-ni.gov.uk or Darren Miskimmin by email at: darren.miskimmin@justice-ni.gov.uk **Closing Date**:Applications must be submitted by 5.00pm on 7th June 2021 to:**interchangesecretariat@finance-ni.gov.uk**\***THIS OPPORTUNITY IS NOT OPEN TO NI CIVIL SERVICE STAFF\*** |

**7. Endorsement**

 **Interchange Manager**

|  |
| --- |
|  |

**Signed:**

|  |
| --- |
|  |

**Date:**