# Hosting Proforma

Department of Justice, NI

Name of Host

Organisation

**1. Interchange Manager’s details**

Eileen Maxwell

Name

Organisation/

Department of Justice

Department

**Corporate Engagement and Communications Division**

**Equality and Staff Support Services**  
Block B, Castle Buildings

Stormont Estate

Belfast, BT4 3SJ

Address

Telephone Fax number

02890 378687

Number

Eileen.Maxwell@justice-ni.gov.uk

E-mail

Type of Opportunity

Deputy Principal (DP), Equality & Staff Support Services. Secondment Opportunity – 18 Months with the possibility of an extension, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

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| The Department of Justice (DOJ) is made up of four Directorates and five Agencies. The Department was established in April 2010 following the devolution of justice powers to the Northern Ireland Assembly.  DOJ’s mission is working in partnership to create a fair, just and safe community where we respect the law and each other.  In doing so, DOJ’s priorities are:   * To embed a culture of lawfulness. * To support safe and resilient communities. * To address harm and vulnerability. * To challenge offending behaviours and support rehabilitation. * To deliver an effective justice system. * To secure confidence in the justice system.   The Programme for Government (PfG) 2016-2020 adopted the Outcomes Based Accountability model and the Department of Justice has been tasked with leading PfG Outcome 7:  “*We have a safe community where we respect the law and each other”.*  This post sits within the Corporate Engagement and Communications Division (CECD) and the PH will play a key role within CECD, the wider Justice Delivery Directorate and across the Department as they will interface with a wide variety of stakeholders across the 4 core directorates and DOJ Agencies, often at senior management level.  Corporate Engagement and Communications Division comprises the Governance Team, Equality and Staff Support Services, Minister’s Office, Press Office and Compensation Services.  The aim of CECD is to develop and improve the effectiveness of communications and engagement across the Department in partnership with our Agencies and Stakeholders. Its’ purpose is to:   * create a corporate intelligence hub to provide a cohesive approach to strategic planning; * manage and synchronise engagement and communication opportunities; * maximise synergies across the Department.   Equality and Staff Support Services Branch, more specifically, is focused on a series of Organisational Development work streams:   * Leadership Development; * DOJ People Plan / Coordination of NICS People Survey responses; * Staff Wellbeing; * Learning & Development; * Equality and Diversity Action Plans; * Internal Communication Strategy; * Honours / Awards and Recognition; * Staff Engagement / Internal Communications Forums; * Secretariat for Departmental Whitley (NIPSA Trade Union) meetings; * Input into Ministerial correspondence and development of submissions. |

Main objectives of the opportunity

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| To bring experience, forward vision and enthusiasm to the ESSS team in order to support delivery of existing Organisational Development plans on the ground and ensure achievement of objectives.  The individual selected will be expected to undertake a range of grade appropriate duties at Deputy Principal level, specifically including:   * Contributing to the ongoing implementation of the DoJ People Plan * Co-Chairing the DOJ Staff Engagement Forum and management of staff engagement activities and initiatives * Designing an appropriate DOJ Valuing Our People Award scheme * Designing and co-ordinating the DOJ Leadership Programme * Developing and Implementing a DOJ Wellbeing Programme * Developing a Departmental Learning and Development Programme * Supporting the Departmental Equality Officer with equality screening exercises and Ministerial input * Liaising with the Centre for Applied Learning (CAL) and NICSHR on training and HR matters |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential:**   * the ability to work successfully as part of a team; * a flexible and innovative approach to deliver solutions; ; * experience of the management and delivery of a range of objectives within deadlines and budget constraints; * experience of corporate engagement and/or learning and development; * experience of managing staff, setting priorities and agreeing workloads.   **Desirable:**   * experience of equality and diversity; * experience of HR matters. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Eileen Maxwell |

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

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| Eileen Maxwell |

**5. Transfer of learning**

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

Individual and their organisation.

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| Organisational Development is a critical, yet often underestimated, function in public sector service delivery. By valuing, developing and engaging with our staff we can ensure optimised performance, increased wellbeing and staff who are proud to work for the Department of Justice.  Individuals with an interest in the role will benefit from having played a key role in developing organisational leaders, promoting equality and diversity, and providing critical support to the staff who work for DOJ. |

**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**: ASAP  **Duration**:18 Months with the possibility of an extension, subject to the agreement of all parties  **Location**: Castle Buildings, Stormont Estate, Belfast. Staff are currently working from home in line with COVID-19 regulations.  **Salary**: DoJ will meet salary and any associated expenses and the salary range is £38,017 - £41,799 (under review).  **Further information**: For further information about the post please contact Eileen Maxwell on [Eileen.Maxwell@justice-ni.gov.uk](mailto:Eileen.Maxwell@justice-ni.gov.uk) or 02890 378687.  **Closing Date:** Applications must be submitted by 5.00pm on Friday 04 June 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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| **E Maxwell** |

**Signed:**

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| **14/05/2021** |

**Date:**