# Hosting Proforma

Violence Against the Person Branch, Community Safety Division - DoJ

Name of Host

Organisation

**1. Interchange Manager’s details**

Collan Cree

Name

Organisation/

Department of Justice

Department

Room A4.01

Castle Buildings

Stormont Estate

Belfast

BT4 3SG

Address

Telephone Fax number

07810 183 199

Number

[collan.cree@justice-ni.gov.uk](mailto:collan.cree@justice-ni.gov.uk)

E-mail

Type of Opportunity

1 year secondment – Staff Officer - Policy and strategy development opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| Violence Against the Person Branch within the Department of Justice leads in relation to priorities around domestic and sexual violence and abuse (including priorities within the Stopping Domestic and Sexual Violence and Abuse Strategy). The branch also has responsibility for a number of other areas including support services for potential victims of Human Trafficking and offensive weapons.  Key policy areas being taken forward within the wider branch include:   * working towards the introduction of a new domestic abuse offence to capture patterns of coercive and controlling behaviour in intimate relationships, including training and awareness raising associated with this; * implementation of a new streamlined advocacy support service, to provide support to victims of domestic and sexual abuse; * bedding in of domestic homicide reviews, which focus on lessons to be learnt going forward and dissemination of good practice; * cross-Executive delivery of the *‘Stopping Domestic and Sexual Violence and Abuse’* Strategy, including implementation of annual action plans, and co-producing the development of a new strategy for 2023/24 onwards; * input to the development of a new violence against women and girls strategy; * the establishment of domestic violence and abuse protection notices and orders, which would protect those risk of harm, including the preparation and introduction of secondary legislation; * policy finalisation and progression of secondary legislation on an Operation Encompass model (whereby the police notify schools where there has been a domestic abuse incident the previous day); * oversight and monitoring of behavioural change programmes for those displaying concerning behaviour in a domestic setting;   Flexibility will be required to meet the needs of the branch particularly given the public and political prominence that domestic and sexual and abuse policy attracts. The post will provide the opportunity to be part of a dynamic team that is central to delivering key areas of work under the Programme for Government. |

Main objectives of the opportunity

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| The post provides an excellent opportunity to work in central government on a high profile and topical area which is a key priority for the Justice Minister . It will provide the post holder with experience of strategic thinking; strategy, policy and legislative development, communication and engagement with a wide range of stakeholders, partnership working. The post holder will be responsible for the following work areas, but flexibility will be required in ensuring the meeting of overall branch objectives:  The post holder will, amongst other matters:   * Contribute to the effective implementation of the new **advocacy support service** initiative planned for introduction in September 2021. This will include working closely with PSNI and the service provider on operational logistics required for introduction and establishing the required service. In the longer term, the post holder will be responsible for assisting with contract oversight and monitoring, review and evaluation of the new service. * Support policy and legislative development on **offensive weapons**, including knives and corrosive substances. This will involve implementation of the Northern Ireland provisions of the Offensive Weapons Act 2019, including the development of secondary legislation. * Contribute to **delivery of the cross-Executive *‘Stopping Domestic and Sexual Violence and Abuse’* Strategy**, including implementation of annual action plans. * Contribute to the co-production and development of a **new domestic and sexual abuse strategy** for 2023/24 onwards, including through research and analysis (including identification of relevant information, evidence and data), informing strategy and policy development, preparation of key documents, supporting stakeholder engagement, advising on strategy content as well as developing and delivering on associated action plans. * Input to the development of a new **Violence Against Women and Girls Strateg**y, on a cross Departmental basis, liaising with and representing the views of Departmental colleagues. * Support policy development, implementation and delivery associated with the above strategies as required in order to meet the needs of victims. * Input to the introduction and oversight of a **domestic violence listing arrangements pilot** at Laganside magistrates’ court as well as and future scoping work in relation to domestic violence courts. * **Develop and maintain relationships**, and support engagement, with relevant internal and external stakeholders and relevant interests across the statutory and voluntary sectors, in order to support delivery of policy and strategy outcomes. * Prepare **advice and briefing** to the Minister and senior officials, answering Assembly-related business, private office casework and corporate returns as and when required and within the relevant timescales on the above areas. * Contribute to the development of annual action plans, Divisional Business Plans and Branch work plans. * Contribute to management and monitoring of the Violence Against the Person Branch budget and input to Divisional and Departmental exercises. * Represent the Branch/Division at relevant internal and external meetings. * Provide secretariat support at a range of meetings flowing from the work areas mentioned. * Be alert to emerging issues, legislation and trends both locally and in other jurisdictions as relevant to the branches key areas.   The above is intended to indicate the broad range of responsibilities and requirements of the post. It is not an exhaustive list and the post holder may be required to carry out other duties as directed by the Head of Branch/Division according to business need. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. 12 months experience in the last five years of developing and/or implementing a strategy. (Please provide dates) 2. 12 months project management experience, demonstrating an ability to deliver expected outcomes, maintain performance, identify risks and mitigate action in the last five years. 3. Experience of working autonomously whilst displaying good organisational skills, and the ability to manage diverse and competing demands within a challenging timeframe. 4. Experience of communicating effectively, orally and in writing, including drafting coherent briefing papers and exercising judgement in determining actions that produce the greatest impact.   Desirable, but non-essential skills include:   * A working knowledge of the Assembly and Committee processes. * A working knowledge of legislative making processes (primary and secondary). |

**4. Personnel: Please state below**

Who will the individual report to?

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| Collan Cree and Alison Coulter |

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

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| Collan Cree |

**5. Transfer of learning**

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

individual and their organisation.

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| The Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will develop a strategic understanding of the workings of central government and gain experience of contributing to the development and delivery of project, policy and strategy to address domestic sexual violence and abuse. |

**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**: As soon as a suitable candidate is identified and a release date agreed.  **Duration**: One year initially, with the possibility of an extension subject to the agreement of all parties.  **Location**: Office base is Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast,BT4 3SG. Staff are currently working from home.  **Resources**: Computer and desk available in office location. Laptop will be provided for working from home.  **Form of transport**: The successful candidate should have access to a suitable form of transport to fulfil the duties of this post.  **Funding**: DoJ will meet salary and any associated travel expenses for business meeting purposes. Salary scale is £31,137 - £32,800.  **Further information**: For further information please contact Collan Cree on Tel: 07810 183 199 or by email at: [collan.cree@justice-ni.gov.uk](mailto:collan.cree@justice-ni.gov.uk)  **Closing Date:** Applications must be submitted by **5.00pm** on **Friday 4th June** to[**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  **\*This opportunity is not open to NICS Staff.** |

**7. Endorsement**

**Interchange Manager**

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| **Collan Cree** |

**Signed:**

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| **20/05/21** |

**Date:**