# Hosting Proforma

POLICE SERVICE OF NORTHERN IRELAND

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Lyn McClure

 Name

 Organisation/

Police Service of Northern Ireland

 Department

PSNI Lisnasharragh

42 Montgomery Road

BELFAST

BT6 9LD

 Address

 Telephone Fax number

07739879454

n/a

 Number

zInternalSelection@psni.police.uk

 E-mail

Type of Opportunity

Initial secondment period of 6 months. A further extension may be possible with agreement from all parties.

**2. Details of hosting opportunity**

 Description of opportunity

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| **DIRECTOR OF PEOPLE AND ORGANISATIONAL DEVELOPMENT – EXECUTIVE LEVEL** As a member of the Police Service of Northern Ireland’s (PSNI) Service Executive Team (SET) you will be responsible for leading on the strategic direction, delivery and review of all people management and organisational development activities on behalf of the organisation. |

Main objectives of the opportunity

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| **Strategy and Leadership*** Lead on developing, shaping, implementing and measuring the effectiveness of strategic plans across the Human Resource and Organisational Development (HR and OD) functions to meet the needs of the PSNI now and in the future.
* As a member of the SET, provide HR and OD input at a senior executive level and draw on professional experience to actively influence the successful delivery of the PSNI’s policing plans.
* Provide leadership, vision and direction to the HR and OD functions ensuring high quality, innovative and consistent people services are delivered to meet the PSNI’s strategic and operational needs.

**HR, Culture and Resourcing*** Work with senior colleagues to actively shape and continuously improve the workplace culture and create more inclusive, integrated and empowered roles and teams to ensure the organisation is representative of the community it serves, is fit for purpose and performs to high ethical standards.
* Develop and track resource management systems to ensure effective planning and deployment of resources across the PSNI at all times.
* Provide strategic HR and OD input to change processes and work in collaboration with change management colleagues to effect significant transformational change.
* Take a lead role at an Executive level in ensuring that the PSNI develops strategies and has appropriate resources and equipment in place to manage health and safety risks throughout the organisation.
* Oversee the delivery of Police Officer and Police Staff recruitment and the PSNI Police College’s Training Delivery Plan.

**People, Performance and Reward*** Lead on the consultation, development and delivery of a comprehensive employee well-being strategy where staff feel their services to the PSNI are valued and recognised appropriately.
* Provide high level advice, support and guidance to colleagues in respect of employment legislation, statutory guidance and directives, organisational policies and procedures and wider best practice.
* Shape and drive integrated organisational wide initiatives that contribute to building a high performing organisational culture with particular emphasis on transparency of approach, leadership development, talent development, equal opportunity and succession planning.
* Ensure that modern, user friendly and credible performance management systems are in place at all levels and for all roles and that these are used effectively and consistently.
* Consult widely, develop strategies and represent the PSNI in relation to local and national matters pertaining to pay and recognition.

**Accountability and Operational Delivery*** Ensure the development and implementation of a comprehensive framework of Executive Leadership training and development to maximise PSNI’s talent management potential to meet the needs of the organisation.
* Responsibility for the delivery of training and development initiatives at all levels and for all roles to meet the needs of the organisation, with appropriate emphasis on both operational and softer skills development.
* Contribute at an Executive level to the effective governance of the PSNI and to be accountable along with SET colleagues for the identification, assessment and mitigation of people related risks.
* To ensure that the PSNI’s HR and OD related plans embed and promote equality of opportunity and actively seek to address any known imbalances.
* Ensure all statutory returns and other associated plans are produced on time and are subject to continuous improvement.

**Building Relationships**

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| * Actively engage with stakeholders both internally and externally including staff, Government representatives, public and private sector partners, and other Policing Organisations in order to contribute to the broader policing agenda and to develop positive, constructive working relationships.
* Take a lead role in working with representative bodies, trade unions and other representative groups and staff networks to develop a strategy and plan to foster and embed a culture of healthy and positive workplace relationships.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential*** CIPD qualified to Chartered Member level or above
* A minimum of 3 years’ management experience in a senior HR or OD role\* where you have delivered effective leadership.
* A minimum of 3 years’ experience in the development and implementation of large scale HR strategic plans, policies, and programmes in support of organisational goals, with demonstrable metrics to support personal performance.
* Experience of playing a leading role in the successful implementation of at least one major organisational change programme\*\*.
* Highly developed negotiation and influencing skills and the ability to challenge senior colleagues and other key stakeholders in a healthy and constructive way.

**Desirable*** CIPD qualified to Chartered Fellow Level (or equivalent).
* Experience of leading a major culture change programme\*\* which delivered tangible results including a commitment to diversity and the promotion of equality, inclusion and well-being.
* Experienced gained from working in a variety of different sectors, both public and private.

\* *Senior HR or OD role includes ‘Head Of ‘or ‘Director’ level or equivalent and will either by the strategic lead, or the person who is second in command in an HR/OD function in a large and complex organisation.**\*\* Major change programme is defined as within a multi-functional and/or multi-disciplined environment where the results had an impact at an organisational level.* |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Pamela McCreedy, Chief Operating Officer |

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

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| Pamela McCreedy, Chief Operating Officer |

**5. Transfer of learning**

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

 Individual and their organisation.

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| PSNI have an opportunity to engage a strategic thinker who will build strong relationships both internally and externally, drawing on their exceptional professional background in order to influence others.The individual will have a pivotal role in shaping and leading organisational wide initiatives that underpin service delivery, workforce transformation and which engender a high performance organisational culture at a time when the nature of policing is subject to rapid change.There will be an opportunity to develop skills, experience and insights into an organisation that is fast paced and dynamic, working alongside multidisciplinary teams and senior professionals to keep people safe. |

**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 suitable candidate has been identified and a release date has been agreed;
* Further information on the role can be obtained via Lynda Buick at Lynda.buick@psni.police.uk or 028 9070 0908
* The majority of work will be carried out from the PSNI Headquarters, Brooklyn, 65 Knock Road, Belfast BT5 6LE;
* The post requires a degree of travel within NI and elsewhere (mostly within the UK and Ireland). The post holder will need to have a valid driving licence and access to a means of transport to fulfil the requirements to travel, or they will be required to demonstrate that they can meet this requirement through some other reasonable means;
* Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview;
* The post holder will also be required to submit to and pass an appropriate level of security vetting and substance misuse test;
* The salary is £113,000 plus benefits;
* PSNI will meet the salary costs and associated benefits for the role.
* Organisation Chart is attached below.

**Closing Date: Applications must be submitted by 5pm on Fri 18 June to:** **interchangesecretariat@finance-ni.gov.uk*****\*This opportunity is not open to NICS Staff.*** |

**7. Endorsement**

 **Interchange Manager**

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| **Tabitha Ramsay (obo Lyn McClure)** |

**Signed:**

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| 26th May 2021 |

**Date:**