# Hosting ProformA

Ref: I/C 20/21

**THE COMMISIONER FOR SURVIVORS OF INSTITUTIONAL CHILDHOOD ABUSE (COSICA)**

**Name of Host Organisation**

**1. Interchange Manager’s details**

**Name**

Victoria Trimble

**Organisation**/**Department**

COSICA

**Address**

5th Floor South Queen’s Court

56-66 Upper Queen Street

Belfast

BT1 6FD

**Telephone** **Number**

07384876725

**E-mail**

[victoria.trimble@cosica-ni.org](mailto:victoria.trimble@cosica-ni.org)

**Type of Opportunity**

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

**2. Details of hosting opportunity**

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| **Job Title – Corporate Services Deputy Principal**  **Main Purpose of the Job**  The Commissioner for Survivors of Institutional Childhood Abuse (COSICA) was established upon recommendation of the HIA Inquiry, with the principal aim of promoting the interests of Victims and Survivors. Fiona Ryan was appointed as Commissioner in December 2019.  COSICA has been established as a Non Departmental Public Body (NDPB) and is sponsored by the HIA Implementation Branch, which sits within The Executive Office (TEO).  The overall purpose of the role is to assist the G7 Head of Office in carrying out their role and managing the Office of the Commissioner. This includes preparation of reporting documents, providing advice and support along with responsibility for Data Policy, HR and Financial management, Corporate Services, and Governance and Accountability. The role holder is also a main point of contact in dealing with the HIA Implementation (HIAI) Sponsor Branch in TEO.  **A Job Specification is attached at Annex A** |

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| **Main Responsibilities**  **Supporting Corporate Functions**   * Establish and implement mechanisms to ensure that office business is completed to a high standard and in a timely manner   **Data Protection & Information Management**   * Responsibility for the effective management of information and adherence to approved policies and relevant legislation in respect of data protection, Freedom of Information and record keeping within the office.   **Operational Management**   * Prepare, develop and implement branch business plans and associated documentation including action plans, risk registers, business continuity plans and monitoring mechanisms to ensure key operational objectives are achieved and key risks are identified and mitigated. * Overseeing the effective discharge of all team corporate governance and financial management responsibilities in accordance with NICS and Departmental policy.   **Stakeholder Engagement**   * Builds a network of contacts and establishes effective working relationships and communication channels with key internal and external stakeholders.   **Line Management**   * Motivates, informs and enables Corporate Governance staff to contribute to branch objectives in a positive and innovative manner, with direct line management responsibility for a Staff Officer Accountant. |

**3. Skills requirements**

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| The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:   * Detailed knowledge and experience in Data Protection and Information Management * A sound knowledge of corporate governance, programme management and financial policies including reporting and monitoring procedures and requirements * Sound understanding of financial planning, monitoring, and delivering value for money services * Financial Literacy, the ability to read, understand and scrutinise financial accounts; * Identify needs to develop detailed operational plans to ensure the structured and progressive implementation of objectives * Develop effective and collaborative working relations with key stakeholders * Ability to lead, develop, motivate and manage staff * Experience of preparing briefing and advice and delivering presentations * Ability to meet deadlines, and to work and deliver at pace |

**4. Personnel: Please state below**

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| The successful candidate will report to the Grade 7 – Head of COSICA Office |

**5. Transfer of learning**

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| **Benefit to Individual**  As the Corporate Services DP the individual will join an office of ten staff, working to establish the organisation in a dynamic and highly rewarding policy area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make contacts within the Northern Ireland Civil Service, and the wider public sector.  The individual’s leading role in supporting the management of the office will enable them to demonstrate and strengthen their skills in Managing resources, Problem Solving, and Decision Making.  The individual will also play a role in supporting COSICA and the wider organisation in fulfilling its role in promoting the interests of Victims and Survivors.  **Benefit to individual’s employer**  The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future.  **Benefit to COSICA**  COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**6. Logistics**

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| **Start Date**  **Duration**  **Location**  **Funding**  **Selection Process**  **Further information**  **Closing Date** | As soon as a suitable candidate has been identified and security cleared.  24 Months with the possibility of an extension, subject to the agreement of all parties  The successful candidate will be based at  Queen’s Court  56-66 Upper Queen Street, Belfast, BT1 6FD. Due to current Covid-19 restrictions there may be an opportunity for some home working.  £38,017 to £41,799. COSICA will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.  A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with Fiona Ryan COSICA and a member of her team, to discuss the skills, knowledge and experience the applicants would bring to the post.  **It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed.**  For further information on the post please contact Victoria Trimble in COSICA at [victoria.trimble@cosica-ni.org](mailto:victoria.trimble@cosica-ni.org)  Applications must be submitted by **12noon on Friday 23 April 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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| **07 April 2021** |

**Signed: Date:**

**Annex A**

**Job Specification**

The role holder will have overall responsibility for managing the Office of the Commissioner and assisting the G7 Head of Office in carrying out their role. This includes preparation of briefings, providing advice and support along with responsibility for HR and Financial management, Corporate Services, Governance and Data Policy. The role holder is also a main point of contact in dealing with the HIA Implementation (HIAI) Sponsor Branch in TEO. Specific duties will include:

**Supporting Office Functions**

* Liaising with the HIA Implementation Team in TEO which sponsors the Commissioner, and act as the main point of contact in dealing with the Department.
* Providing appropriate, timely and high quality briefing and advice to the Head of Office as required;
* Providing responses to Assembly Questions, and ensure that appropriate mechanisms and processes are in place to ensure that all correspondence and invitations cases are responded to at a high standard and within set deadlines.

**Data Protection and Information Management**

* Responsibility for the effective management of information and adherence to approved policies and relevant legislation in respect of data protection, Freedom of Information and record keeping within the office.

**Operational Management**

* Assist with work force planning, staffing levels and day to day procedures.
* Preparation and development of branch business and action plans, risk registers and business continuity plans
* Identify key outputs and implement monitoring mechanisms to ensure key branch objectives are achieved and key risks are identified and mitigated.
* Liaising with the Sponsor Branch to ensure business planning is in keeping with TEO objectives.
* Overseeing the effective discharge of all team corporate governance and financial management responsibilities in accordance with NICS and Departmental policy.
* Attending regular Accountability and Liaison meetings with TEO and work to ensure their budget line meets NICS targets.
* Ensuring that appropriate controls are in place to ensure that expenditure is in line with budget limits and will support the Commissioner in dealing with budget under or overspend promptly and effectively.

**Stakeholder Engagement**

* Provides support to the G7 Head of Office in liaising with relevant stakeholders.
* Builds a network of contacts and establishes effective working relationships and communication channels with key internal and external stakeholders

**Line Management**

* Direct responsibility for Staff Officer Accountant and developing a well-trained, and informed Corporate Services team.
* Motivates and enable staff to contribute to branch objectives in a positive and innovative manner.