# Hosting Proforma

Newry, Mourne and Down District Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Catrina Miskelly

 Name

 Organisation/

Human Resources

 Department

Downshire Civic Centre

Downshire Estate, Ardglass Road

Downpatrick BT30 6GQ

 Address

 Telephone Fax number

03301374025

 Number

recruitment@nmandd.org

 E-mail

Type of Opportunity

Secondment to the post of Assistant Director (Estates and Project Management) - 6 months with the possibility of extension (subject to the agreement of all parties).

**2. Details of hosting opportunity**

 Description of opportunity

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| The postholder will be responsible for the following functions and services as per organisation structure and staff employed to deliver same:* Property Asset Management
* Capital Procurement and Project Management
* Corporate Health and Safety
* Emergency Planning
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 Main objectives of the opportunity

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| Main purpose of the post:* Be responsible for the effective leadership and management of Estates and Project Management Department and the pursuit of service excellence. In this capacity, and as part of the **Corporate Management Team (CMT**), help the Council develop, manage and continuously monitor and review the Council Vision, Corporate Strategy and Community Plan and also, as required, help develop other strategies and policies to meet the needs of the Citizens of the district and to provide clear leadership to the Department when doing so. In this regard, particularly, assist theCorporate Services Director and Performance Director and when required support the Senior Management Team (SMT) and elected members, in their strategic, policy and decision-making roles by providing timely, professional and objective advice on the areas of responsibility which fall under the responsibility of this post.
* Support the Director to create a high performing culture by being an active member of the Directorate Team; in the development and delivery of the key objectives of the Directorate and Department and contributing to the operational effectiveness of the whole organisation.
* Help lead transformational change by working with the CMT and SMT (when required) ensuring the effective integration of new and current functions and responsibilities. Deliver high quality services across the Department by using performance management to drive continuous improvement and by effectively using council’s resources.
* Help deliver Council’s Corporate Plans and Policies by providing successful leadership and business focus within the Department and fostering effective internal and external partnerships and relationships.
* Ensure that the Department and its employees comply with all statutory and legislative requirements by adhering to these requirements and working in accordance with good governance and safety requirements.

Full details of duties and responsibilities are contained on the attached job description.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. A relevant degree in construction management or equivalent qualification in for example: Building Surveying, Civil Engineering, Construction Studies.

**AND**A minimum of 2 years’ experience to include lead responsibility for:* Capital procurement and project management \*
* Property Asset Management
* Corporate Health and Safety

**OR**In lieu of qualification, then a minimum of 4 years’ experience to include lead responsibility for:* Capital procurement and project management \*
* Property Asset Management
* Corporate Health and Safety

*\* Project Management is defined as direct responsibility for management of works and professional services contracts. Individual project value must be of a least £5 million*1. Full current Corporate Membership of a relevant professional body e.g. RICS, CIOB, CIAT, MICE etc.
2. Experience in the procurement and management of Integrated Consultancy Team and Integrated Supply Team Framework Contracts.
3. A proven track record of achievements pertinent to the strategic, corporate, policy and service responsibilities, duties and competencies necessary for the post, and relevant experience, including: -
* Working effectively with Senior Management in a demanding strategic, operational, performance driven and citizen focused service environment.
* Formulating and delivery of corporate and departmental objectives, plans and policies, and developing and managing related outcomes and engaging in public sector collaboration
* Formulating and overseeing key projects within allocated resources and timeframes
* Demonstrable success in communicating effectively and developing positive relationships and partnership working, internally and externally.
1. Awareness of NI local Government functions and responsibilities, and related Public Services.
2. Be available to work outside normal office hours including evenings and to travel and attend evening and other meetings outside of office hours as required internal and external to the Council area.
3. Hold a full valid driving licence and have access to transport to meet the requirements of the post; or, have access to a mode of transport that will enable the post holder to fulfil the role in full.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Director of Corporate Services |

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

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| Dorinnia Carville, Director of Corporate Services |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Individual** * Gain experience as a member of the Corporate Management Team within Newry Mourne and Down District Council
* Working with a wide range of internal and external stakeholders delivering a significant programme of Capital projects

**Parent Organisation:**This opportunity will enrich the post holder’s experience and develop their abilities in a broad range of areas.**Host Organisation:**Newry, Mourne and Down District Council will benefit from the experience of having a suitably qualified individual from another organisation, contributing to strategic Corporate objectives. |

**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**: 1 August 2021 **Duration:** 6 month Secondment from 1 August 2021 to 31 January 2022 (which may be extended). **Location**: Based in the Downpatrick or Newry, the post holder will work across the Council District of Newry, Mourne and Down District Council.**Salary**: PO11 (SCP 54-57), currently £58,422-£61,671 gross per annum**Funding**: Newry, Mourne and Down District Council will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis.**Further information**: n/a**Closing Date:** Applications must be submitted by **12 noon on Wednesday 14th July 2021 to:** **interchangesecretariat@finance-ni.gov.uk****\*This opportunity is not open to NICS staff.** |

**7. Endorsement**

 **Interchange Manager**

**Signed: **

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| **30 June 2021** |

**Date:**