# Hosting Proforma

Name of Host Organisation

Office of the Victims of Crime Commissioner

**1. Interchange Manager’s details**

Lesley Cowan

 Name

 Organisation

Office of the Victims of Crime Commissioner

Knockview Buildings

Stormont Estate

BELFAST

BT4 3SJ

 Address

 Telephone Number

02890 520535

lesley.cowan@justice-ni.gov.uk

 E-mail

 Type of Opportunity

Secondment – 2 years with the possibility of an extension of a further year, subject to the agreement of all relevant parties.

G7 **Chief of Staff** in the newly established Office of the Victims of Crime Commissioner. This is a full time post.

**G7 – Chief of Staff**

**2. Details of hosting opportunity**

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| **Unified Grade 7 – Chief of Staff**This is an exciting opportunity to be involved in setting up and managing a newly established Office of the Victims of Crime Commissioner and in providing high-quality, effective support to the Victims of Crime Commissioner Designate who is due to be announced by the 31 March 2021.This post will form part of a small team of 3 staff (initially) that will work closely with the new Victims of Crime Commissioner Designate, supporting them in their role of being a voice for all victims of crime, promoting best practice and helping to drive forward improved outcomes and experiences for victims of crime within the criminal justice system.The Office of the Victims of Crime Commissioner will be independent, however it is sponsored by Access to Justice Directorate which sits within the Department of Justice (DoJ).  |

**Main objectives of the opportunity**

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| **Supporting the Victims of Crime Commissioner Designate*** Advise and support the Victims of Crime Commissioner Designate in relation to the identification of strategic priorities.
* Develop, in conjunction with the Victims of Crime Commissioner Designate, comprehensive strategic and business plans, delivery plans, risk registers and business monitoring arrangements based on the Commissioner Designate’s priorities and support the Commissioner Designate in the delivery of these priorities.
* Play a pivotal role in assisting the Commissioner Designate to scope the longer term requirements for a Statutory Victims of Crime Commissioner.
* Analyse and evaluate a range of information to provide detailed advice and guidance to the Commissioner Designate.
* Oversight responsibility for the identification of systemic or thematic issues to be brought to the attention of the Victims of Crime Commissioner Designate through policy development, research, reviewing the operation and delivery of the Victim Charter; and the monitoring of complaints.
* Approval of draft briefing as well as drafting advice on a range of areas, including areas relating to the Commissioner Designate’s role in advising government, criminal justice organisations and policy makers.

**Stakeholder Engagement and Communications*** Represent the Office/Commissioner Designate at external meetings.
* Establish, maintain and enhance formal and informal structures and mechanisms to promote and maximise co-operative working relationships and good quality communication with all internal and external stakeholders.
* Develop a communication strategy which supports outreach and maximises opportunities to promote the work of the Commissioner Designate and the Office.
* Oversee the establishment of and support for an Advisory Group. The Advisory Group would comprise of suitably experienced individuals who would use their specific areas of expertise to advise and assist the Commissioner Designate in identifying priorities, including key themes for consideration, research required and policy issues that are appropriate to deliver improvement across a wide range of victim issues and communities.
* Oversee the promotion of the Victim Charter. This will involve engagement and obtaining agreement from criminal justice organisations.

**Office Management*** Responsibility for ensuring financial resources are managed in accordance with Managing Public Money NI.
* Main point of contact for liaison with DoJ Victims Support and Judiciary Division in relation to budget allocation, financial monitoring, policy development and corporate governance.
* Oversee and comply with all essential monitoring and reporting exercises as required by DoJ.
* Manage the Office efficiently and effectively ensuring that it has in place an appropriate management structure and systems to fulfil its objectives.
* Lead, manage and motivate a small team to deliver against agreed priorities and objectives.
* Ensure appropriately experienced staff are in post to effectively deliver services and achieve the Commissioner Designate’s objectives, overseeing and managing the recruitment and selection of additional staff, subject to securing the necessary resources.

• Line management responsibility.The above list is not exhaustive however it gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs. |

**3. Skills requirements**

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|  **The role holder must demonstrate;*** The ability to shape and direct the strategic direction of the organisation, developing policies and plans to deliver the outcomes set out in the strategic plan, and setting appropriate objectives and targets.
* The ability to analyse complex information and to make sound decisions based on analysis, experience and judgement.
* The ability to develop effective and collaborative working relations with a wide range of stakeholders which include victims of crime, criminal justice organisations, voluntary and community sector organisations, NICS Departments, Ministers, arms-length bodies including other Commissioners, the media and organisations from other jurisdictions. The range of people with whom the role holder will engage is wide and varied, and the above does not represent an exhaustive list.
* The ability to communicate effectively to a variety of audiences, with excellent communication skills to promote the work of the Commissioner Designate.
* The ability to provide leadership and direction to a small team.
* The ability to monitor organisational performance and provide financial and corporate governance.
* A good level of IT skills.
* The ability to exercise confidentiality and sensitivity.
* Effective negotiating and influencing skills.
* An understanding of the criminal justice system and / or experience of working with victims of crime would be desirable but not essential for this role.
* A working knowledge of governance and financial policies and procedures in order to provide oversight and management of branch budgets and the production of business plans and risk registers.
* Experience of preparing briefing and advice and delivering presentations.
* Sound understanding of financial planning, monitoring, and delivering value for money services.
* The ability to work on own initiative and as part of a small team.
* An ability to prioritise and manage workload.
* Strong interpersonal skills.
* Good organisational and planning skills.
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**4. Personnel: Please state below**

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| The role holder will report to and be line managed by the Victims of Crime Commissioner Designate. In addition the role holder will have line management responsibility for the Policy and Research Officer (DP) and be countersigning officer for the Office/Complaints Manager (EO2). |

**5. Transfer of learning**

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| **Benefit to Individual**The Unified G7 Chief of Staff will lead a team of three staff and will directly support and advise the Victims of Crime Commissioner Designate in this high profile, new role that will be the voice of victims of crime, raise awareness of issues impacting on victims of crime in the criminal justice system, highlight areas of good practice and drive forward improvements in the outcomes and experiences of victims of crime. The individual will have opportunities to work in a wide range of business areas including leadership and strategic direction, strategic planning, policy development, organisational performance monitoring, analysis of information and making recommendations, communication and promotion, financial and corporate governance, and collaboration and partnership working.The individual will also have the opportunity to develop effective working relationships with a wide range of stakeholders including victims of crime, criminal justice organisations, voluntary and community sector organisations, Northern Ireland Civil Service, Ministers, other Commissioners and the media. **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 the Office of the Victims of Crime Commissioner Designate**The Office of Victims of Crime Commissioner Designate 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** | This post is expected to start in February 2022 or sooner by agreement, subject to negotiation and security clearance.  2 years initially with the potential to extend up to 1 year, subject to the agreement of all parties. Knockview Buildings, Stormont Estate, Belfast, BT4 3SJ It will be a matter for the Victims of Crime Commissioner Designate as to whether a hybrid working approach between home working and office working is to be adopted. The salary will be NICS Unified Grade 7 pay band (£52,026 - £55,685). The Office of Victims of Crime Commissioner Designate will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis. The successful candidate will be appointed on their existing salary (up to the maximum scale point as shown above). If the successful candidate is currently working at a salary below the minimum of the salary scale then they will move onto the lowest scale point i.e: £52,026 per annum.A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with two members of Access to Justice Directorate, 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.**Contact: lesley.cowan@justice-ni.gov.ukApplications\* must be submitted by **Noon on Friday 21 January 2022** to:**interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NICS staff |

**7. Endorsement**

 **Interchange Manager**

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| **Lesley Cowan** |

**Signed:**

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| **4 January 2022** |

**Date:**