# Hosting Proforma

Department of Justice (DoJ)

Name of Host

Organisation

**1. Interchange Manager’s details**

Catherine Shields

Name

Organisation/

Troubles Permanent Disablement Payment Scheme, DoJ

Department

Queens Court

56-66 Upper Queens Street

Belfast

BT1 6FD

Address

Telephone Fax number

028 9054 3981

Number

[catherine.shields1@justice-ni.gov.uk](mailto:catherine.shields1@justice-ni.gov.uk)

E-mail

Type of Opportunity

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

**2. Details of hosting opportunity**

Description of opportunity

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| Job Title - Contract Manager Deputy Principal  Under section 10 of the Northern Ireland (Executive Formation etc.) Act 2019, the UK Government was required to bring forward legislation providing for a scheme of payments to those living with injuries sustained in Troubles/Conflict-related incidents by 31 January 2020 and for that legislation to have effect by the end of May 2020. The Victims’ Payment Regulations 2020 were duly laid before Parliament on 31 January 2020 by the NIO.  On the 24 August, the Executive Office designated the Department of Justice to exercise the administrative functions of the Victims’ Payment Board on the Board’s behalf.  The scheme’s purpose is to provide those living with permanent disablement caused by injury through no fault of their own in a Troubles-related incident with payments primarily in acknowledgement of the acute harm which they have suffered. The scheme will also provide a measure of recognition of the implications of living with disablement caused by a serious Troubles-related injury and the associated impact of such disablement on carers, who are often family members; and recognition that in many cases coping with the disablement caused by the serious injury had an adverse financial impact on individuals and their families.  The Job holder will join the Contract Management Team in the Troubles Permanent Disablement Payment Scheme (TPDPS) within the DoJ. To assist in the development and implementation of the Contract Management function for contracts held by the DoJ and VPB. In particular, a large contract with Capita who have been appointed to carry out disablement assessments that will inform entitlement to payments of victims of the Troubles under the TPDPS.  The post holder will have responsibility to ensure an effective and quality service is delivered to victims through the management of contracts. The post holder will play a leading role in influencing stakeholders to provide appropriate information to measure their performance against service level agreements. |

Main objectives of the opportunity

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| **Contract Management**   * Lead, support or create opportunities to improve performance and value across contracts. * Managing aspects of the delivery of contract management including contract performance management, contract variation and amendments, and ensuring contracts deliver against scope * Identify, report and assist in managing Contract disputes and issues and liaise with SRO and others as required (including Legal Team). * Develop and manage knowledge of Commercial contracts, ensuring they remain up to date and that performance is compliant. * Deliver and embed robust Supplier Relationship Management processes and procedures. * Attendee and provide admin support to all contracts related supplier review meetings including key stakeholders for the TPDPS. * Maintain management reports and KPIs on progress, status, issues and risks are kept up to date. * Maintain risk registers to ensure it reflects commercial risks and that risk owners across all levels of the department are identifying, managing and mitigating risks, and ensuring that relevant controls exist to allow timely and accurate reporting. * Responsibly for maintaining the Contracts Register, Business Case, Tender and Direct Award Contact logs and reporting. Also flagging key dates for contract expiry and if any approvals/agreements are being exceeded. * Assist in the tendering of services.   **Other tasks**   * Assist in other areas of the TPDPS as and when required. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate must have:   * A minimum of 2 Years’ experience in a Contracts Management role; * The ability to lead, manage, plan and organise the flow of work through their work area and prioritise work to meet set deadlines; * Excellent communication skills and proven written communication skills; * Experience of ensuring the provision of administrative support in a corporate role that includes experience of drafting documents and providing key information to senior managers; * A track record which demonstrates an inclusive style of leadership which motivates staff, develops commitment, encourages innovation and builds positive relationships with stakeholders; and * The successful candidate will require CTC security clearance. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Catherine Shields |

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

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| Catherine Shields |

**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 TPDPS is a new and novel scheme that has been designed to make a positive impact on the lives of many victims and survivors. A key principle of the scheme is that it is victim-centric and that has informed the approach to the design of the scheme. The Interchange Scheme provides an opportunity for someone from outside Government to bring an external perspective to the implementation of the scheme.  The Department will benefit from new skills and experience that the post holder will bring from an external perspective. The successful individual will develop a strategic understanding of the workings of central government and gain experience of contributing to the development and delivery of a scheme for victims and survivors.  The post holder will also gain experience of supporting a Board and assisting with the management of good governance. The individual and their employer will benefit from the experience gained through being involved in this unique and challenging area.  As the focus is on contract management, the originating organisation will benefit from a skills transfer in managing large contracts following the completion of the interchange. |

**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**: June 2022 or as soon as a suitable candidate is identified and a release date agreed.  **Duration**: Two year full-time secondment opportunity from the date of commencement (may be extended for up to one further year, subject to the agreement of all parties).  **Location**: Queen’s Court, 56 – 66 Upper Queen’s Street, Belfast BT1 6FD. Note home working be in compliance with the NICS Hybrid Working Policy.  **Resources**: A laptop will be provided.  **Form of transport**: N/A  **Funding**: DoJ will meet salary and any associated expenses and the salary range is £39,748 - £42,639.  **Further information**: For further information please contact Catherine Shields on Tel: 028 9054 3981 or by email at: [catherine.shields1@justice-ni.gov.uk](mailto:catherine.shields1@justice-ni.gov.uk)  **Closing Date:** Applications\* must be submitted by email by **4.00pm on Friday 20 May 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Cathy Shields** |

**Signed:**

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| **28/04/22** |

**Date:**