# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Laura O’Neill

Name

Organisation/

Dept. of Justice

Department

Castle Buildings

Stormont Estate

Belfast

Address

Telephone Fax number

07517911700

Number

Laura.oneill@justice-ni.gov.uk

E-mail

Type of Opportunity

**Secondment**: Deputy Principal (DP) grade - we envisage that the post will be for 2 years with possible extension subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

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| This role is a policy and strategy role based within the Community Safety Partnership Branch of the Community Safety Division in Department of Justice. This is a busy Branch with a wide and varied remit including policy responsibility for anti-social behaviour, rural and business crime. The branch also has responsibility for supporting the Community Safety Board (a cross sector partnership forum) and Community Safety Support Hubs. Additionally the Branch (alongside colleagues in Northern Ireland Policing Board) is responsible for administering funding to Policing and Community Safety Partnership’s and providing management and oversight. The post holder may be asked to engage and support in work areas across the branch from time to time where there is connectivity.  The role involves leading a small team to develop policy and strategies that will reduce crime and the harm and vulnerability caused by crime and link strategic and operational approaches to addressing community safety issues. A core aspect of this role will involve leading a small team to develop policy, and progress legislative and non-legislative change, to address anti-social behaviour. Therefore experience in developing policy and/or implementing legislative change would be beneficial, but is not essential.  The role involves working closely with a wide range of stakeholders across DOJ, Government Departments, the wider Criminal Justice System and local Government to facilitate collaborative problem solving for community safety and delivering community safety priorities and actions.  Key duties and responsibilities will include-   * Responsibility for policy relating to areas of fear of crime, crime prevention, anti-social behaviour, rural and business crime. * A lead role in progressing the Anti-Social Behaviour (ASB) legislation review via the multi-agency Delivery Group aimed at reducing ASB through identified legislative powers and non-legislative powers. * Leading on progressing legislative requirements, as identified through the ASB review process, including leading on public consultation and pre consultation exercises. * Developing linkages and relationships across the Department and beyond to ensure connectivity and a joined up in approach. * Taking a proactive approach to providing solutions to tackle issues including Anti-social behaviour. * Providing advice to the Minister and officials on issues relating to community safety, crime and ASB. * Acting as Departmental point of contact on issues around alcohol and drugs misuse including co-ordinating responses on this area on behalf of DoJ. * Facilitating collaborative problem solving for community safety and delivering community safety priorities and actions. * Represent the branch/Department at various meetings including chairing when required. * Leading a team and managing, developing and supporting staff.   The Community Safety Partnership Branch (within which this role is based) sits within the Community Safety Division, in the Department of Justice. Community Safety Division has responsibility for a wide range of community safety issues related to reducing crime and the harm and vulnerability caused by crime. These include:Domestic and sexual violence and abuse; removal of interface structures under the Executive’s T:BUC (Together: Building United Communities) strategy; community safety related to wider community tensions, including bonfires; hate crime; and public protection. The Division also leads on support for the delivery of community safety at a local level, through the Policing and Community Safety Partnerships, and is made up of 5 Branches |

Main objectives of the opportunity

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| Priorities will include supporting the Minister and Senior Management Team to deliver on community safety strategic aims and objectives, with a range of cross departmental and criminal justice partners. Key activities will include:   * Responsibility for policy relating to areas of fear of crime, crime prevention, anti-social behaviour, rural and business crime. * A lead role in progressing the Anti-Social Behaviour (ASB) legislation review via the multi-agency Delivery Group aimed at reducing ASB through identified legislative powers and non-legislative powers. * Leading on progressing legislative requirements, as identified through the ASB review process, including leading on public consultation and pre consultation exercises. * Developing linkages and relationships across the Department and beyond to ensure connectivity and a joined up in approach. * Taking a proactive approach to providing solutions to tackle issues including Anti-social behaviour. * Providing advice to the Minister and officials on issues relating to community safety, crime and ASB. * Acting as Departmental point of contact on issues around alcohol and drugs misuse including co-ordinating responses on this area on behalf of DoJ. * Facilitating collaborative problem solving for community safety and delivering community safety priorities and actions. * Represent the branch/Department at various meetings including chairing when required. * Leading a team and managing, developing and supporting staff. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder will need to:   * Think strategically and creatively with a problem solving approach; * Collate, analyse, assess and evaluate information and formulate policy options based on research, evidence or best practice. * Make effective decisions using sound judgement and knowledge to provide accurate, expert and professional advice to senior management and the Minister on your business areas; * Have strong stakeholder and relationship management skills, using influence and persuasion to drive multi agency collaboration; * Be an excellent communicator with a wide spectrum of people using oral, written and other communication methods; * Deliver timely performance with energy and take responsibility and accountability for quality outcomes; * Be aware of the need for independence, sensitivity and confidentiality; * Achieve business objectives through team working; |

**4. Personnel: Please state below**

Who will the individual report to?

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| Laura O’Neill – Head of Community Safety Partnership Branch |

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

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| As above |

**5. Transfer of learning**

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

individual and their organisation.

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| Community safety is a wide ranging issue that impacts right across central and local government. Ensuring that the views of key partners are embedded and aligned with Departmental considerations has been a vital part of the Division’s priorities in the past 18 months. The interchange opportunity provides the chance to seek wider experience to further embed this agenda. The Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will have the opportunity to work through a diverse and collaborative programme of work, with a wide range of stakeholders, working to make a real difference to people’s lives.  The work of the community safety partnership branch is at the heart of driving forward a number of key Departmental and Ministerial priorities. This provides an opportunity for an individual from outside of the Department to work to shape and progress this agenda. |

**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 possible, ideally during July 2021.  **Duration**: Up to two years, subject to the agreement of all parties. Any further extensions will also subject to the agreement of all parties.  **Vetting:** The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.  **Location**: The post is usually based in Castle Buildings, Stormont Estate, Belfast, although under new ways of working arrangements a hybrid working pattern is available with home working available up to three days a week.  **Funding**: DoJ will meet salary and any associated expenses and the salary range is £39,748- £42, 639.  **Selection Process:** Paper sift followed by interview.  **Further information**: For further information please contact Laura O’Neill on Tel: 07517911700  or by email at: [laura.oneill@justice-ni.gov.uk](mailto:laura.oneill@justice-ni.gov.uk)  **Closing Date**:Applications must be submitted by 4.00pm Monday 06 June 2022, 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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| **Laura O’Neill** |

**Signed:**

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| **18 May 2022** |

**Date:**