# Hosting Opportunity Proforma

The Northern Ireland Civil Service (NICS)

Name of Host

Organisation

**1. Interchange Manager’s details**

Damien Montgomery

Name

Organisation/

NICS / The Executive Office

Department

Stormont Castle

Stormont Estate

Belfast

BT4

Address

Telephone Fax number

02890523125

Number

[Damien.montgomery@executiveoffice-ni.gov.uk](mailto:Damien.montgomery@executiveoffice-ni.gov.uk)

E-mail

Type of Opportunity

Secondment Executive Officer 2 – EU Future Relations Division

**2. Details of hosting opportunity**

Description of opportunity

The secondment provides candidates with the opportunity to work within the International Relations Directorate of the Executive Office that is responsible for driving the Executive’s International Relations Strategy which contributes to delivering Programme for Government (PfG) outcomes of prospering through a strong economy and a confident, welcoming, outward looking society. The Executive’s offices in Brussels, and Washington DC ensure that our profile remains high and our interests continue to be promoted in these influential locations. The NI Bureau in Beijing helps to develop links with the Chinese Government and realise key targets in the economic, education and tourism sectors.

The successful candidate will avail of the opportunity to work with a range of internal and external stakeholders on key EU policy issues including the Protocol on Ireland/Northern Ireland and facilitate its correct implementation. It will present many opportunities to analyse the detail of EU policies and how NI departmental policy officials and Ministers make decisions.

Main objectives of the opportunity

* Deliver and maintain EU co-ordination services on a range of EU policy issues relating to the Protocol on Ireland/Northern Ireland (The Protocol) including the scrutiny of EU legislative proposals through the UK Governments Explanatory Memoranda (EMs) process and infraction cases where the European Commission commences legal proceedings against the UK Government for a breach of EU law.
* Management of the Branch generic e-mail accounts.
* Track and monitor EU legislation that falls within the scope of the Protocol and maintain the EU Legislation Information Tracking System (EULITS).
* Management of branch finances including the completion/approval of invoices monthly checks of Budget Holder Reports and all finance related requests.
* Management of records onto the NICS digital record storage system (Content Manager)
* Assist in the completion of responses to Freedom of Information (FOI) and Environmental Information Requests (EIR) requests.
* Establish and maintain effective working relationships with relevant officials throughout the NIICS, Whitehall, Scotland, Wales and EU Institutions
* Source information and contribute to submissions for Ministers and senior management.
* Line Management for Administrative Officer

**3. Skills requirements**

What qualities, skills and experience is required from the individual

The post holder must be able to demonstrate that they have:

* Experience of working on EU policy and legislation matters.
* Experience of coordination work involving multiple competing deadlines.
* A working knowledge of the EU institutions.
* The ability to work with a range of IT software.
* Previous experience in managing staff.

**4. Personnel: Please state below**

Who will the individual report to?

Damien Montgomery

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

Damien Montgomery

**5. Transfer of learning**

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

individual and their organisation.

This opportunity will benefit TEO through the addition of a staff member with experience in EU policy and coordination work to assist in maintaining the high standards of service delivery across the Division, Department and NICS through the transition of the UK leaving the EU.

It is an excellent opportunity for any individual to contribute to the work of the Division and also develop their knowledge on EU matters and how NI influences EU policies as a Third Country.

The successful applicant will avail of the opportunity to work with both internal and external stakeholders and see first-hand how decisions are made.

The returning candidate will have expanded their knowledge of EU policy work within the NICS. They will have gained experience contributing to and developing processes to maintain the EU work of the Department and will be able to relay any knowledge gained back to their home organisation.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date** – ASAP - June 2022.

**Duration**: 12 months with the possibility of an extension for a further 12 months.

**Salary**: The salary range is £26,017-£26,575 and TEO will meet costs.

**Location**: Stormont Castle, Stormont Estate (home working will be permitted in line with Covid restrictions)

**Resources** – Standard IT equipment will be provided.

**Further information**: For further information please contact Damien Montgomery on Tel: 028 9052 3125 or by email at: [Damien.montgomery@executiveoffice-ni.gov.uk](mailto:Damien.montgomery@executiveoffice-ni.gov.uk)

**Closing Date**:Applications must be submitted by 4.00pm Friday 10 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**

Damien Montgomery

Signed

20 May 2022

Date