# Hosting Proforma

Department for Infrastructure

Department for Infrastructure

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Lillian Hanna

 Name

 Organisation/

Department for Infrastructure

 Department

Clarence Court

10-18 Adelaide Street

Belfast

BT2 8GB

 Address

 Telephone Fax number

02890540635

 Number

Lillian.Hanna@infrastructure-ni.gov.uk

 E-mail

Type of Opportunity

Inward secondment to the NICS for a period of 6-12 months to work within the Corporate Policy Unit

**2. Details of hosting opportunity**

 Description of opportunity

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| The Job holder will join the Corporate Policy Unit (CPU) within the Corporate Policy and Planning Directorate of the Department. The Department for Infrastructure was established in 2016 and has approximately 3,000 staff. It delivers essential everyday services and has responsibility for planning policy, water and sewerage services, rivers and drainage, transport policy, road safety, Driver Vehicle Agency and the delivery of a number of transport related projects. The Department also has responsibility for a number of Arm’s Length Bodies (ALBs) including NI Transport Holding Company (Translink), NI Water and Waterways Ireland. More information on the work of the Department can be accessed via its 2021-22 Business Plan which is available [here](https://www.infrastructure-ni.gov.uk/sites/default/files/publications/infrastructure/dfi-business-plan-202122.pdf).CPU is a team of approx. 8 staff who are located in the core of the Department. The team is responsible for leading and coordinating the Department’s response in relation to cross-departmental strategies including (but not limited to), the UK COVID-19 Public Inquiry, ‘Building Forward’ the Executive’s Consolidated COVID Recovery Plan and the Department’s contribution to delivering New Decade New Approach infrastructure commitments.  |

 Main objectives of the opportunity

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| The key objectives of the post will include, but are not limited to:* Working with Business Areas across the Department to co-ordinate governance arrangements for monitoring and reporting against action plans within the COVID Recovery Plan.
* Supporting the Minister and Senior Leadership Team by providing accurate and timely briefing and responses to Executive papers, Assembly Questions, Infrastructure Committee enquiries, and cases raised by external stakeholders.
* Advising and supporting Business Areas across the Department in relation to various aspects of Ministerial and Executive Guidance and Machinery of Government issues.
* Providing support to Senior Management Team and SCS meetings when needed, and to the Permanent Secretary as required. This will include support with the co-ordination of the Department’s contribution to the delivery of ‘New Decade New Approach’ infrastructure commitments.
* Assisting with the co-ordination of the Department’s response to the COVID-19 Public Inquiry and providing support to business areas as required.
* Assisting with the co-ordination of Programme for Government work and providing support to business areas as required.
* Staff Management – there is no direct line management responsibility.

It is important to note that these responsibilities may change to meet the evolving needs of the role and the Directorate/Group/Department.This tends to be a dynamic area of work, requiring the post holder to be flexible and responsive in relation to emerging areas of work. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The characteristics and overall level of knowledge skills and experience which have to be most commonly applied in this role include:* Experience of working collaboratively with internal and external stakeholders;
* Experience of building strong relationships with, and influencing, senior officials;
* Strong leadership and interpersonal skills;
* Ability to quickly respond to emerging situations and provide clear and concise advice directly to senior managers;
* Ability to work at pace;
* Demonstrate strong written and oral communication and drafting skills to confidently engage with customers, stakeholders, delivery partners and colleagues at all levels.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Lillian Hanna |

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

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| Lillian Hanna |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Benefit to DfI*** DfI works in partnership with a range of external organistions in all of its functions. This includes engagement with its ALBs, Councils and other delivery focused organistions. This interchange opportunity provides a method for the Department to gain a wider understanding from external organistions on how they deliver corporate policy issues, the challenges they face and best practice solutions.
* This Interchange Opportunity will help us to develop our external stakeholder engagement and build relationships.
* This Interchange Opportunity will also promote skills transfer and sharing of knowledge between the wider public/voluntary and community sector and the Department.

**Benefits to Seconded Individuals*** The successful candidate will have the opportunity to assist in working closely in the centre of the Department and with its Senior Leadership Team. This unique opportunity will also allow for the candidate to gain a knowledge of the workings of the Department and also provides an opportunity to see infrastructure delivery in practice.
* The successful candidate will have the opportunity to provide support services for the Minister for Infrastructure.
* Working collaboratively across the Department, the successful candidate will be able to build their network of contacts which will assist in the delivery of their work on return.

**Benefits to the seconded organisation*** The originating organisation will benefit from the individual returning with an increased understanding of the workings of an NICS Department, particularly one which is delivering key services to the public.
* The originating organisation will benefit from the individual returning with an increased understanding of working with Ministers.
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**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: Successful candidate will be expected to take up post as soon as possible and preferably by 4th July 2022.****Duration: Candidate will be seconded for 6 months initially with an extension of up to 12 months, subject to review.** **Location: Clarence Court Belfast, though staff in this Directorate are currently predominantly working from home in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working.****Travel: Applicants may, from time to time, be required to travel on official duty; the successful candidate must have access to a form of transport, which will enable them to fulfil their responsibilities****Pay: DfI will meet all salary costs. The salary range is: £32,328- £33,459.****Resources: Post-holder will be provided with IT resources to work remotely and from Clarence Court or home when required.****Further information: Applicants wishing to learn more about these post(s) before deciding to apply should contact Lillian Hanna by email:** **lillian.hanna@infrastructure-ni.gov.uk****Security Clearance: AccessNI check will be required to be undertaken on the individual before the applicant starts. The candidate will be expected to have, or obtain, CTC clearance.****Closing Date: Applications must be submitted by 4.00pm on Friday 10th June to:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Lillian Hanna** |

**Signed:**

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| **25 May 2022** |

**Date:**