# Hosting Proforma

Armagh City, Banbridge and Craigavon Borough Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Aisling Knipe

Name

Organisation/

Armagh City, Banbridge and Craigavon Borough Council

Department

The Palace Demesne

Armagh

BT60 4EL

Address

Telephone Fax number

0300 0300 900

Number

aisling.knipe@armaghbanbridgecraigavon.gov.uk

E-mail

Type of Opportunity

Policy and Executive Officer (Northern Ireland)

**2. Details of hosting opportunity**

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| To co-ordinate and support the NI Solace Group Branch activities and planning process in Northern Ireland having regard to the principles of continuous improvement, performance management and partnership working. The post will specifically:   * Co-ordinate the development, review and monitoring of the purpose of the group, its priorities and the outcomes it hopes to achieve. * Provide practical policy and research support to the Branch, its Executive and individual members, on all aspects of the development and implementation of legislation, policy and funding opportunities affecting local government in Northern Ireland making recommendations for direction and action. * Act as a point of contact for DfC for Local Government matters * Maintain an effective link with the Solace Group at national level, contributing to the delivery of the Solace Group communications, membership and events strategies. * Support the commercial activity of Solace in Business and co-ordinate the liaison with the Corporate Partners and other commercial activity including professional development and training.   Postholders are expected to work collaboratively with colleagues within the Solace Group, partner agencies and other organisations for the delivery of excellent integrated services for our customers.  All staff will be collaborative and flexible in their duties, modelling the Group's core values and standards in carrying out the job.  A full Job Description and Person Specification is at Annex A. |

Main objectives of the opportunity

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| Strategic Direction   1. Devise and put in place a process to support the branch in developing and setting its strategic direction. 2. Make recommendations and support the group to Lead, Shape, Learn, Do, Connect and Sustain. 3. Devise and implement a cyclical process for setting of strategic outcomes, priorities and targets by the Branch. 4. Devise and put in place a processes for reviewing and monitoring progress including a performance management framework for the Branch. 5. Represent SOLACE NI at meetings or working groups as directed by the Chair/Executive. 6. Direct the work of the CEOs to help achieve the SOLACE outcomes. 7. Lobby regionally on matters relevant to SOLACE outcomes.   Policy Review and Development   1. Initiate, review and evaluate policies as required. 2. Prepare reports, recommendations and presentations to the Branch and Branch Executive and co-ordinate reports and presentations from other sources as necessary. 3. Evaluate draft legislation, external policy documents and directives making recommendations of direction/action to SOLACE and individual Councils. Taking any resultant action, as determined by the Branch Executive. 4. Ensure that control and reporting systems operate effectively. 5. Undertake policy or other work for the Solace Group at national level upon request.   Research   1. Research and prepare presentations on strategic, policy and business topics as determined by the Branch Executive. 2. Provide research assistance arising from wider public service development issues, national initiatives and joint working groups as determined by the Branch Executive. 3. Provide research in relation to parliamentary questions, inter-governmental initiatives, consultation papers etc. and draft responses.   Administrative   1. Line manage the administrative officer ensuring effective secretariat support for the Branch/Executive and any working group. 2. Provide papers, research queries and convene meetings and events, as appropriate. 3. Assist the Branch Executive Group in the preparation of agenda etc. for Solace NI meetings. 4. With support of the national Solace Group, oversee the organisation of events and seminars as required by the Solace NI Branch and help market national Solace events to NI Solace members.   Membership Marketing/Communication   1. Implement the national Solace Group’s membership marketing, recruitment and retention strategy across Northern Ireland. 2. Continually develop the Branch’s corporate image in line with effective strategy implementation. 3. Assist the Branch Executive in the development and improvement of marketing and communication strategies. 4. Promote the work of Solace within district councils and the wider public service. 5. Provide an ongoing linkage with the NI Chief Executives’ Forum. 6. Report outcomes of Solace NI Branch activity to Solace Group Board.   General   1. Undertake any other duties commensurate with the level of the post and which can reasonably be expected to be within his/her capability |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential**  Relevant Degree or relevant Professional Qualification to degree level (Education/Qualification areas may include Public Administration, Economics, Regeneration, Planning, Policy and Community Development  3 years experience at senior management level with a proven track record of achievements in the following areas:   * Working effectively with Senior Management and political structures in a demanding strategic, performance driven and citizen focused service environment * Researching and implementing policy based on legislation and best practice. * Formulating and overseeing key projects within allocated resources and timeframes * Communicating effectively and developing positive relationships and partnership working, internally and externally   Desirable   * 4 years experience at senior management level * Experience in a local government/public sector background and a good understanding of the corporate framework within which Councils operate. * Experience of securing external funding and/or corporate sponsorship * Experience of working with Government Departments at a senior level representing the views of Local Government |

**4. Personnel: Please state below**

Who will the individual report to?

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| Chair of Solace Group NI Branch/Solace Executive Group |

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

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| Chair of Solace Group NI Branch/ Solace Executive Group |

**5. Transfer of learning**

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

individual and their organisation.

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| **Individual**  This opportunity will give the postholder greater experience in working collaboratively with colleagues within the Solace Group, partner agencies and other organisations for the delivery of excellent integrated services for our customers.  This opportunity will enrich the post holder’s experience and develop their abilities in a broad range of areas.  **Host Organisation:**  The Council will benefit from different perspectives and experiences brought by an individual from another Council. |

**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 a successful candidate is identified and a release date agreed.  **Duration**: 12 months initially but may be extended subject review and funding.  **Location**: Post Holder will be located in the location of the current SOLACE Chair (ABC BC area with hybrid arrangements are facilitated).  **Funding**: The host organisation will meet salary and associated costs and the salary range is: £56,170–59,444.  **Further information**: Niamh Shannon, Acting Head of HR and Organisations Development by email at: [Niamh.shannon@armaghbanbridgecraigavon.gov.uk](mailto:Niamh.shannona@armaghbanbridgecraigavon.gov.uk)  **Closing Date:** Applications must be submitted by **Noon on Thursday 9 June 2022**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Aisling Knipe** |

**Signed:**

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| **27 May 2022** |

**Date:**

**Annex A**

**Job Description**



**Person Specification**

