# Hosting Proforma

Office of the Police Ombudsman for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Marie Mullan

 Name

 Organisation/

Human Resources, Corporate Services

 Department

New Cathedral Buildings

11 Church Street

Belfast

BT1 1PG

 Address

 Telephone Fax number

02890 828622

 Number

Marie.mullan@policeombudsman.org

 E-mail

Type of Opportunity

**Secondment** – Project Manager - until 30th April 2023, with possibility of short extension (subject to the agreement of all parties)

**2. Details of hosting opportunity**

 Description of opportunity

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| The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. Her statutory duty is to exercise her powers in such manner and to such extent as appears to her best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. She has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Belfast International Airport Police and the Ministry of Defence Police. The Police Ombudsman receives and investigates complaints about the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate she makes recommendations regarding criminal and misconduct matters, in respect of which she may also publish statements and make policy recommendations. In addition to this, she has a power to investigate current police policy and practice, and to publish the results of any such investigation. She provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board. In undertaking her statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.The RUC (Complaints etc.) Regulations 2001 enables the Police Ombudsman to investigate serious legacy matters. New legislation is being progressed through Parliament which will mean that the Office will cease to have a role in the investigation of Troubles related matters. The implications of this for the Office will be far reaching as there are a significant number of posts funded for this work and there are significant issues to be worked through in relation to managing the progression of the casework in the Office up to the date of cessation and establishing arrangements to ensure the Office is able to effectively support disclosure to the new body to be established under the new legislation. In recognition of the wide ranging impacts on the organisation, the Office is seeking to appoint a project manager to work closely with the Senior Management team to ensure that there is effective project management of the various work streams which need to be progressed to ensure the Office manages effectively the transition to the new arrangements. |

 Main objectives of the opportunity

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| 1. To work alongside SMT to develop and maintain an agreed project plan and detailed stage plans within the agreed timeframe.
2. To co-ordinate relevant courses of action which will be required to ensure the smooth transition of the changes within the organisation.
3. To ensure that relevant papers are prepared and presented to the Project Board /SMT to enable effective decisions to be taken in a timely manner
4. To lead the project from inception to completion, ensuring appropriate legislation is followed and implemented.
5. To monitor overall progress and use of resources including liaison with workstream leads and initiating corrective action where necessary.
6. To manage project administration associated with the project ensuring accurate minutes of project meetings and follow up actions are maintained an ensuring correct recording and storage of all documentation within the records management system.
7. To identify and obtain support and advice required for the management, planning and control for the project.
8. To communicate regular progress updates to the Senior Management Team.
9. To maintain a project risk register and report project risk, as required.
10. To conduct project reviews and assess the project during stages of completion.
11. Prepare staff briefings/updates on behalf of the Senior Management Team.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 3 years’ practical experience in the successful delivery of large scale complex projects\*Demonstrable experience of working to tight timeframesExperience of preparing and presenting reports to Senior Management\*\*\*Large scale complex projects are defined as including operational, legal and financial strands for projects valued at least £500k\*\*Senior Management is defined as the senior level in an organisation, to include at least one person at Grade 5 level or equivalent. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Chief Executive |

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

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| Chief Executive |

**5. Transfer of learning**

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

 individual and their organisation.

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| **Benefits to the Individual** This is an excellent opportunity for an individual to take the lead role in the management of a project to its’ conclusion.**Benefits to the Police Ombudsman’s Office**The Office will benefit from having an individual with the experience of the management and completion of a project from start to finish.**Benefits to their Organisation**The returning candidate will have gained experience in the management of a large scale project. They will gain an insight into the work of the Police Ombudsman and will have gained knowledge with regards to employment legislation.  |

**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 suitable candidate has been identified and a release date agreed**Duration**: Until 30/04/2023 with the possibility of a short extension (subject to agreement of all parties) **Location**: New Cathedral Buildings, 11 Church Street, Belfast, BT 1PG **Resources**: Office based with relevant facilities – hybrid working optional**Funding**: £39,748 - £42,639.The Police Ombudsman’s Office will pay the total salary costs to the home Employer on a full recovery basis. **Further information**:A paper sift will be used to determine the most suitable applicant(s) for the post. An informal discussion will be held with the Chief Executive and the Director of Corporate Services, to discuss the skills and experience the applications(s) would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.The successful applicant will be subject to CTC security clearance. **Closing Date:** Candidate Proforma must be submitted by **4.00pm on Friday 19th August 2022** to**:**  **For NI Civil Service departmental staff only (see accompanying NICS Cover Note):** **secondments@hrconnect.nigov.net** **For staff from all other Organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Marie Mullan**  |

**Signed:**

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| **01/08/2022** |

**Date:**