# Hosting Proforma

Northern Ireland Environment Agency

Name of Host

Organisation

**1. Interchange Manager’s details**

Amanda Logan

Name

Organisation/

NIEA (Executive Agency of DAERA)

Department

Klondyke Building

Cromac Avenue

Gasworks Business Park

Lower Ormeau Road

BT7 2JA

Address

Telephone Fax number

07874641721

Number

[Amanda.logan@daera-ni.gov.uk](mailto:Amanda.logan@daera-ni.gov.uk)

E-mail

Type of Opportunity

Secondment – G7 Operations Branch

**2. Details of hosting opportunity**

Description of opportunity

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| The G7 **Head of Operations** Branch combines leadership and direction of multi-disciplinary teams with operational policy and guidance. The post holder will have responsibility for prioritising, allocating, processing, and evaluating the work of Operations Branch to ensure smooth operating with positive outcomes for all. They will manage the investigative response and resources whilst developing and implementing procedures, systems and strategies, including the communication strategy, to underpin investigations.  The postholder will ensure that NIEA uses its regulatory and investigative powers consistently and effectively, including the Waste and Contaminated Land Order 1997 as amended, the Criminal Procedure Investigations Act 1996 and Police and Criminal Evidence Order 1989. We also work with other agencies regarding the potential use of covert operations and must demonstrate strict adherence to the European Convention on Human Rights. |

Main objectives of the opportunity

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| Please see attached Job Description at **Annex A** |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Please see attached Skills, Qualities and Experience Requirements at **Annex B** |

**4. Personnel: Please state below**

Who will the individual report to?

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| Head of Environmental Crime Unit. |

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

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| Head of Environmental Crime Unit. |

**5. Transfer of learning**

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

individual and their organisation.

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| NIEA will benefit from the skills and experience already gained by the individual and through the transfer of valuable insight of how other organisations conduct similar work.  The successful candidate will gain valuable insight and experience into the complexities around evaluating, prioritising, and progressing incidents alleging environmental crime to successful conclusion. There will also be opportunities for the post holder to develop relationships with key stakeholders and partners such as the Organised Crime Task Force, PSNI, HMRC, NCA, District Councils and colleagues within NIEA.  The Parent Organisation will benefit from the enrichment of their employee’s skills and experience within the fast paced and ever-changing arena of environmental crime. |

**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**: Planned start date is October 2022  **Duration**: This secondment opportunity will last for two years initially with the ability to extend for an additional year subject to the agreement of all parties.  **Location**: The successful candidate will be based at the Klondyke Building, Cromac Avenue, Gasworks Business Park, Belfast BT7 2JA, however, this will be a hybrid arrangement with working from home.  **Resources**: The successful candidate must have full clean driving license.  **Funding**: NIEA will meet salary and any associated costs. The salary range is £52,026 – £55,685.  **Further information**: Please contact Amanda Logan by email at: [Amanda.logan@daera-ni.gov.uk](mailto:Amanda.logan@daera-ni.gov.uk) or by Tel on: 07874641721.  **Closing Date:** Applications must be submitted by **4.00pm on Friday 26th August 2022** to**:**  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*NICS staff are not eligible to apply for this opportunity. |

**7. Endorsement**

**Interchange Manager**

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| **Amanda Logan** |

**Signed:**

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| **09 August 2022** |

**Date:**

Annex A

The main duties and responsibilities of the post holder will include:

* Formulation of a range of policy and procedures for the investigation of environmental crime ensuring the effective management and assessment of threat, risk and harm.
* Leading on the completion of a Training and Development Plan across the Unit striving towards excellence in investigations and best practice.
* Leading, inspiring, and developing the performance of a multi-disciplinary team, providing coaching, support, and feedback where required to deliver team objectives and ensure the welfare of staff.
* Managing and responding to intelligence securely to initiate, prioritise and plan the Unit response in liaison with G6.
* Attending all court tiers to give evidence as required.
* Providing support to the Head of ECU as part of the Unit’s senior management team. Contributing to the development of NIEA policy and the organisational business plan as part of the senior management team and formulation of the Unit Business Plan, risk register and budget management procedures.
* Developing plans for operations and coordinating activities and initiatives, also implementing change plans where required, to contribute to reducing, preventing and detecting environmental crime.
* Developing links with other law enforcement agencies (e.g., the Police Service of Northern Ireland (PSNI), Her Majesty's Revenue and Customs (HMRC), the National Crime Agency (NCA) and others to maximise the effectiveness of the Unit and exchange of intelligence. In addition, plan and manage the conduct of joint operations as necessary.
* Liaising with all Environmental Agencies relevant to the UK and Ireland regarding operational issues and specific joint-agency investigations.
* Supporting the briefing of and liaison with the media when necessary, acting in accordance with media policy guidelines, to keep the public informed of developments in particular cases and Agency activities in general.
* Ensuring that health and safety procedures are adequate and reviewed at regular intervals to protect staff. This includes taking appropriate action in the event of threatening, violent or intimidating incidents.
* Preparing responses such as Assembly Questions, letters from stakeholder groups and individuals – ensuring that replies do not prejudice ongoing investigations; and
* Producing reports for senior management, auditors and others as required detailing performance statistics for the team.
* The job will require staff to visit sites throughout Northern Ireland to investigate alleged illegal activity. The Department has several vehicles at its disposal to allow staff to carry out such site inspections, vehicles such as 4x4s are required by risk assessment to access certain sites. For Health and Safety reasons staff are also required to use Departmental vehicles when attending Court hearings throughout Northern Ireland.
* The G7 Head of Operations Branch will report to the Head of the NIEA Environmental Crime Unit (Grade 6).

Annex B

**Skills, Qualities and Experience Requirements**

This is a dynamic and challenging opportunity for an experienced DP to lead a multi-disciplinary team and develop operational policy and strategy that will make a difference to NI Society through the deterrence, disruption and prevention of environmental crime.

The individual will need to provide leadership and promote cohesiveness. They will be working closely with their Branch, senior staff in NIEA and the wider Department. They will also be expected to interact with stakeholders across the NI waste management sector and other law enforcement agencies.

**Key skills required**

1. You will be a well-respected practitioner in criminal investigations with demonstrable success of applying innovation and best practice to crime problems. You will have at least 3 years’ experience in the last 7 years of carrying out and managing investigations in accordance with legislation including CPIA 1996, HRA 1998, PACE 1989 and best practice.
2. You will have at least 3 years managerial experience in the last 7 years successfully leading multi-disciplinary teams to deliver against objectives in a criminal justice context.
3. You will have considerable operational experience from a recognised law enforcement agency and will be an Accredited Investigator to at least PIP2 (or equivalent).
4. You will have obtained a degree or equivalent qualification.

**You will also demonstrate the following:**

* An ability to think strategically and creatively;
* A high level of analytical ability and experience of analysing complex and sensitive issues;
* Strong stakeholder and relationship management skills, using influence and persuasion to drive multi agency collaboration;
* Ability to flex, change and continuously improve;
* Good people management;
* Problem solving including analysis, evaluation and effective resolution of issues;
* Making effective decisions using sound judgement and knowledge to provide accurate, expert and professional advice;
* Excellent communicator with a wide spectrum of people using oral, written and other communication methods;
* Delivery of timely performance with energy, taking responsibility and being accountable for quality outcomes;
* Awareness of need for independence, sensitivity and confidentiality;
* An understanding of and commitment to equality and diversity and how it applies to this role.

In addition, this post requires CTC clearance (which will likely be increased to SCT).

Also, knowledge and/or experience of environmental legislation would be desirable.