# Hosting Proforma

NICS

Name of Host

Organisation

**1. Interchange Manager’s details**

Chris Gardner

Name

Organisation/

TEO

Department

Castle Buildings

Stormont Estate

Upper Newtownards Road

Belfast

Address

Telephone Fax number

07500 762 867

Number

Chris.gardner@executiveoffice-ni.gov.uk

E-mail

Type of Opportunity

Secondment - G7 Head of Good Relations Outcomes Branch

**2. Details of hosting opportunity**

Description of opportunity

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| **G7 – Head of Good Relations Outcomes Branch**  An opportunity exists at G7 level within a small team responsible for Good Relations Outcomes in the Executive Office.  Good Relations Outcomes Branch sits within Good Relations and T:BUC Division which is responsible for strategic oversight, and elements of delivery, of the Together: Building a United Community (T:BUC) Strategy. The Strategy represents the Executive’s commitment to building a truly united society here and work activities includes a range of actions to help build towards this aim, with £12m funding per annum. Key functions of the role include measuring the impact of Good Relations work, creating a data-led approach to inform decision making, and completing a review of the T:BUC Strategy which will shape Good Relations delivery for the foreseeable future.  GR Outcomes Branch is a vibrant and dynamic branch with an emphasis on developing creative and innovative approaches to delivering and promoting the T:BUC Strategy and wider Good Relations Work.  The Executive Office is a Department within the Northern Ireland Civil Service.  **A full Job Description is at Annex A.** |

Main objectives of the opportunity

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| The successful applicant will become Head of **Good Relations Outcomes Branch.** This branch was created to develop and implement a methodology for measuring, collating and articulating the impact of Good Relations funding. This data is used to create an evidence base to inform future policy and delivery. Developing this aspect of the work will be a key objective of this opportunity.  A second key objective of the opportunity will be completing a review of the T:BUC Strategy. This is currently ongoing and the postholder will be responsible for drafting and finalising the Review, presenting to Ministers on their return, and driving forward the agreed recommendations of the Review. This represents a significant opportunity to shape Good Relations work in the coming years.  In addition to these key responsibilities the role will also include:   * Allocation and oversight of Good Relations Funding (£12m per annum) across the T:BUC headline actions and an element of good relations activity within TEO. * Delivery of the Good Relations Programme Board, which monitors the implementation of the strategy on an ongoing basis. * Developing and delivering communications around Good Relations activity * Oversight and development of mapping functionality to visualise Good Relations delivery and its impact. * Sponsorship of the Community Relations Council (CRC) who are a key partner in the delivery of good relations funding schemes under the wider T:BUC strategy with a budget of circa £3.2m. CRC also facilitates wider stakeholder engagement on behalf of the Executive Office to influence the effective management of the strategy through delivery of the T:BUC Engagement Forum which is held three times per year. * The post also has financial responsibility for the branch budget and line management responsibility for three DP’s. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful applicant will be working closely with senior staff both in the Executive Office and across other government departments, Councils and the Community Relations Council. They will also be expected to interact with stakeholders across the voluntary and community sectors.  **Essential Criteria**   * Proven ability to provide strong leadership to get the best from people in a pressured environment * Good communication and interpersonal skills and the ability to establish good working relationships. * The ability to work effectively with stakeholders; * Good written communication skills; practical experience of briefings and submissions. * Experience of budgetary and people management. * Proven ability to design and implement policy/strategy   **Desirable criteria**   * Experience of working directly with senior leaders to develop a consensus on a strategic approach to deliver significant outcomes. * Experience of working in a complex strategy with multiple programmes and delivery organisations. * Development of policies, plans and service provision to meet citizen’s diverse needs, based on an up-to-date knowledge of needs, issues and relevant good practice. * An understanding of governance and financial procedures in government arm’s length bodies. * Knowledge and understanding of mapping and graphic design; * Practical experience working in communications within the past 3 years; |

**4. Personnel: Please state below**

Who will the individual report to?

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| --- |
| Chris Gardner |

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

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| Chris Gardner |

**5. Transfer of learning**

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

individual and their organisation.

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| The Executive Office will benefit from experience/knowledge that the individual will bring from their organisation. The individual will bring a fresh approach and perspective to introducing business improvement ideas and suggestions and to assessing the benefits of good relations programmes.  In turn the individual will gain valuable experience in the approach adopted within the Department, and across the NICS, in relation to the delivery of good relations programmes.  This is an excellent opportunity for the secondee to develop a wide network of contacts across the NICS, local Councils and the voluntary and community sector. |

**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**: 1 year  **Location**: Castle Buildings, Stormont Estate, Belfast BT4 3SL  **Resources**: Line management responsibilities for 8 staff.  **Funding**: The cost will be met by TEO and the salary range is £52,026-£55,685  **Further information**: [chris.gardner@executiveoffice-ni.gov.uk](mailto:chris.gardner@executiveoffice-ni.gov.uk)  **Closing Date:** Applications must be submitted by 4.00pm on Friday 02 September 2022 to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Chris Gardner** |

**Signed:**

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| **17/08/22** |

**Date:**

ANNEX A

**JOB DESCRIPTION**

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| --- | --- |
| **GRADE** | G7 |
| **DEPARTMENT** | The Executive Office |
| **DIVISION** | Good Relations and Inclusion Division |
| **BRANCH** | Good Relations Outcomes Branch |
| **JOB TITLE** | Head of GR Outcomes Branch |
| **DATE** | July 2022 |

1. **BACKGROUND**

**The Executive Office**

The Department’s overall aim is to *build* *a peaceful and prosperous society with respect for the rule of law where everyone can enjoy a better quality of life now and in years to come.* In pursuing the overall aim, the Department’s key interlinked objectives are:

* The effective operation of the institutions of government in the delivery of the Executive’s Programme for Government;
* Building a united, shared and reconciled community and improving community relations by delivering a strategic approach to good relations through the delivery of the Together: Building a United Community programme;
* Tackling disadvantage and promoting equality of opportunity by driving a programme across Government to reduce poverty, promoting and protecting the interests of victims and survivors and other socially excluded groups and addressing inequality and disadvantage; and
* Driving investment and sustainable development through regeneration of strategic former military sites; promoting effective long-term capital planning and delivery; and promoting the Executive’s policy interests internationally.

1. **CONTEXT**

*The role sits within:*

**Good Relations and Inclusion Directorate (GRID)**

The Directorate has responsibility for a wide range of Departmental strategies and works with Ministers and the Executive on a broad range of responsibilities. The Directorate structure consists of 10 Grade 5 led Divisions, each containing a number of branches:-

* Truth Recovery Programme Division
* Victims and Survivors Division
* Equality Rights and Identify Division
* Urban Villages/Communities in Transition Division
* **Good Relations and T:BUC Division**
* Infrastructure and Racial Equality Division
* Finance Division
* Corporate Services Division
* FM Private Office
* dFM Private Office

This post sits within the **Good Relations and Together: Building a United Community Division.**

1. **BRANCH STRUCTURE**

G7

GR Outcomes Branch

DP

CRC Sponsorship and NBSGRP

DP

Outcomes Communications and Mapping

DP

T:BUC Review

SO

Communications

SO

Mapping

Business Support Team

3 AO’s

1. **PURPOSE AND OBJECTIVES**

**Good Relations and T:BUC Division** is responsible for strategic oversight, and elements of delivery, of the Together: Building a United Community (T:BUC) Strategy. The Strategy represents the Executive’s commitment to building a truly united society here and includes a range of actions to help build towards this aim.

The vacant G7 role is the Head of **Good Relations Outcomes Branch**. The main purpose of this role is to capture, analyse and articulate the impact of Good Relations work; provide management and oversight for the work of this branch including a review of the T:BUC Strategy; the allocation of Shared Future Funding (£12m per annum) across the T:BUC headline actions and an element of good relations activity within TEO. The Branch also provides a secretariat for the Good Relations Programme Board, which monitors the implementation of the strategy on an ongoing basis

GR Outcomes Branch is a vibrant and dynamic branch with an emphasis on developing creative and innovative approaches to delivering and promoting the T:BUC programmes. We are currently building the mapping capability of the Division to improve analysis of good relations funding; visually demonstrate the impact it is having; and to inform strategic thinking.

The branch is also responsible for the sponsorship of the Community Relations Council (CRC) who are a key partner in the delivery of good relations funding schemes under the wider T:BUC strategy with a budget of circa £3.2m. CRC also facilitates wider stakeholder engagement on behalf of the Executive Office to influence the effective management of the strategy through delivery of the T:BUC Engagement Forum which is held three times per year.

The post holder has responsibility for the line management of three DP’s.

1. **MAIN JOB ACTIVITIES**

Main job activities include:

|  | % of time spent |
| --- | --- |
| **Review of T:BUC Strategy**   * Oversee completion of T:BUC Review * Stakeholder engagement * Drafting of T:BUC Review * Briefing senior officials, Good Relations Programme Board, Ministers (on their return) * Taking forward recommendations of Review | 30% |
| **Good Relations Outcomes**   * Development of methodology to collect quantitative and qualitative outcomes of Good Relations projects * Analysis of data * Development of data insights report to inform decision making * Report on outcomes and communicate the work of the T:BUC programmes. * Promote outcomes achieved and good news stories via social media and filming. * Visual data outcomes through infographics * Delivery of workshops to support delivery partners | 20% |
| **Mapping**   * Oversee provision of mapping service for the division to assist with strategic planning, analysis and presenting the work of the division. (This work is supported by an LPS GIS Consultant.); | 5% |
| **Communications**  Oversight of the development, implementation, tracking and optimisation of a Good Relations Marketing and Communications Plan that will:   * Promote and raise awareness of Good Relations Programming across Northern Ireland; * Identify and share good news/best practice Good Relations Delivery across a range of Executive Office media platforms including intranet, internet, social media and hard copy publications; * Support Delivery Partners in sharing positive Good Relations messaging and programme opportunities; * Encourage the integration of Good Relations Marketing and Good Relations within other key stakeholders marketing and communications strategies; * Promote the use of Outcomes Based Accountability in programme delivery across all elements of the T:BUC Strategy.   This work is supported by a Comms Manager. | 5% |
| **Good Relations Programme Board**   * Provision of secretariat for the Good Relations Programme Board, which monitors the implementation of the strategy on an ongoing basis. | 5% |
| **Sponsorship of CRC**   * Ensure that relevant governance and financial processes are in place to ensure CRC's delivery in accordance with the Partnership Agreement and best practice guidance and within budget allocation. * Ensure CRC's business plan is agreed to reflect the key delivery role of T:BUC aims and objectives and that is monitored. * Ensure the T:BUC Engagement Forums achieve their objectives. * Promote a programme of Shared Learning events between TEO and CRC. * Promotion of Good Relations Week. * Strategic oversight of the North Belfast Strategic Good Relations funding programme delivered by CRC | 15% |
| **Financial Management**  **Good Relations Funding (SFF)**   * Seeking Ministerial approval for allocation of funding requirements for T:BUC Headline Action programmes.   **GR Outcomes Branch Finance**   * Oversight of budget requirements for GR Outcomes work including approval of financial returns * Approval of relevant business cases and procurement contracts. | 5% |
| **Ministerial casework**   * Drafting responses to Ministerial correspondence including briefing and speeches for invitation cases and Assembly Questions in accordance with Private Office/Assembly Section deadlines. | 10% |
| **Staff Management**   * Management of GR Outcomes team including direct line management of 3 DP’s. * Prioritisation of branch activities. | 5% |
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**6. KNOWLEDGE AND SKILLS**

The characteristics and overall level of knowledge and skills which have to be most commonly applied in this role include:

* Leadership skills
* Good communication skills and interpersonal skills, and the ability to establish good working relationships would be important, as the post holder needs to work with teams from across the division, department and other government departments and internal/external stakeholders;
* Good written communication skills; ensuring briefings and submissions have appropriate clarity, content and style.
* Strong planning and organisational skills;
* Development of T:BUC policies, plans and service provision to meet citizens’ diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice;
* Knowledge of mapping and graphic design;
* Knowledge of financial management procedures including budget, business cases and the procurement process; and
* Performance management.

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