# Hosting Proforma

Local Government Staff Commission for NI

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Patricia Murray

 Name

 Organisation/

Local Government Staff Commission

 Department

Commission House

18-22 Gordon Street

Belfast

BT1 2LG

 Address

 Telephone Fax number

028 90313200

 Number

pa@lgsc.org.uk

 E-mail

Type of Opportunity

**Director of Corporate Services**

Secondment until March 2024 (with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date).

**2. Details of hosting opportunity**

 Description of opportunity

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| The Local Government Staff Commission for Northern Ireland (The Commission) is an Executive Non-Departmental Public Body established under the Local Government Act (NI) 1972. The Commission’s powers were later extended under the Housing Orders 1976 and 1981 and the Local Government (Miscellaneous Provisions) (NI) Order 1992.The Commission is an Arm’s Length Body of the Department for Communities (DfC), and the Department determines the Staff Commission’s performance framework considering the Department’s wider strategic aims and current key commitments. The areas of operation, timeline and actions required by the Commission are set out in the Management Plan, which is approved by DfC. The Minister is accountable to the Assembly for the activities and performance of the Commission. The Departmental Accounting Officer has designated the Director of Corporate Services of the Staff Commission as the Staff Commission’s Accounting Officer.In general, the terms of reference for the Commission are to exercise:***‘general oversight of matters connected with the recruitment, training and terms and conditions of employment of officers of councils and the Northern Ireland Housing Executive and of making recommendations to councils and the Northern Ireland Housing Executive on such matters.’***[Local Government Act (Northern Ireland) 1972 as amended by the Housing Orders (NI) 1976 and 1981]In October 2013, following consultation on the future of the Commission, the then Environment Minister announced that the Commission would be wound up on 31 March 2017. This decision was subsequently agreed by the Executive Committee, at their meeting on 19 June 2014.It has not been possible to have the necessary Dissolution Order in place to wind up the Commission as planned. DfC reconstituted the Commission membership from 01 April 2017 (up to the final dissolution date). In November 2021, the Minister for Communities, invited views from key stakeholders on “*whether there are any reasons that the Executive decision in 2014 to dissolve the Commission should be reconsidered*”.  This consultation was completed, and we await the Minister’s decision. **A full Job Description is at Annex A****A Person Specification is at Annex B** |

 Main objectives of the opportunity

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| **General**The Director of Corporate Services is head of the Local Government Staff Commission’s staffing compliment and has overall responsibility for the administrative and executive functions associated with the implementation of Commission policies and procedures.The Director of Corporate Services reports directly to the Chairperson and the Local Government Staff Commission (the Commission) acting collectively.**Main Duties** **Governance and Resources**The Director of Corporate Services (the Director) will be responsible for the implementation of the Commission’s Management Plan 2022-2024.As the Commission’s Chief Accounting Officer, the Director will be responsible for ensuring that the staff and resources of the Commission are effectively and efficiently deployed to the satisfaction of the Commission and in accordance with the Local Government Auditors.As Senior Officer of the Commission the Director has overall responsibility for staffing and office procedures and the provision of secretariat services for all committees, working groups and consultative forums within the Commission’s statutory authority.**Financial/Sound System of Control** The Director will be responsible for the preparation of annual estimates of expenditure, budgeting, and under the scheme of delegation as set out in the Commission’s Management Framework Document, the day-to-day accounting arrangements for the proper discharge of all receipts, payments, and all other financial transactions.The Director will be responsible for the preparation of proposals, discussion papers, meetings, conferences etc, associated with Commission functions and business.**Code of Procedures on Recruitment and Selection**The Director will have responsibility for the proper implementation of the Code of Procedures on Recruitment and Selection, including participating in Shortlisting/ Appointment Panels as Commission observer and providing advice and assistance on the practical implementation of the Code to Councils and the Northern Ireland Housing Executive, as required**Code of Conduct for Local Government Employees**The Director will have responsibility for the proper implementation of the Code of Conduct for Local Government Employees, providing advice and assistance to Councils, when required, and monitoring the Code’s effectiveness.**Recruitment and Diversity**Ensuring that the Commission’s recruitment and diversity initiatives, as set out in the Management Plan 2022-2024, are fully implemented.**Winding up Officer**The Director will have responsibility for the “winding up” of the Commission in line with the LGSC Dissolution Order (when determined). Such arrangements will include advanced planning for the dissolution, final staff redundancies/ending of contracts, ensuring the Commission’s assets and liabilities are accurately determined, preparation of final accounts.  |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Qualifications**Candidates must be educated to degree level and/or be in full membership by examination of a recognised professional body concerned with personnel management, accountancy, or public administration.**Or** Candidates who do not satisfy this qualification criteria may be eligible to apply if they demonstrate to the satisfaction of the appointment panel that they have substantial relevant experience.Substantial experience is deemed to be 5 years at a senior level in a public service environment.**Experience**1. Candidates must have at least 3 years’ experience in a Senior Management position in the public or related service. It is desirable that such experience be in the local government sector or in a position which relates to the provision of public/local government services.
2. Candidates must demonstrate the ability to manage change and cope with uncertainty. The Commission accordingly seeks a person of proven managerial ability together with a proven record of leadership and achievement.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| LGSC Chairperson |

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

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| LGSC Chairperson and Commission Members |

**5. Transfer of learning**

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

 individual and their organisation.

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| This is an opportunity for an experienced professional to gain experience in another organisation at senior management level within the local government 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:** W.e.f. October 2022.**Duration:** Secondment until March 2024 with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date).**Salary Scale:** **Salary:** PO14, SCP 62-65 (£70,693 - £74,579) (Subject to review)**Funding:** Salary costs will be met by the Local Government Staff Commission. **Location:** The post is based in Commission House, 18-22 Gordon Street, Belfast, BT1 2LG.  Hybrid working arrangement will be considered.**Resources:** The post is mainly office based and all resources will be provided. The post holder will be required to have access to transport to enable travel to council offices etc.**Selection:** Shortlist followed by interview.**Contact:** For further information about the post please contact Patricia Murray on 028 90313200 or by email at pa@lgsc.org.uk**Interview Date:** Friday 16 September 2022**Closing Date:** Noon on Friday 09 September 2022. Authorised applications should be sent to: **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| Patricia Murray |

**Signed:**

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| 25 August 2022 |

**Date:**

**ANNEX A**

**LOCAL GOVERNMENT STAFF COMMISSION FOR NORTHERN IRELAND**

**APPOINTMENT OF DIRECTOR – CORPORATE SERVICES**

**JOB DESCRIPTION**

**Salary: PO14, SCP 62-65 (£70,693 - £74,579) (Subject to review)**

**General**

The Director of Corporate Services is head of the Local Government Staff Commission’s staffing compliment and has overall responsibility for the administrative and executive functions associated with the implementation of Commission policies and procedures.

The Director of Corporate Services reports directly to the Chairperson and the Local Government Staff Commission (the Commission) acting collectively.

**Main Duties**

**Governance and Resources**

The Director of Corporate Services (the Director) will be responsible for the implementation of the Commission’s Management Plan 2022-2024.

As the Commission’s Chief Accounting Officer, the Director will be responsible for ensuring that the staff and resources of the Commission are effectively and efficiently deployed to the satisfaction of the Commission and in accordance with the Local Government Auditors.

As Senior Officer of the Commission the Director has overall responsibility for staffing and office procedures and the provision of secretariat services for all committees, working groups and consultative forums within the Commission’s statutory authority.

**Financial/Sound System of Control**

The Director will be responsible for the preparation of annual estimates of expenditure, budgeting, and under the scheme of delegation as set out in the Commission’s Management Framework Document, the day-to-day accounting arrangements for the proper discharge of all receipts, payments, and all other financial transactions.

The Director will be responsible for the preparation of proposals, discussion papers, meetings, conferences etc, associated with Commission functions and business.

**Code of Procedures on Recruitment and Selection**

The Director will have responsibility for the proper implementation of the Code of Procedures on Recruitment and Selection, including participating in Shortlisting/ Appointment Panels as Commission observer and providing advice and assistance on the practical implementation of the Code to Councils and the Northern Ireland Housing Executive, as required.

**Code of Conduct for Local Government Employees**

The Director will have responsibility for the proper implementation of the Code of Conduct for Local Government Employees, providing advice and assistance to Councils, when required, and monitoring the Code’s effectiveness.

**Recruitment and Diversity**

Ensuring that the Commission’s recruitment and diversity initiatives, as set out in the Management Plan 2022-2024, are fully implemented.

**Winding up Officer**

The Director will have responsibility for the “winding up” of the Commission in line with the LGSC Dissolution Order (when determined). Such arrangements will include advanced planning for the dissolution, final staff redundancies/ending of contracts, ensuring the Commission’s assets and liabilities are accurately determined, preparation of final accounts.

**ANNEX B**

**LOCAL GOVERNMENT STAFF COMMISISON FOR NORTHERN IRELAND**

**APPOINTMENT OF DIRECTOR – CORPORATE SERVICES**

**PERSONNEL SPECIFICATION**

**Salary: PO14, SCP 62-65 (£70,693 - £74,579) (Subject to review)**

**Qualifications**

Candidates must be educated to degree level and/or be in full membership by examination of a recognised professional body concerned with personnel management, accountancy, or public administration.

**Or**

Candidates who do not satisfy this qualification criteria may be eligible to apply if they demonstrate to the satisfaction of the appointment panel that they have substantial relevant experience.

Substantial experience is deemed to be 5 years at a senior level in a public service environment.

**Experience**

1. Candidates must have at least 3 years’ experience in a Senior Management position in the public or related service. It is desirable that such experience be in the local government sector or in a position which relates to the provision of public/local government services.
2. Candidates must demonstrate the ability to manage change and cope with uncertainty. The Commission accordingly seeks a person of proven managerial ability together with a proven record of leadership and achievement.