# Hosting Proforma

Boundary Commission for Northern Ireland

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

Northern Ireland Office

 Department

Erskine House

20-32 Chichester Street
Belfast
BT1 4GF

 Address

 Telephone Fax number

028 90 523515

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

**Office Manager - Boundary Commission for Northern Ireland – Secondment until 1st July 2023**. **Hybrid working, utilising office facilities at Erskine House, Belfast as required.**

**2. Details of hosting opportunity**

Description of opportunity

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| The Boundary Commission for Northern Ireland is an independent advisory non-departmental public body, sponsored by the Northern Ireland Office. The Commission is responsible for reviewing all UK Parliamentary constituency boundaries in Northern Ireland in line with the Parliamentary Constituencies Act 1986 (as amended).The Commission is currently partway through the 2023 Boundary Review, which must report to the Speaker of the House of Commons by 1st July 2023. The Commission published their Initial Proposals for Parliamentary Boundaries in October 2021, followed by a first and second consultation, including public hearings. The third consultation stage of the 2023 Review is planned to take place in November 2022. More information about the Commission and its work is available at <https://www.boundarycommission.org.uk/>.The Commission is supported in its work by a small Secretariat consisting of the Secretary (Band A); Deputy Secretary (Band B); Office Manager (Band C); and clerical support (Band E). The Commission works with a number of Government agencies and others for the provision of professional services as required. |

Main objectives of the opportunity

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| The Office Manager will assist the Commission Secretary, Deputy Secretary and Commission Members with all relevant aspects of the 2023 Review of Parliamentary Constituencies in Northern Ireland, including the planning and management of finances, records, meetings, services and procurement. Some drafting of material for publication and updating of the website will also be required.The Office Manager for Boundary Commission for Northern Ireland has the following key responsibilities:* management of all day-to-day administrative functions of the Secretariat, including finances;
* management of the Secretariat office and junior member of staff;
* management of the Secretariat files and electronic records;
* procurement of goods and services as required;
* liaison with other government agencies and partners regarding support for the Commission;
* making arrangements for meetings, and notetaking as required;
* researching and drafting input to Commission papers, review reports and annual reports;
* dealing with enquiries from politicians and the wider public including FoI/DPA requests;
* drafting material for the Commission’s website and updating this as required;
* support the organisation of the consultation process;
* arranging the printing, publication, distribution and display of the Commission’s consultation materials and Reports;
* assisting with the collation and analysis of consultation responses.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL CRITERIA**The post holder will need to be able to demonstrate the full range of civil service behaviours associated with the grade. In particular, we will be looking for someone with:* experience of effective financial management, governance, profiling and reporting using financial management systems
* experience using a corporate filing system, needed to manage Commission correspondence, electronic files and financial records
* effective written and oral communication skills, including notetaking, supporting public consultation and dealing with queries from political parties, and the wider public.
* a good working knowledge of Microsoft Word, Excel, Teams and Outlook

**DESIRABLE CRITERIA**In addition, experience of the following would be desirable:* managing, reporting and monitoring expenditure using Account NI
* supporting the collation and analysis of complex information from multiple sources
* effective liaison with other government agencies and partners
* management of FoI/DPA requests
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**4. Personnel: Please state below**

 Who will the individual report to?

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| The Deputy Secretary to the Boundary Commission for Northern Ireland |

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

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| The Deputy Secretary to the Boundary Commission for Northern Ireland |

**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 Boundary Commission**This opportunity will benefit the Boundary Commission by resourcing its small Secretariat with an experienced public servant, who will use their skills to support the delivery of the Commission’s time-bound statutory duties.**Benefits to the successful applicant**This is an excellent opportunity to support the delivery of a Parliamentary Boundary Review. This Review is a statutory duty, delivered by an impartial and independent public body. The post-holder will have an opportunity to work closely with senior colleagues, including Boundary Commissioners, assessors and partner organisations. The post-holder will benefit from experience working in the Secretariat of an arms-length body, focusing on good governance and with a high degree of autonomy. They will experience working closely with complex legislation and an extensive public consultation process.**Benefits to the Home Organisation**The individual will gain transferable experience in:* good corporate governance practices
* managing a budget
* translating legislation into operational practices;
* enhancing their written and oral communication skills in a complex context;
* developing excellent collaboration skills with partner organisations;
* becoming experienced in all aspects of public consultation
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**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**: The successful candidate is required to start as soon as possible, taking into account the requirement to have, or successfully apply for, security clearance to at least CTC level.**Duration**: The 2023 Review of Parliamentary Constituencies must be completed by 1st July 2023. The successful candidate would be required until that date, for the remaining duration of the Review, with a possibility of extension, if required, subject to agreement.**Working Pattern:** The Commission will consider applications from candidates who work either full-time or part-time.**Location**: The Boundary Commission is currently operating hybrid working arrangements, utilizing office facilities at Erskine House, 20-32 Chichester Street, Belfast BT1 4GF, as required.**Travel**: Travel within Northern Ireland is expected to be minimal. Where appropriate, the post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.**Resources**: The post-holder will have use of a laptop and mobile phone.**Funding**: The salary will be NIO Band C pay band (£31,265 – £34,446). NIO will pay the total salary costs to the employer on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NIO arrangements. (NICS staff will transfer at their current salary and willbe subject to NICS terms and conditions)**Selection**: A paper sift will be used to determine the most suitable applicants for the post. An informal discussion will then be held with each suitable applicant to discuss the skills, knowledge and experience the applicants would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential and desirable criteria listed above.**Contact**: For further information, please contact Heather McKinley, Secretary to the Boundary Commission for Northern Ireland, by emailing contact@boundarycommission.org.uk**Closing Date:** AuthorisedApplications must be submitted by 4.00pm on **Friday 21 October 2022** 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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| **Elizabeth Martin** |

**Signed:**

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| **4/10/22** |

**Date:**