# Hosting Proforma

Department of Justice (DoJ)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Catherine Shields

 Name

 Organisation/

Troubles Permanent Disablement Payment Scheme, DoJ

 Department

Queens Court

56-66 Upper Queens Street

Belfast

BT1 6FD

 Address

 Telephone Fax number

028 9054 3981

 Number

catherine.shields1@justice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** – 12-24 months with the possibility of an extension, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

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| Job Title – **Finance Officer** - Deputy Principal General Services, Applicant Award Calculations TeamUnder section 10 of the Northern Ireland (Executive Formation etc.) Act 2019, the UK Government was required to bring forward legislation providing for a scheme of payments to those living with injuries sustained in Troubles/Conflict-related incidents by 31 January 2020 and for that legislation to have effect by the end of May 2020. The Victims’ Payment Regulations 2020 were duly laid before Parliament on 31 January 2020 by the NIO. On the 24 August, the Executive Office designated the Department of Justice to exercise the administrative functions of the Victims’ Payment Board (VPB) on the Board’s behalf.The scheme’s purpose is to provide those living with permanent disablement caused by injury through no fault of their own in a Troubles-related incident with payments primarily in acknowledgement of the acute harm which they have suffered. The scheme will also provide a measure of recognition of the implications of living with disablement caused by a serious Troubles-related injury and the associated impact of such disablement on carers, who are often family members; and recognition that in many cases coping with the disablement caused by the serious injury had an adverse financial impact on individuals and their families.The post holder will be the Accountant for the Troubles Permanent Disablement Payments Scheme and will be required to run the Applicant Award Calculations Team, ensuring awards are calculated in accordance with the Regulations for the Scheme. Other responsibilities are detailed in the section below. |

 Main objectives of the opportunity

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| **Calculation and payment of Victims’ Payments*** Ensure all Victims’ payment calculations and Determination Letters Payment Annexes are accurate and compliant with the Regulations, and calculators are accurate and kept updated.
* Ensure all payment made to Applicants are made on a timely basis, accurate and comply with VPB/NICS Policies and Regulations.
* Ensure all relevant correspondence to applicants is send in a timely and accurate manner e.g. annual uplift letters, beneficiary letters, lump sum offer letter.
* Interpretation of Regulations, identify areas of improvement/issues and problem solve.
* Ensure any overpayments are identified and recovered in a timely manner the through implementation of the Overpayment Policy.

**Implement efficient systems, procedures and policies*** Ensuring robust systems and procedures are in place and adhered to by the Applicant Award Calculations Team.
* Develop policies relating to the work of the Applicant Award Calculations Team.

**Reporting*** Completion of ad hoc reporting relating to work of the team including payment data for the Government Actuarial Department.
* Provide statistical information and trends on awards in payment by maintaining and refining the assumptions and methodology.
* Preparation of Cash forecasts of Victims’ payments.
* Provide monthly statistics.
* Liaise with Internal and External Audit as required relating to the work of the Team.

**Management of Applicant Award Calculations Team*** Provide effective operational running and leadership of the Applicant Award Calculations Team (7 staff), by providing direction and dealing efficiently and effectively with any queries.
* Ensure the application of sound principles of corporate governance, including risk management within the Applicant Award Calculations Team.

**Provide advice, briefings and assurance*** As a member of the Senior Management Team, you will provide advice and make recommendations in relation to applicant calculations, in a timely manner to support the Head of Scheme, and also to support the Board.
* Support the Head of Scheme in their Accountable Officer role, ensuring that any relevant guidance is brought to their attention and processes put in place to adhere to.
* Provide advice and training to the Board and Panels on the calculation of awards, etc.
* Ensure the Scheme is compliant with all relevant Government and Departmental policies, Delegated Limits, regulations and legislation in relation to finance.
* Deal with applicant queries via phone and in writing when required.
* Attend meetings of the Board, Senior Management Team, and the Executive Office.
* Provide input to Freedom of Information Requests, Assembly Questions, Oral Questions, and Applicant queries/correspondence, etc. as required.

**VPB Regulations*** Have an in-depth knowledge of the regulations that underpin the Victims’ Payment Scheme and the ability to assess the potential impacts of policy and other changes that may impact upon the operation and management of the Scheme.
* Ensure the work of the Applicant Award Calculations Team is fully compliant with the VPB Regulations and provide advice and guidance to the Applicant Award Calculations Team and other members of the TPDPS on interpretation from a finance perceptive.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The successful candidate must have:* Strong numeracy skills;
* Possess high attention to detail and ability to work to tight deadlines;
* The ability to lead, manage, plan and organise the flow of work through their work area and prioritise work to meet set deadlines;
* Excellent communication skills and proven written communication skills, with the ability to communicate effectively, both verbally and in writing, with staff and stakeholders at all levels;
* Advanced Excel skills;
* Strong Team Management/Leadership skills;
* Strong report and letter writing skills;
* The ability to identify problems/areas for improvement and provide solutions (Problem Solving); and
* Ability to see the bigger picture and impacts on other areas

The successful candidate will require CTC security clearance. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Catherine Shields |

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

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| Catherine Shields |

**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 Troubles Permanent Disablement Payments Scheme is a new and novel scheme that has been designed to make a positive impact on the lives of many victims and survivors. A key principle of the scheme is that it is victim-centric and that has informed the approach to the design of the scheme. The Interchange Scheme provides an opportunity for someone from outside Government to bring an external perspective to the implementation of the scheme. The Department will benefit from new skills and experience that the post holder will bring from an external perspective. The successful individual will develop a strategic understanding of the workings of central government and gain experience of contributing to the development and delivery of a scheme for victims and survivors. The post holder will also gain experience of supporting a Board and assisting with the management of good governance. The individual and their employer will benefit from the experience gained through being involved in this unique and challenging area. |

**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**: 1 December 2022 or as soon as a suitable candidate is identified, CTC cleared and a release date agreed.**Duration**: 12-24 months full-time secondment opportunity from the date of commencement (may be extended to up to three years in totality, subject to the agreement of all parties).**Location**: Queen’s Court, 56 – 66 Upper Queen’s Street, Belfast BT1 6FD. **Hybrid Working:** Currently at least two days in the office, and as required for training, meetings, team leadership, and by Senior Management.**Resources**: A laptop will be provided. **Form of transport**: N/A **Funding**: DoJ will meet salary and any associated expenses and the salary range is £39,748 - £42,639.**Further information**: For further information please contact Catherine Shields on Tel: 028 9054 3981 or by email at: catherine.shields1@justice-ni.gov.uk**Closing Date:** Applications\* must be submitted by email by **4.00pm on Monday 14th November 2022** to**:** **interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff. |

**7. Endorsement**

 **Interchange Manager**

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| **Catherine Shields** |

**Signed:**

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| **26 October 2022** |

**Date:**