# Hosting Proforma

The Commissioner for Survivors of Institutional Childhood Abuse

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Joanne McComb

 Name

 Organisation/

COSICA

 Department

Queens Court

5th Floor

56-66 Upper Queen Street

Belfast BT1 6FD

 Address

 Telephone Fax number

02890 544988

 Number

Joanne.Mccomb@cosica-ni.org

 E-mail

Type of Opportunity

Secondment

**2. Details of hosting opportunity**

 Description of opportunity

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| This is an exciting opportunity for a **Secretary to the Commissioner** to work within a small team working for the Commissioner for Survivors of Institutional Childhood Abuse (COSICA).This role of Secretary to the Commissioner includes providing briefings, advice and support for the Commissioner along with responsibility for Programme including policy, research and engagement. The role will also encompass Corporate Services including Planning, HR, Financial Management, Governance, Engagement, Information and Data. The role holder is the main point of contact in dealing with the HIA Implementation (HIAI) Sponsor Branch in TEO.The office is located in central Belfast and works a hybrid working pattern, currently two days in the office and three working from home.   |

 Main objectives of the opportunity

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| * Provide advice and support to the Commissioner on a range of strategic and operational factors to enable the Commissioner to execute her statutory responsibilities
* Continue to develop a range of policies and Strategies to implement the objectives of Office of the Commissioner.
* Ensure all financial and governance activities operate and adhere to TEO guidance and policy.
* Oversight of internal and external audit processes ensuring highest standards and all recommendations implemented.
* Overall management responsibility of the COSICA budget, financial reports and expenditure forecasts.
* Implement and review organisational, operational and reporting arrangements for COSICA.
* Revise and develop business cases in accordance with DoF and TEO departmental procedures ensuring a high level of accountability is maintained at all times.
* Oversight of COSICA information management infrastructure and processes including ensuring COSICA procedures and policies in accordance with GDPR legislation.
* Overall management of COSICA team with specific line management responsibilities
* Deliver results against HR and business objectives.
* Manage, coordinate and participate in the recruitment and selection of staff for COSICA.
* Develop and deliver an annual training plan in line with organisational needs
* Oversee performance appraisal process of staff with specific responsibilities for Deputy Principals
* Encourage colleagues to contribute to Office of Commissioner’s objectives in a positive and innovative manner.
* Develop deep understanding of policy programme goals in order to oversee the development, implementation and progression of Programme priorities
* Contribute to development and implementation of a corporate communications plan with external communications provider in accordance with COSICA strategic goals and review its progress.
* Oversee the daily running of the office.
* Develop business plans and provide timely reporting against targets to COSICA.
* Implement systems to ensure efficiency of programmes and projects including the development of an Advisory Panel of victims and survivors
* Oversee drafting and preparation of stakeholder briefings, AQs and correspondence to Ministers, relevant committees, Victims and Survivor Groups, individual victims and survivors, government agencies etc
* Engage with Ministers and advisors and respond to correspondence on behalf of and as support of COSICA.
* Organise regular engagement with the sponsor branch attending all required meetings.
* Develop and maintain a sufficient network of reliable contacts to enable efficient delivery and establish effective working relationships and communication channels with key stakeholders, including the HIA victims and survivors Groups, departmental colleagues, Interdepartmental Representatives, Solicitors, members of the public etc.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The minimum requirement for the role requires a Batchelor degree or equivalent qualification and at least 5 years’ senior management experience within an organisation that delivers a programme of services to the public, either directly or through a series of external delivery agencies.Senior management experience includes:* Experience in financial management and Business Planning
* Proven Human Resource (HR) skills having the ability to apply HR practices and policies
* Excellent oral and written communication skills to develop functional collaboration with a wide range of stakeholders at senior levels
* Experience of providing advice/briefing to senior officials and Ministers
* Sound knowledge of GDPR requirements and the of handling sensitive information
* Political awareness and knowledge of the Northern Ireland Government structures
* Good interpersonal skills and the ability to create and maintain good working relationships with a network of officials across Government Departments and key stakeholders
* Strong organisational skills
* IT literacy
* Displays the highest levels of integrity
* Ability to adapt and respond positively to change and meet demanding deadlines
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Fiona Ryan The Commissioner  |

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

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| The role holder will report directly to the Commissioner. |

**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 Secretary to the Commissioner will join a team of 7 staff, working to establish and promote the organisation in a dynamic and highly rewarding area. In addition to working closely and collaboratively with other staff in the COSICA office, the individual will have the opportunity to make/ retain contacts within the Northern Ireland Civil Service, and the wider public sector. The individual will play a key role in supporting the Commissioner and staff in fulfilling its role in promoting the interests of Victims and Survivors. Benefit to individual’s employer The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. Benefit to COSICA COSICA will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**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 possible**Duration**: 24 months with the potential to extend for 1 further year**Location**: 5th Floor South, Queen’s Court 56-66 Upper Queen Street Belfast, BT1 6FD **Resources**: Resources to enable home working will be provided **Funding**: COSICA will meet salary and associated expenses. The salary range is £52,026 - 55,685 starting at the minimum.**Further information**: Please contact Joanne McComb on tel: 028 9054 4985 or by email at: Joanne.Mccomb@cosica-ni.org.**Closing Date:** Applications must be submitted by **4.00pm on Friday 16 December 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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| **J McComb**  |

**Signed:**

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| **30/11/2022** |

**Date:**