# 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 Deputy Principal (DP) to work within a small team working for the Commissioner for Survivors of Institutional Childhood Abuse (COSICA).The role of Policy and Engagement DP includes providing briefings, advice and support for the Commissioner along with responsibility for Stakeholder Support, Liaison and Communication and Business Planning and Monitoring. 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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| * Support the Commissioner including briefing and advice
* Assist the Commissioner in the dispensement of their duties to include drafting of policy documents, papers and responses for approval.
* Ensure the Commissioner is adequately prepared with required papers and briefings for meetings.
* Travel to public events and meetings providing necessary support to the Commissioner.
* Keep the Commissioner informed of current related issues in the media relating to historical institutional abuse; specifically those with potential impact on victims and survivors and offering analysis of same

**Briefing and Advice*** Provide support to the Commissioner by producing timely and high quality first drafts of briefing and advice when appropriate.
* Produce first drafts to the Commissioner on Assembly Questions and correspondence from other key stakeholders, and ensure that appropriate mechanisms and processes are in place to ensure that all correspondence to at a high standard and within set deadlines

**Stakeholder Engagement*** Oversee engagement with victims and survivors and ensure trauma-informed approach underlies all engagement
* Generate and monitoring engagement-related statistics for both internal use and externally with stakeholder audiences
* Engage with external stakeholders, victims and survivors of historical institutional abuse both here and abroad via various methods i.e. telephone, email, video conference and face to face.
* Maintain and develop contacts which will support the work of the Commissioner across all stakeholder agencies.
* Prepare highest of standard responses on behalf of the Commissioner for Assembly Questions, FOIs and other official correspondence within set deadlines.
* Work with the Commissioner to maintain and build a good network of associates appropriate to the essential work undertaken by the Office.
* Maintain and continue to establish valuable functioning relations and develop essential communication channels with key stakeholders.
* Oversee development of COSICA communications and engagement strategy including: maintenance and development of COSICA website; COSICA corporate communications materials, statements etc.
* Direct responsibility for development of victims and survivor Advisory Panel
* Develop research programme within COSICA in support of progressing organisation’s objectives

**Business Planning and Monitoring** * Work with the COSICA G7 and Corporate Services DP to provide input to the business plans, project plans, risk registers and business continuity plans.
* Create internal monitoring mechanisms for policy, research and engagement that ensure key organisations objectives are achieved and key risks are identified and mitigated.
* Oversee and develop external monitoring arrangements in partnership with agencies COSICA has a statutory duty to monitor

**Line Management*** Direct responsibility for two Staff Officers and two EO2s, and responsible for developing a well-trained, highly motivated and trauma-informed team.
* Overall day to day running of the policy and engagement team to achieve organisational targets
* Motivate and enable staff to contribute to Commissioner’s objectives in a positive and innovative manner.
* Responsible for safeguarding their staff due to the nature of the issues involved within this role including ensuring that staff avail of external supervision which is provided and are aware of and encouraged to use appointed EAP resources
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The minimum level of formal qualifications required is a Bachelor’s degree or equivalent professional qualification with at least 3 years’ experience at managerial level. **Knowledge and Skills*** Develop, influence and implement policy. This includes taking into account the views and concerns of relevant stakeholders to inform decisions.
* Identify the Commissioner’s policy needs to develop detailed operational plans to ensure the structured and progressive implementation of objectives.
* Develop effective and collaborative working relations with key stakeholders which include victims and survivors of historical institutional abuse, NICS Departments, Ministers, VSS, HIA Redress Board arms-length bodies including other Commissioners, the media and organisations from other jurisdictions. The range of people with whom the role holder is wide and varied, and the above does not represent an exhaustive list.
* Good interpersonal skills when liaising/engaging with vulnerable adults. The role holder should have a high degree of maturity and emotional awareness of self and others.
* Excellent communication written and oral skills in order to liaise with the Commissioner and other stakeholders in an official capacity on an ongoing basis.
* Ability to lead, develop, motivate and manage staff.
* Working positively with colleagues, and partners to generate commitment to deliver results.
* Experience of preparing briefing and advice and delivering presentations.
* Ability to meet deadlines.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| The Grade 7 Secretary to 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 Grade 7 Secretary 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 Policy and Engagement DP will join a team of 8 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 Deputy Principal starting at £39,748.**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 06 January 2023** 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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| **06/12/2022** |

**Date:**