# Hosting Proforma

Local Government Staff Commission for Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Diana Stewart

Name

Local Government Staff Commission for Northern Ireland (LGSC)

Organisation/

Department

Commission House

18-22 Gordon Street

Belfast

BT1 2LG

Address

Telephone Fax number

028 9031 3200

Number

diana.stewart@lgsc.org.uk

E-mail

Type of Opportunity

**Senior HR Officer**

Secondment – 1 year with the possibility of an extension subject to the agreement of all parties (dependent on the Local Government Staff Commission dissolution date).

**2. Details of hosting opportunity**

Description of opportunity

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| **JOB CONTEXT**   * The post holder reports to the Director of Corporate Services and is responsible for making recommendations on the development of human resource (HR) and organisation development (OD) strategies, policies and procedures within councils and the NI Housing Executive (NIHE). * The post holder gives advice and assistance to Chief Executives, senior management teams across all councils and, as appropriate, elected members from all political parties on corporate HR issues and people strategies. * The post holder is expected to participate in the development of, and ensure the implementation of, the Commission’s Management and Dissolution Plan and works closely with the Commission’s Accounting and Dissolution Officer on a day-to-day basis. |

Main objectives of the opportunity

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| **MAIN PURPOSE OF JOB**   * To provide input on all matters concerning the statutory functions of the LGSC as they relate to the 11 councils and the Northern Ireland Housing Executive (NIHE). * To manage and monitor allocated HR and OD projects to ensure their effective and efficient completion to agreed standards and to work with the Council Directors, Chief Executives, Elected Representatives and wider stakeholders. * To provide high level professional advice and support to Council Senior Managers, Elected Representatives, external working groups and committees across local government and the wider public sector. * To act as Lead Officer to internal and external committees and working groups and contribute to the formulation of recommendations, policies and codes of practice. Representing the Commission and/or local government on strategic cross-sectoral groups or bodies.   **SUMMARY OF RESPONSBILBITIES AND PERSONAL DUTIES**  Specifically, the areas of professional responsibility for the post holder includes:  **Strategic HR and Organisation Development**   * Providing a professional, expert advisory and support service to the councils and the NIHE in order to ensure the application of good personnel practices and procedures. Promoting best practice in HR management and OD development and advising on the application of policies, procedures and practices. * Facilitating internal working groups and committees and drafting policies and procedures for their consideration. * Formulating and developing procedures, processes and guidance for the Councils and NIHE, taking into account the views of stakeholders, and gaining appropriate ownership and approvals.   **Equality and Diversity**   * Ensuring the implementation of the Commission’s Code of Procedures on Recruitment and Selection and providing implementation guidelines to Councils and NIHE. * Contributing to the procurement and management of Professional Assessors for the appointment of Chief Executives and Senior Posts in local government. * Informing and advising the Councils and the NIHE promptly on relevant new legislation, case law and tribunal decisions. * Leading and mediating forums for the discussion and exchange of information through the Statutory Duty Network. * Promoting awareness of equality of opportunity and diversity issues by acting as Secretariat to the Local Government Equality and Diversity Group and implementing action through the formulation of policies, newsletters and briefings for councils and the NIHE. * Taking a Lead Role in the delivery of the equality and diversity strategy and supporting the Diversity Ambassador Network for local government sector.   **Employee Relations**   * Contributing to a stable industrial relations climate in local government by assisting district councils to establish and maintain effective staff/management relationships and fostering positive relationships with trade unions. * Identifying, analysing and interpreting benchmarking opportunities and researching and recommending alternative approaches to negotiating, constituent consultation and decision making aimed at assisting the establishment of an employee relations framework for local government. * Contribute to organisational reviews in district councils and assisting in the implementation strategies of recommendations and any resultant change programmes.   **Learning and Development**   * Providing active support to the work of the Local Government Training Group by contributing to the identification and design of appropriate training programmes to support the capacity building framework for local government.   **Facilitating Co-operation in Local Government and the Wider Public Sector**   * Joint working with partner organisations, e.g., the Society of Local Authority Chief Executives (SOLACE), Northern Ireland Local Government Association (NILGA), Chief Executives Forum, Department for Communities, Equality Commission, for example. * Leading or serving on strategic cross sectoral working groups and committees, including organisations such as Northern Ireland Public Service Ombudsman. Initiating and developing a range of strategies and action plans to support identified outcomes.   **Communication**   * Ensuring accurate and timely production of all information required for Commission official returns and initiatives by preparing and formulating discussion and background papers for consideration at meetings of the Staff Commission.   **Corporate Responsibilities**   * Agreeing project plans and estimates for individual projects offering support and direction as required and ensure agreed budgets are managed accordingly. * Identifying, designing and procuring a range of specific initiatives to support the delivery of the Commission’s statutory functions and Management Plan objectives. * Supervising staff that may be assigned from time to time including administrative support and work experience placements.   **Note**  The post holder should be aware that the responsibilities and functional areas of the post may be subject to change because of organisational change. The Commission, therefore, reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Experience and Qualifications – Essential**  Please note applicants must complete either 1 and 2 and 5 **OR** 3 and 4 and 5   1. Applicants must demonstrate by way of example a minimum of two years relevant generalist experience including:  * Leading the implementation of recruitment and selection processes and procedures. * Managing employee/industrial relations issues through participation in consultation and negotiation with recognised trade unions and/or staff representatives. * Providing advice and guidance to senior management on employment, organisational development and human resource matters. * Developing HR and OD policies and procedures.  1. Hold membership of the Chartered Institute of Personnel and Development at Associate level or above; or Membership of an equivalent HR professional body at an equivalent level.   **OR**   1. Applicants must demonstrate by way of example a minimum of three years relevant generalist experience including:  * Leading the implementation of recruitment and selection processes and procedures. * Managing employee/industrial relations issues through participation in consultation and negotiation with recognised trade unions and/or staff representatives. * Providing advice and guidance to senior management on employment, organisational development and human resource matters. * Developing HR and OD policies and procedures.  1. Hold membership of the Chartered Institute of Personnel and Development at (Foundation level 3) or above; or Membership of an equivalent HR professional body at an equivalent level.   **AND FOR ALL APPLICANTS**   1. Applicants must possess a full, current driving licence which enables them to drive in Northern Ireland and a vehicle available for official business or have access to a form of transport which enables then to meet the requirements of the post in full. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Director of Corporate Services |

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

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| Director of Corporate Services |

**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 a HR professional to gain experience at a regional level within the local government sector and the NIHE. The individual will develop a range of skills and benefit from a diverse workload in the delivery of the Commission’s statutory functions at a strategic, regional level.  This is a unique opportunity for an individual to engage with the local government sector and NIHE in Northern Ireland and provide support to it and the skills and experience gained by the individual will be readily transferable to the individual’s 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**: It is hoped the successful candidate can commence by 01 March 2023.  **Duration**: It is anticipated the secondment will last until 31 March 2024 (with a possible extension, subject to the agreement of all parties).  **Location**: Commission House, 18-22 Gordon Street, Belfast. BT1 2LG (hybrid working arrangements are in place).  **Funding**: The salary scale for this post is PO4 (scp 35 – scp 38) £41,496 - £44,539 and the LGSC will meet the costs (NICS DP staff will transfer at their current salary).  **Further information**: For further information about the post or for an opportunity to discuss the role, please contact Diana Stewart on 028 9031 3200 or email [diana.stewart@lgsc.org.uk](mailto:diana.stewart@lgsc.org.uk).  **Process:** Shortlisting of applications will take place on 24 January 2023, those who are successfully shortlisted will be invited to an interview on 31 January 2023.  **Closing Date:** 4.00pm on Friday 20 January 2023. Authorised applications should be sent to:  **For NI Civil Service departmental staff only:** [Secondments@HRconnect.nigov.net](mailto:Secondments@HRconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Diana Stewart** |

**Signed:**

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| **03 January 2023** |

**Date:**