# Hosting Proforma

NICS HR

Name of Host

Organisation

**1. Interchange Manager’s details**

Catherine Shannon

Name

Organisation/

NICS HR

Department

2 -4 Bruce Street

Belfast

BT2 7JD

Address

Telephone Fax number

**028 90251817**

Number

Catherine.Shannon@finance-ni.gov.uk

E-mail

Type of Opportunity

Secondment / Temporary

**2. Details of hosting opportunity**

Description of opportunity

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| A temporary Grade 5 Director, for a period of one year in the first instance, to lead and manage the Employee Relations (ER), Occupational Health Service (OHS) & Welfare, and Learning & Development (L&D) functions. Reporting to the Strategic Director of NICS HR the successful candidate will be a part of the NICS HR Senior Management Team. |

Main objectives of the opportunity

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| To work with the NICS HR Director to deliver a range of HR service improvements and HR change initiatives including:   * the review of the OHS service delivery model, * overall management of and delivery of service improvements to Learning & Development, OHS and Welfare support services for the NICS. * overall management of the ER function, and to coordinate/oversee the delivery of the ER service change, * development and implementation of a number of initiatives relating to the NI Civil Service Integr8 transformation programme, and recommendations from a range of internal and external HR service reviews   This will be a highly challenging and rewarding role which will make a significant contribution to the delivery of high-quality Employee Relations (ER), Learning & Development (L&D), Occupational Health (OH), and Welfare services across the NICS. The post will require considerable leadership and management skills, particularly in relation to the management of change.  You will be leading and developing the effective operational delivery of ER, L&D, OH and Welfare policies/procedures providing support to your teams and giving expert and technical advice to your customers and stakeholders.  You will be expected to focus on continuous improvement and customer service. You will be working in a changing world meaning you will need to constantly strive to improve the service offered. Typically you will work in partnership with internal and external stakeholders to deliver customer focused solutions and processes. |

**3. Skills requirements**

What qualities, skills and experience are required from the individual

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| * HR Professional with CIPD accreditation at least Chartered MCIPD * Significant experience of leading/coordinating and/or advising on Service design and development * Significant experience of service improvement methodologies * Experience of designing/leading/developing/evaluating learning and development initiatives * Experience across a broad range of HR functional areas at senior management level (e.g. Assistant Director level) |

**4. Personnel: Please state below**

Who will the individual report to?

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| Strategic Director of NICS HR |

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

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| Strategic Director of NICS HR |

**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 posting will provide the opportunity to lead and be an integral part of a transformation process designing the future delivery of HR Services within the NICS. The skills and experience gained will be readily transferrable to other organisations.** |

**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**: 01/02/23, or as soon as a candidate is identified, and release date agreed.  **Duration**: Up to 12 months: 6 months initially with a review for an additional 6 months subject to the agreement of all parties.  **Location**: NICSHR, 2-4 Bruce Street, Belfast  **Resources**: N/A  **Funding**: DoF will meet the successful candidate’s current salary costs.  **Further information**: contact Catherine Shannon by email at [Catherine.Shannon@finance-ni.gov.uk](mailto:Catherine.Shannon@finance-ni.gov.uk) or by Tel on: 028 9025 1817.  **Closing Date:** Applications\* must be submitted by **4.00pm on Friday 17 February 2023** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to current NICS staff |

**7. Endorsement**

**Interchange Manager**

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| **Catherine Shannon** |

**Signed:**

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| **06 February 2023** |

**Date:**