# 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** - Policy and Research Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| This is an exciting opportunity for a Staff Officer to work within a small team working for the Commissioner for Survivors of Institutional Childhood Abuse (COSICA).The **Policy and Research Officer** is a key post within the organisation and in relation to the wider stakeholders involved in this field of work. The role holder will report to the Head of Policy and Research (DP) and will be based in the Commissioner’s Office at Queen’s Court, Upper Queen Street, Belfast.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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| * Assist the Commissioner in carrying out their role. The primary relevant function is research into and policy advice on matters relevant to historical institutional childhood abuse. This broad scope includes:
* research into systemic or thematic matters relevant to historical institutional childhood abuse, including scoping current sources of historical data and identifying gaps and challenges
* research into international experiences/developments and academic literature relevant to this area, identifying good practice which may assist the Commissioner
* propose methodologies for compilation of data into the numbers and location of victims and survivors to help inform policies and service delivery
* maintain awareness of all issues of interest to the Commissioner, the office, Victims and Survivors and wider stakeholders
* identification of key findings and provision of appropriate draft briefing on areas relating to the Commissioner’s powers to advise government and policy makers
* provide input to draft briefings for the Commissioner in advance of Assembly or other appearances and meetings.
* draft input for responses to Ministerial and Official Correspondence, and Assembly Questions, and any other correspondence or issues which may be referred for consideration.
* provide advice on matters which require legislative or case law referral and interpretation.
* supporting the Commissioner and the office in defining and progressing key operational objectives, including the development of monitoring frameworks, and the establishment of an Advisory Panel, with adherence to the legislative framework establishing COSICA, and taking into account similar developments in other areas.
* engaging with a range of stakeholders, including victims and survivors, as needed
* assisting other members of staff on policy issues arising from their own areas of work, and possible ways in which to proceed.
* undertaking training and personal development activity as agreed with the Head of Policy and Engagement and Commissioner (legal, research, and advice to government).
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The role holder would be expected to have a minimum of at least three years’ experience working in a research and policy post.Applicants must demonstrate as at the closing date for receipt of applications that they possess:a) University level degree in a relevant area including law, social policy, social science research, etc;b) At least two years’ practical experience gained within the last 10 years of the following:• legal, policy or research role with exposure in the field of rights, or justice and accountability more generally• taking forward research or policy projects on a thematic or qualitative basis;c) Ability to demonstrate up to date knowledge of Northern Ireland law;d) Awareness of the political environment and experience in effectively bringing forward policy advice to political representatives and key stakeholders; e) Ability to develop proposals for and undertake research, collate, analyse and manage information effectively; in accordance with relevant Data Protection Legislation;f) Strong interpersonal skills;g) Exercise confidentiality and sensitivity;h) Good organisational and planning skills; and i) An ability to prioritise and manage workload.Desirable Criteriaa) Postgraduate degree, or equivalent, in a legal, policy or research subject.b) Experience of engaging with communications/engagement colleagues and professionals on awareness campaigns. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| The DP Policy and Research  |

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

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| The role holder will report directly to the DP Policy and Research  |

**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 Research SO will join a team of 9 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 SO starting at £32,328.**Further information**:**Closing Date:** Applications must be submitted by **4.00pm on Friday 10 March 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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| **22.02.23** |

**Date:**