# Hosting Proforma

The Housing Executive

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Katie Dowds

 Name

 Organisation/

The Housing Executive - Health & Safety Services

 Department

2 Adelaide Street

Belfast

BT2 8PB

 Address

 Telephone Fax number

028 95 984755

N/A

 Number

katie.dowds@nihe.gov.uk

 E-mail

Secondment – Emergency Planning & Business Continuity Manager

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| This is a secondment for 12 month period to cover maternity leave within the Emergency Planning & Business Continuity Team.The officer will be expected to work 37 hours per week. Flexi time and flexible working will be available.This would expect to start on 29th May 2023. |

 Main objectives of the opportunity

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| **Main Purpose:** To lead the development and implementation of the Emergency and Business Continuity Planning across all areas of the Housing Executive, ensuring it complies with all relevant legislation and best practice. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Essential**Applicants must provide evidence, by the closing date for application, that they meet the following essential criteria:1. Possess a degree level qualification or equivalent.
2. Have at least 3 years relevant experience in a role involving Emergency Planning and Business Continuity within a large, multi-site organisation\*.
3. Can demonstrate significant experience in the following areas:
4. Experience of developing Business Continuity and Emergency Planning solutions and/or systems.
5. Experience of working interagency and with a range of key stakeholders to develop and agree Business Continuity and Emergency Planning solutions; and the ability to professionally represent the interest of their organisation.
6. Experience in facilitating workshops/scenario exercises to test the resilience of plans involving staff at all levels.
7. Can demonstrate:
* A strong understanding of the Business Continuity and Emergency Planning best practice including experience of the implementation of the Plan, Do and Check methodology
* Completing risk assessments to assess identified risks from a business continuity and emergency planning perspective.
1. Can demonstrate:
* Excellent planning and organisational skills.
* Ability to work accurately under pressure of multiple deadlines.
* Strong interpersonal and influencing skills.
* Strong customer orientation.
* Excellent attention to detail.

Candidates may also be assessed against the relevant Senior Leader section of the NIHE Behavioural Framework.1. Possess a current driving licence or have access to a form of transport that will permit the candidate to meet requirements of the post in full.

**Desirable**1. Hold a relevant qualification in Business Continuity or Emergency Planning
2. Hold current professional membership of a recognised professional body appropriate to the role. For example:
* Business Continuity Institute
* Institute of Risk Management
* Institution of Occupational Health and Safety
1. Experience of working within local government or the public sector

**\***NIHE employs in excess of 3,200 staff, with 45 sites, and manages a revenue budget of circa £1.2bn. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Level 8 – Health & Safety Manager – Corporate Safety, Emergency and Business Continuity Planning (To be appointed).In the interim,Karen Cunningham, Assistant Director Health & Safety Services |

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

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| In the interim, Karen Cunningham, Assistant Director Health & Safety 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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| **The opportunity will benefit the individual and organisation by:****Benefit to Individual**Developing good business relationships and sharing and enhancing employees’ skills. Offering the Employee a valuable career development opportunity, with the chance to make new contacts and gain experience within a different setting.**Benefit to individuals employer**Employee will enhance skills and will build relationships and contacts that will ultimately be of benefit to the employee’s organisation in the future.**Benefit to The Housing Executive**The Housing Executive will benefit from different perspectives 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**: The preferred start date is on or before 29th May 2023.**Duration**: 12 Months**Location**: The Housing Executive, 9 Lanyon Place, Belfast, BT1 3LP.**Resources**: Equipment provided including laptop and mobile phone**Salary Scale:** The Housing Executive will meet salary and associated costs. The salary range is:£36,298 – £46,549 per annum. **Further information**: Selection for this post will be as follows:* Shortlisting will take place on the basis of the criteria detailed above and final selection will be by interview
* For further information about the post please contact LEDmail response to aura O’Boyle, Emergency Planning and Business Continuity Planning Manager by email at

laura1.oboyle@nihe.gov.uk **Closing Date:** Applications must be submitted by 4.00pm on Friday 31 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** |
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**7. Endorsement**

 **Interchange Manager**

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| **Katie Dowds** |

**Signed:**

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| **09 March 2023** |

**Date:**