# 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](mailto: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**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto: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:**