# Hosting Proforma

Northern Ireland Housing Executive (NIHE)

Name of Host

Organisation

**1. Interchange Manager’s details**

Dolores Higgins

Name

Organisation/

HR - NIHE

Department

The Housing Centre

2 Adelaide Street

Belfast

BT2 8PB

Address

Telephone Fax number

028 959 82435

Number

Dolores1.higgins@nihe.gov.uk

E-mail

Type of Opportunity

Secondment – 1 year with possible extension

**2. Details of hosting opportunity**

Description of opportunity

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| **Corporate Planning & Performance Manager** – Level 7  The Corporate Planning & Performance Manager will take the day to day lead on the development of Corporate Strategy and performance reporting and analysis to ensure the effective and efficient delivery of the assigned core functions to support the organisation in meeting its objectives.  This is fantastic opportunity for suitably qualified individuals with experience of working in a corporate planning and performance reporting role.  A full job description is at Appendix 1. |

Main objectives of the opportunity

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| 1. As the day to day lead provide support to the Senior Planning and Performance Manager (Department Manager) delivering effective and efficient planning and performance services for the Housing Executive. 2. Develop and grow relationships with key Stakeholders to enhance understanding of key influences and objectives both internal and external to the organisation 3. Manage a team to deliver assigned objectives on behalf of the Senior Planning and Performance Manager. 4. To assist and support team objectives in the development of key Housing Executive strategies including ensuring the integration of Government policy, legislative duties, and managing EFQM accreditation on behalf of the organisation. 5. To carry out relevant research and data analysis, including working with others to develop and update action plans whilst demonstrating a clear understanding of Government policy, and legislative duties. 6. To assist the Department Manager in provision of high quality accurate business performance for a range of stakeholders, provide business intelligence on a range of agreed topics and assist with the development of a ‘performance hub’ to analyse data sources throughout the organisation to provide greater business intelligence on a range of agreed topics. 7. To be responsible for the day-to-day operational activities to deliver our statutory responsibility to produce Part 1 (Performance Report) of the Annual Report including liaising with key stakeholders, internally and externally. 8. To provide business support to management at all levels, as required by the Department Manager, in the development of their business objectives by providing a business intelligence service on a range of agreed topics as required, through the management of the data intelligence team.   **Corporate Strategy Development**   1. To support the Department Manager to develop and deliver the corporate plan to support the vision of the Housing Executive, working closely with key stakeholders including the Housing Executive Board, the Chief Executive and Directors, the wider Senior Management Team and the Department for Communities. 2. Ensure that the plan is appropriately aligned to internal and external environments, Programme for Government (PfG) and Ministerial outcomes and targets, and that it is also informed by appropriate benchmarking and examples of good practice to ensure that Housing Executive fulfils its role as the Strategic Housing Authority for Northern Ireland. 3. Responsibility for carrying out ‘horizon scanning’, research and critically analyse a range of information sources or emerging issues as required to help shape and inform items for inclusion in planning for the Corporate Strategy. 4. To provide the SMT with information on emerging housing related activities to assist with decision making on future topics for strategic planning purposes and to provide the SPPM with assistance in preparing, drafting and developing any associated presentations, documents or papers. 5. To support the Department Manager in the preparation of leadership Forum events, including providing relevant accurate statistics for discussion as part of the planning process for strategic development as well as any other duties associated with the planning and delivery of the event or task. 6. To support the Department Manager in liaising with other relevant departmental heads to ensure consistency of messaging in relation to business plans, and effective communication of the strategy to all staff within the organisation. 7. To lead on other specified strategy development to research, develop and report on other Corporate Strategies that fall within the remit of the unit and manage resources to deliver to agreed timescales. 8. To carry out consultation events, as required, managing consultation responses and ensuring all approvals are received for final publication and to publish reports within agreed timescales. 9. To be the day to day lead for the operational activities, managing a project team for the re-accreditation of the Ireland Excellence Award as required by the organisation and to liaise with stakeholders internally and externally to deliver the submission. 10. To represent the Department Manager, where required, in delivering presentations in relation to various strategies, publications and reports to a range of stakeholders, including external bodies and organisations.   **Statutory & Performance Reporting**   1. To ensure that Part 1 of the Annual Report is delivered to agreed timescales and in accordance with statutory requirements. 2. To liaise with a range of departments internally and externally, including the Northern Ireland Audit Office, to ensure that the Annual Report is prepared and published in line with agreed timescales including appropriate approvals. 3. To ensure that published information is accurate in the Annual Report and to managing the timely quality assurance KPI audit procedure. 4. To provide professional advice and guidance across the organisation to support effective corporate strategy development and business plans ensuring effective working relationships, partnership working and collaboration with key stakeholders. 5. To support the Department Manager to effectively manage the development of business reporting and a performance hub, working with other data owners to ensure timely, appropriate and accurate reporting for the senior committees, the Board and for the Department for Communities. 6. To support the Department Manager in collaboratively working with key stakeholders, in a strategic manner to analyse, interpret and deliver a range of corporate performance information. 7. Manage key data themes to help shape the delivery of new and innovative ways to present and analyse corporate performance information to better understand our services and provide targeted business analysis across the organisation, including benchmarking. 8. To support the Department Manager in providing a challenge function, when required, on behalf of the organisation in relation to information supplied for business reporting to ensure that the information is accurate and Senior Management are informed of any issues with the data. 9. To provide effective customer support in relation to data and advice on reporting at a divisional or departmental level ensuring effective working relationships, partnership working and collaboration with key stakeholders across the organisation. 10. To act as Risk Champion for the Corporate Services Division to facilitate the divisional risk register ensuring it is regularly updated and to ensure the timely management and administration of divisional audit recommendations. 11. To provide the Department Manager with timely reports on a range of office management activities as required including, but not limited to, Health and Safety, Time management and reporting, evacuation officer duties and maintaining the Business Continuity Plan and any other office management tasks as deemed appropriate. 12. Act as the point of contact for any GDPR/Subject Access Requests for the Planning and Performance Unit and respond to any queries within the agreed timeframe.   **General**   1. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales. 2. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion. 3. To ensure continued effective working relationships with key internal and external stakeholders such as the Department for Communities (DfC), Housing Executive Board, Senior Management Team and representative bodies. 4. To represent the Senior Planning and Performance Manager as required. 5. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the Housing Executive. 6. To comply with, and enforce, all Housing Executive frameworks, policies and procedures, including, but not limited to, those relating to legal requirements such as equality, health and safety and information governance. 7. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post. 8. To undertake project work as directed by the SPPM, using the principles of good project management and in line with the NIHE approach as detailed by the Programme Management Office. 9. To contribute to the development of the Risk, Governance and Business Continuity strategies as required. 10. To participate as directed in the Housing Executive Resourcing activity in line with Housing Executive Resourcing Policies and Procedures. To manage and develop staff in line with the Housing Executive’s agreed performance management framework. 11. To keep up to date with latest developments in Risk, Governance and Business Continuity, best practice and legislation 12. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.   *Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*  The full job description has been included in Appendix 1. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Experience and QualificationsEssential Applicants must provide evidence by the closing date for applications that they meet the following essential criteria:   * + 1. Possess a Degree or equivalent level 6\* qualification.   *\*Refer to Qualifications Framework for equivalencies.*   * + 1. Demonstrate 3 years’ experience working in a Business Planning or Performance Reporting role     2. Demonstrate experience in at least 2 out of the following 3 areas:   A) Producing and presenting performance reports in various formats, to a range of stakeholders including senior management.  B) Successfully developing and maintaining productive working relationships with a range of stakeholders, internally and externally  C) Developing and implementing strategies/plans that are applied across a whole organisation   1. Can demonstrate:  * Excellent planning and organisational skills; * Ability to work accurately under pressure on multiple deadlines; * Strong interpersonal and influencing skills; * Excellent attention to detail; * Experience in producing reports/documents for Senior Staff; and * Experience in managing a team to deliver agreed objectives  1. Possess a current driving licence or have access to a form of transport that enables them to meet the requirements of the post in full.  Desirable  1. Knowledge and experience of Corporate Strategy development and business planning in the context of the public sector governance framework. 2. A qualification at post graduate level which includes substantial study of strategy development, governance or business planning. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Senior Planning and Performance Manager (Level 8) |

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

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| Senior Planning and Performance Manager (Level 8) |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| NIHE will benefit from new skills, experience and fresh thinking that the individual will bring to the role. The individual will develop a range of skills and benefit from a diverse workload and working environment, which will all contribute their own personal development. The skills and experience gained 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**: 1 July 2023 (or as soon as possible)  **Duration**: 1 year secondment with possible extension  **Location**: The Housing Centre  2 Adelaide Street  Belfast  BT2 8PB  **Salary**: The salary scale for this Level 7 post is £36,298 - £46,549 per annum.  **Further information**:  **Process:** Shortlisting of applications will take place w/c 19th June 2023, those who are successfully shortlisted will be invited to an assessment/interview w/c 26th June 2023. Dates are subject to change.  **Closing Date:** Applications must be submitted by **4.00pm on Friday, 16th June 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) |

**7. Endorsement**

**Interchange Manager**

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| **Dolores Higgins** |

**Signed:**

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| **30.5.23** |

**Date:**

**Appendix 1**

**Ref No: Date:** 23rd February 2023

**Directorate:** Corporate Services

**Dept:** Organisational Development

**Section:** Planning and Performance Unit

**Job Title:** Corporate Planning & Performance Manager

**Grade:** Level 7

**Reports to:** Senior Planning and Performance Manager

**Location:** Housing Centre, Belfast with regular travel throughout NI

# MAIN PURPOSE

To take the day to day lead on the development of Corporate Strategy and performance reporting and analysis to ensure the effective and efficient delivery of the assigned core functions to support the organisation in meeting its objectives.

To contribute, to the provision of a modern, professional and responsive service to support NIHE business delivery and our vision and values as outlined below:

# Our Vision

*“Everyone is able to live in an affordable and decent home, appropriate to their needs, in a safe and attractive place.”*

# Our Values

**MAKING A DIFFERENCE**

* We strive to make people’s lives better
* We put our customers first and deliver right first time
* We build strong partnerships and share great ideas

# FAIRNESS

* We treat our customers, staff and partners fairly
* We respect diversity
* We work in an open and transparent way

# PASSION

* + We are professional in all that we do
  + We strive for excellence
  + We look for new, creative, better ways to do things

# EXPERTISE

* We believe in our people
* We are constantly learning and developing
* We provide strong confident leadership

**Key Responsibilities**

1. As the day to day lead provide support to the Senior Planning and Performance Manager (Department Manager) delivering effective and efficient planning and performance services for the Housing Executive.
2. Develop and grow relationships with key Stakeholders to enhance understanding of key influences and objectives both internal and external to the organisation
3. Manage a team to deliver assigned objectives on behalf of the Senior Planning and Performance Manager.
4. To assist and support team objectives in the development of key Housing Executive strategies including ensuring the integration of Government policy, legislative duties, and managing EFQM accreditation on behalf of the organisation.
5. To carry out relevant research and data analysis, including working with others to develop and update action plans whilst demonstrating a clear understanding of Government policy, and legislative duties.
6. To assist the Department Manager in provision of high quality accurate business performance for a range of stakeholders, provide business intelligence on a range of agreed topics and assist with the development of a ‘performance hub’ to analyse data sources throughout the organisation to provide greater business intelligence on a range of agreed topics.
7. To be responsible for the day to day operational activities to deliver our statutory responsibility to produce Part 1 (Performance Report) of the Annual Report including liaising with key stakeholders, internally and externally.
8. To provide business support to management at all levels, as required by the Department Manager, in the development of their business objectives by providing a business intelligence service on a range of agreed topics as required, through the management of the data intelligence team.

**Corporate Strategy Development**

1. To support the Department Manager to develop and deliver the corporate plan to support the vision of the Housing Executive, working closely with key stakeholders including the Housing Executive Board, the Chief Executive and Directors, the wider Senior Management Team and the Department for Communities.
2. Ensure that the plan is appropriately aligned to internal and external environments, Programme for Government (PfG) and Ministerial outcomes and targets, and that it is also informed by appropriate benchmarking and examples of good practice to ensure that Housing Executive fulfils its role as the Strategic Housing Authority for Northern Ireland.
3. Responsibility for carrying out ‘horizon scanning’, research and critically analyse a range of information sources or emerging issues as required to help shape and inform items for inclusion in planning for the Corporate Strategy.
4. To provide the SMT with information on emerging housing related activities to assist with decision making on future topics for strategic planning purposes and to provide the SPPM with assistance in preparing, drafting and developing any associated presentations, documents or papers.
5. To support the Department Manager in the preparation of leadership Forum events, including providing relevant accurate statistics for discussion as part of the planning process for strategic development as well as any other duties associated with the planning and delivery of the event or task.
6. To support the Department Manager in liaising with other relevant departmental heads to ensure consistency of messaging in relation to business plans, and effective communication of the strategy to all staff within the organisation.
7. To lead on other specified strategy development to research, develop and report on other Corporate Strategies that fall within the remit of the unit and manage resources to deliver to agreed timescales.
8. To carry out consultation events, as required, managing consultation responses and ensuring all approvals are received for final publication and to publish reports within agreed timescales.
9. To be the day to day lead for the operational activities, managing a project team for the re-accreditation of the Ireland Excellence Award as required by the organisation and to liaise with stakeholders internally and externally to deliver the submission.
10. To represent the Department Manager, where required, in delivering presentations in relation to various strategies, publications and reports to a range of stakeholders, including external bodies and organisations.

**Statutory & Performance Reporting**

1. To ensure that Part 1 of the Annual Report is delivered to agreed timescales and in accordance with statutory requirements.
2. To liaise with a range of departments internally and externally, including the Northern Ireland Audit Office, to ensure that the Annual Report is prepared and published in line with agreed timescales including appropriate approvals.
3. To ensure that published information is accurate in the Annual Report and to managing the timely quality assurance KPI audit procedure.
4. To provide professional advice and guidance across the organisation to support effective corporate strategy development and business plans ensuring effective working relationships, partnership working and collaboration with key stakeholders.
5. To support the Department Manager to effectively manage the development of business reporting and a performance hub, working with other data owners to ensure timely, appropriate and accurate reporting for the senior committees, the Board and for the Department for Communities.
6. To support the Department Manager in collaboratively working with key stakeholders, in a strategic manner to analyse, interpret and deliver a range of corporate performance information.
7. Manage key data themes to help shape the delivery of new and innovative ways to present and analyse corporate performance information to better understand our services and provide targeted business analysis across the organisation, including benchmarking.
8. To support the Department Manager in providing a challenge function, when required, on behalf of the organisation in relation to information supplied for business reporting to ensure that the information is accurate and Senior Management are informed of any issues with the data.
9. To provide effective customer support in relation to data and advice on reporting at a divisional or departmental level ensuring effective working relationships, partnership working and collaboration with key stakeholders across the organisation.
10. To act as Risk Champion for the Corporate Services Division to facilitate the divisional risk register ensuring it is regularly updated and to ensure the timely management and administration of divisional audit recommendations.
11. To provide the Department Manager with timely reports on a range of office management activities as required including, but not limited to, Health and Safety, Time management and reporting, evacuation officer duties and maintaining the Business Continuity Plan and any other office management tasks as deemed appropriate.
12. Act as the point of contact for any GDPR/Subject Access Requests for the Planning and Performance Unit and respond to any queries within the agreed timeframe.

**General**

1. To prepare appropriate business cases, tenders and quotations, in line with financial and procurement regulations, policies and procedures and corporate timescales.
2. To provide a high level of internal and external customer service including taking ownership of customer queries and complaints and following issues through to completion.
3. To ensure continued effective working relationships with key internal and external stakeholders such as the Department for Communities (DfC), Housing Executive Board, Senior Management Team and representative bodies.
4. To represent the Senior Planning and Performance Manager as required.
5. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the Housing Executive.
6. To comply with, and enforce, all Housing Executive frameworks, policies and procedures, including, but not limited to, those relating to legal requirements such as equality, health and safety and information governance.
7. To direct and signpost managers and officers to the appropriate source for issues outside the remit of this post.
8. To undertake project work as directed by the SPPM, using the principles of good project management and in line with the NIHE approach as detailed by the Programme Management Office.
9. To contribute to the development of the Risk, Governance and Business Continuity strategies as required.
10. To participate as directed in the Housing Executive Resourcing activity in line with Housing Executive Resourcing Policies and Procedures. To manage and develop staff in line with the Housing Executive’s agreed performance management framework.
11. To keep up to date with latest developments in Risk, Governance and Business Continuity, best practice and legislation
12. To undertake any other duties which may be assigned to meet organisational need and the change agenda and which are reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined.

*Note: This summary of responsibilities and personal duties is not intended to be exhaustive. This role will develop and change in line with strategic corporate programmes and projects.*