# Hosting Proforma

Causeway Coast & Glens Borough Council

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Ciara McCloskey

 Name

 Organisation/

OD/HR

 Department

66 Portstewart Road

Coleraine

Co. Londonderry

BT52 1EY

 Address

 Telephone Fax number

082 70 347034

 Number

Ciara.mccloskey@causewaycoastandglens.gov.uk

 E-mail

Type of Opportunity

Secondment Opportunity (Temporary 6 months)

**2. Details of hosting opportunity**

 Description of opportunity

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| The Head of Estates (Temporary) will be responsible for:* The development and implementation of the strategic direction and policies of the Estates section including delivering on the Councils objectives by leading and involving staff and the public and working with key stakeholders.
* Leading, managing and controlling all aspects of Councils estates function and associated contracts including Building Maintenance, Asset Management, Ground Maintenance and Cemeteries.
* A full Job Description is available at Annex 1
* A Person Specification is at Annex 2
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 Main objectives of the opportunity

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| Provide leadership and vision in the management, maintenance and control of Council’s Estates function and associated statutory responsibilities.Support the Director to create a high performing culture by being an active member of the Head of Service Team agreeing and delivering key strategic and operational priorities.Contribute to the development, delivery and review of the Council’s vision, corporate strategy and community plan.Deliver high quality services across the functional area by using performance management to drive continuous improvement and by effectively using council’s resources.The managerial and operational responsibility for the resources within the service area including staff, physical assets, forecast revenue income/expenditure.Ensure that the service area complies with all statutory, legislative and governance requirements including an effective health and safety regime maintaining the safest working environment for our staff and public. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual will be required to work within the existing Environmental Services team to deliver Council’s Estates services. The successful candidate will meet the essential criteria including key qualities, experience and skills for the post included within the personal specification attached. Council may apply desirable criteria for further shortlisting. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Director of Environmental Services |

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

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| Director of Environmental 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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| **Individual** Experience working with an existing team of managers tasked with the implementation of the strategic direction and policies of the Estates section including Building Maintenance, Asset Management, Ground Maintenance and Cemeteries.**Host Organisation**The opportunity will provide temporary cover for vacant key post within Council’s Estates function.**Parent Organisation**The individual’s organisation will benefit through opportunities to benchmark and potential future sharing of aspects of best practice within the industry/service.  |

**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**: Subject to agreement you will start work within two - four weeks of accepting the post.**Duration**: Secondment: Temporary for 6 months from start date. Duration may be extended subject to service needs and agreement by all parties.**Location**: Riada House, Charles Street, Ballymoney with a requirement for flexibility to work throughout the Borough when required ensuring that resources are deployed effectively and in order to respond to service priorities and to facilitate professional development.**Resources**: Laptop, Phone, Office at Riada House. The individual must hold a full current driving licence (Category B, valid in the UK) and access to a vehicle that will enable the post holder to meet the requirements of the post **OR** have access to a form of transport that enables you to carry out the duties of the post.**Funding**: The salary is PO10 (SCP 53-56) £60,284-£63,569 per annum, beginning at the minimum SCP. Causeway Coast and Glens Borough Council will meet salary and associated costs.**Further information**: The nature of the post requires flexible working e.g. work outside normal office hours, including evening meetings and weekends as required. And for additional information about the post email Ciara McCloskey at: Ciara.mccloskey@causewaycoastandglens.gov.uk. **Closing Date:** Applications must be submitted by **5.00pm on Friday 28 July 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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| **Ciara McCloskey** |

**Signed:**

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| **03 July 2023** |

**Date:**

**Annex 1**

**Job Description**



**Annex 2**

**Person Specification**

