# 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 – 3-6 months with possible extension

**2. Details of hosting opportunity**

 Description of opportunity

|  |
| --- |
| **Board & Committee Support Manager** – Level 7The Board & Committee Support Manager will lead an effective support function to provide support and advice to the Board and its Committees. They will ensure effective governance to assist in the delivery of a robust governance framework for the organisation to ensure that it continues to meet its core objectives. This is fantastic opportunity for suitably qualified individuals with experience in a role involving Secretariat or Governance within a large, complex organisation.  |

 Main objectives of the opportunity

|  |
| --- |
| 1. As the day to day Board and Committees support lead, support the Risk & Governance Manager, by delivering an effective and efficient and governance function for NIHE.
2. Assist in the development and continued enhancement of the governance framework and related documents and ensure their effective implementation.
3. To provide governance advice and administrative support to customers, including management at all levels in NIHE – particularly to the Senior Management and Board members during Committees etc.
4. To work collaboratively with other managers and ensure effective working relationships between the Risk & Governance Team and other key stakeholders.
5. To effectively manage the Board & Committee Support Team and ensure that they provide the required high quality, consistent advice and support to management and employees and other stakeholders. Board & Committees Support

**Board & Committees Support:**1. Coordinating administrative support for the Chair, Chief Executive and Directors.
2. Ensure that appropriate cover is provided for meetings of the Board and its Committees.
3. Ensure that staff are provided with adequate training to facilitate the cover and administrative support of meetings.
4. Manage the Convene system (or its equivalent) including the provision of meeting packs, training, engagement with IT and reporting on licenses.
5. Ensure that documentation going to these meetings is of a high standard including reviewing all material in advance of publication.
6. Manage and retain the formal record of all meetings in accordance with the Housing Executive’s retention policy and our statutory obligations including filing records at PRONI as required.
7. Ensure that minutes are produced and made available in line with the requirements agreed with the Chair for each meeting.
8. Ensure that meetings and decision making processes are conducted in accordance with relevant powers, legislation, governance documentation and best practice; and accords with the high standards expected of those in public office.
9. Briefing the Chairman and Committee Chairs prior to each meeting and where appropriate providing additional support.
10. Assisting the Chairs in the formulation of forward work plans, agendas and the development and review of Terms of References etc.
11. Ensure that Members of the Board and Board Committees are provided with relevant information in relation to proposals and discussions at meetings.
12. Ensure that all appointments/removals to/from the Board and Board Committees are properly made in accordance with the provisions of the legislation and best practice.
13. Arrange and co-ordinate appropriate induction and training programmes for new Members.
14. Maintain a register of the financial and personal interests of Board and Board Committees members and advise them on Declarations of Interest.
15. Act as correspondent for the Board and Board Committees as required.
16. Act as a first point of contact for matters relating to Board/Committee information or requests for records.

**Governance:** 1. To support the review, development and implementation of the standing orders and other associated documents.
2. Under the direction of the Risk & Governance Manager support the NIHE review and assessment of externally lead changes to our governing documents including the MSFM and Dossier of Controls (or their equivalent).
3. To lead the annual self-effectiveness exercise, with the support of the Risk & Governance Manger, including when programmed, the procurement of consultant support in relation Board Self-Assessment.
4. To analyse the outcomes of any self-effectiveness exercises and to work with the Chair to develop and track actions to address identified gaps.
5. To draft reports in an accurate and timely manner on matters relevant to the Board, Committees, and Governance - including the Committee’s Annual Reports.
6. To assist in the delivery of training or the development of advice notes as required to enhance the governance environment.
7. To assist in the development and implementation of policies and procedures.
8. In conjunction with the Risk & Governance Manager review the policy guidance periodically to account for best practice and engage with Learning and Development to update training if required.
9. To ensure accurate and timely production of required information as requested from the business.
10. To maintain a list of who can apply the Housing Executive seal and ensuring this is reviewed at least annually and that appropriate arrangements are in place for documentation to be executed under the seal.
11. To maintain an awareness of the wider governance environment including new legislation, government directives and published best practices.
12. To represent the organisation on working groups/project board relevant to governance matters which may include external representatives.
13. To develop an understanding of the roles and responsibilities of the wider risk and governance team to enable flexible working and support.

*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

|  |
| --- |
| Essential CriteriaApplicants must provide evidence, by the closing date for application, that they meet the following essential criteria: 1. Possess a degree level or equivalent qualification and have three years relevant experience in a role involving Secretariat or Governance within a large, complex organisation;

OR Can demonstrate at least 5 years relevant experience in a role involving Secretariat or Governance within a large, complex organisation will also be considered. 1. Can demonstrate:

a. Excellent planning and organisational skills b. Ability to work accurately under pressure of multiple deadlines c. Strong interpersonal and influencing skills d. Ability to apply principles and practice of good governance  |

**4. Personnel: Please state below**

 Who will the individual report to?

|  |
| --- |
| Manager of Risk & Governance (Level 8) |

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

|  |
| --- |
| Manager of Risk & Governance (Level 8) |

**5. Transfer of learning**

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

 individual and their organisation.

|  |
| --- |
| 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.

|  |
| --- |
| **Start Date**: 1 September 2023 (or as soon as possible)**Duration**: 3-6 months with possible extension.**Location**: The Housing Centre2 Adelaide StreetBelfast BT2 8PB**Salary**: The salary scale for this Level 7 post is £36,298 - £46,549 per annum. **Further information**: For further information about the post please contact Dolores Higgins by email at: Dolores1.higgins@nihe.gov.uk.**Process:** Shortlisting of applications will take place w/c 7th August 2023, those who are successfully shortlisted will be invited to an assessment/interview w/c 14th August 2023. Dates are subject to change.**Closing Date:** Applications must be submitted by 5.00pm on Friday, 4th August 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**

|  |
| --- |
| **Dolores Higgins** |

**Signed:**

|  |
| --- |
| **19.7.23** |

**Date:**

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

|  |  |
| --- | --- |
| **Directorate:**  | Finance, Audit & Assurance  |
| **Department:** | Planning, Performance, Risk and Governance |
| **Job Title:** | Board & Committee Support Manager |
| **Grade:** | Level 7 |
| **Reports to:** | **Manager of Risk & Governance**  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MAIN PURPOSE**

To lead an effective support function to provide support and advice to the Board and its Committees, to ensure effective governance. And to assist in the delivery of a robust governance framework for the organisation to ensure that it continues to meet its core 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 Board and Committees support lead, support the Risk & Governance Manager, by delivering an effective and efficient and governance function for NIHE.
2. Assist in the development and continued enhancement of the governance framework and related documents and ensure their effective implementation.
3. To provide governance advice and administrative support to customers, including management at all levels in NIHE – particularly to the Senior Management and Board members during Committees etc.
4. To work collaboratively with other managers and ensure effective working relationships between the Risk & Governance Team and other key stakeholders.
5. To effectively manage the Board & Committee Support Team and ensure that they provide the required high quality, consistent advice and support to management and employees and other stakeholders.

**Board & Committees Support:**

1. Coordinating administrative support for the Chair, Chief Executive and Directors.
2. Ensure that appropriate cover is provided for meetings of the Board and its Committees.
3. Ensure that staff are provided with adequate training to facilitate the cover and administrative support of meetings.
4. Manage the Convene system (or its equivalent) including the provision of meeting packs, training, engagement with IT and reporting on licenses.
5. Ensure that documentation going to these meetings is of a high standard including reviewing all material in advance of publication.
6. Manage and retain the formal record of all meetings in accordance with the Housing Executive’s retention policy and our statutory obligations including filing records at PRONI as required.
7. Ensure that minutes are produced and made available in line with the requirements agreed with the Chair for each meeting.
8. Ensure that meetings and decision making processes are conducted in accordance with relevant powers, legislation, governance documentation and best practice; and accords with the high standards expected of those in public office.
9. Briefing the Chairman and Committee Chairs prior to each meeting and where appropriate providing additional support.
10. Assisting the Chairs in the formulation of forward work plans, agendas and the development and review of Terms of References etc.
11. Ensure that Members of the Board and Board Committees are provided with relevant information in relation to proposals and discussions at meetings.
12. Ensure that all appointments/removals to/from the Board and Board Committees are properly made in accordance with the provisions of the legislation and best practice.
13. Arrange and co-ordinate appropriate induction and training programmes for new Members.
14. Maintain a register of the financial and personal interests of Board and Board Committees members and advise them on Declarations of Interest.
15. Act as correspondent for the Board and Board Committees as required.
16. Act as a first point of contact for matters relating to Board/Committee information or requests for records.

**Governance**

1. To support the review, development and implementation of the standing orders and other associated documents.
2. Under the direction of the Risk & Governance Manager support the NIHE review and assessment of externally lead changes to our governing documents including the MSFM and Dossier of Controls (or their equivalent).
3. To lead the annual self-effectiveness exercise, with the support of the Risk & Governance Manger, including when programmed, the procurement of consultant support in relation Board Self-Assessment.
4. To analyse the outcomes of any self-effectiveness exercises and to work with the Chair to develop and track actions to address identified gaps.
5. To draft reports in an accurate and timely manner on matters relevant to the Board, Committees, and Governance - including the Committee’s Annual Reports.
6. To assist in the delivery of training or the development of advice notes as required to enhance the governance environment.
7. To assist in the development and implementation of policies and procedures.
8. In conjunction with the Risk & Governance Manager review the policy guidance periodically to account for best practice and engage with Learning and Development to update training if required.
9. To ensure accurate and timely production of required information as requested from the business.
10. To maintain a list of who can apply the Housing Executive seal and ensuring this is reviewed at least annually and that appropriate arrangements are in place for documentation to be executed under the seal.
11. To maintain an awareness of the wider governance environment including new legislation, government directives and published best practices.
12. To represent the organisation on working groups/project board relevant to governance matters which may include external representatives.
13. To develop an understanding of the roles and responsibilities of the wider risk and governance team to enable flexible working and support.

**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, resolving 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 DfC, NIHE Board, Senior Management Team and representative bodies.
4. To represent the Risk & Governance Manager as required.
5. To undertake the duties in such a way as to enhance and protect the reputation and public profile of NIHE.
6. To comply with, and enforce, all NIHE 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 AD of Internal Audit, 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 strategies as required.
10. To participate as directed in the NIHE Resourcing activity in line with NIHE Resourcing Policies and Procedures. And to manage and develop staff in line with the NIHE agree performance management framework.
11. To keep up to date with latest developments in Risk & Governance 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.*