# HOSTING PROFORMA

Office of the Civil Service Commissioners for Northern Ireland, NIO

Name of Host

Organisation

**1. Interchange Manager’s details**

Clare Sloan

Name

Organisation/

NIO – Corporate Operations Group

Department

Erskine House   
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Belfast

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Address

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07973872152

Number

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E-mail

**Secretary**, Office of the Civil Service Commissioners (0.8FTE)

**Secondment** - Two years with the possibility of an extension of up to a further three years, subject to the agreement of all of all parties. The appointment will be subject to a six month trial period.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| The Northern Ireland Office is offering a secondment opportunity to work in the  Secretariat for the Office of the Civil Service Commissioners’(OCSC) Office in  Erskine House, Belfast. The post is graded at Grade 6 and is part-time at 0.8FTE.  **Who we are and what we do**  The Civil Service Commissioners for Northern Ireland (OCSC) are appointed by the Secretary of State for NI to discharge statutory functions as laid out in the Civil Service Commissioners (Northern Ireland) Order 1999. Their principal function is to ensure that appointments to the Northern Ireland Civil Service are made on the basis of merit through fair and open competition. The Commissioners also have a role in hearing appeals under the NICS Code of Ethics.  The Office of the Commissioners (OCSC) is headed up by the Secretary and provides all necessary support to enable the Commissioners to carry out their functions effectively. The Secretariat is a small team of 4 staff (currently 1 full-time and 3 part-time) whose primary role is to provide a high-quality effective support service to the Commissioners. This involves:   * developing and providing policy advice; * supporting Commissioners to fulfil their regulatory duties; * supporting Commissioners to engage with the NICS and other bodies; * ensuring that Commissioners fulfil all of their corporate governance responsibilities to the NIO and equality duties; and * oversight of management of the Office.   **The Role**  The role of Secretary is key to the effective working of Civil Service Commissioners. The post holder will be the Principal Officer providing advice and guidance on all aspects of the Commission’s work. The post-holder will work to the Chair of the Commission on a day to day basis and will lead the Secretariat in delivering objectives set by the Commission. The post-holder will be responsible for the provision of support to the Commission in its day to day operations including assistance with policy, planning of the Commission’s work and legislative issues. The post-holder is the designated budget holder for the Civil Service Commissioners. The individual will be line managed by the Deputy Director, People & Service Transformation in the NIO.  **The Northern Ireland Office**  This opportunity will be arranged through the Northern Ireland Office, which ensures the smooth working of the devolution settlement in Northern Ireland. The Corporate Operations Group (COG) in the NIO is the sponsor of the OCSC.  For more information about Commissioners’ work please visit their website: <http://www.nicscommissioners.org>  This posting is expected to start in March 2024, subject to negotiation and security clearance.  We value diversity and inclusion and actively encourage and welcome applications from everyone, including those that are underrepresented in our workforce.  Applications are invited from staff at substantive Grade 6 and analogous grades who have the relevant skills and experience to undertake the duties outlined in the Job Description. Applications will also be considered from those not employed within the salary band on offer, providing they can demonstrate that they meet the essential criteria as detailed below. |

Main objectives of the opportunity

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| **Key Responsibilities**  **Strategic / Policy Advice and Development**   * Initiate and formulate policy development within an existing legislative framework; * Review and reform key policy documents, including the Recruitment Code, Regulations, Code of Ethics Guidance and initiating policy development/revision, as appropriate; * Liaise with NICS HR and People & OD in DoF in relation to a range of policy and HR procedural issues and promote effective engagement, as required; * Provide policy advice and analysis on a range of casework, including requests from departments to appoint individuals as an exception to merit; requests in relation to the interpretation of the Recruitment Code; and appeals from NICS members in relation to the Code of Ethics; and * Ensure Commissioners’ and the Secretariat’s equality responsibilities are fulfilled.   **Budget Holder**   * As Budget Holder for the Commissioners and Secretariat the candidate will be expected to work closely with the Deputy Secretary to maintain an effective system of internal controls and risk management. Including: * Ensuring systems are in place appropriate to the fulfilment of the Commission’s responsibilities; * Ensuring the maintenance of a high standard of financial management; * Preparing the Commission’s annual report and ensuring that financial records are maintained; * Ensuring that the provision of external services are provided in accordance with procurement guidelines; * Ensuring that the Commission’s activities are carefully planned, and any emerging problems resolved as per the annual business plan; * Ensuring the provision of adequate information to support the Commission’s decisions; * Management of staff and ensuring that personal development needs are addressed properly, and procedures are in place for succession planning; and * Ensuring compliance with FOI and GDPR legislation.   **Leadership/Management**   * Lead and manage preparations for Commissioners’ formal business meetings, including the drafting of discussion papers and supporting information, presenting papers as appropriate and ensuring that follow-up action is taken; * Oversee and lead the effective management of the annual Audit Programme and providing support, as required; * Support the Chairperson in promoting, building and maintaining productive relationships with key stakeholders, including the NICS Board, NICS HR, People & OD, HR Connect and NIO; * Oversee the effective management and implementation of the 4-stage Authorisation process for all SCS appointments; * Lead and strategically manage the Commissioners' support team; their learning and development and the operational workflow processes; and * Provide advice and support to the Chairperson and Commissioners.   **Planning**   * Ensure that corporate governance and business planning requirements are met, by ensuring that the Office fulfils its responsibilities to the NIO as sponsor body, including, information security, Freedom of Information and assurance statements; * Lead and manage the Commissioners' strategic business planning process and present in-year progress reports on performance against targets; * Draft and publish Commissioners’ Annual Report; and * Manage the Office’s budget in line with business plan objectives and ensure the delivery of required efficiency savings and best value, including managing and monitoring the budget and providing reports to Commissioners to maximise innovation and improvement. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The candidate will need to demonstrate the following in the application and  interview:  **Essential Criteria:**   * The ability to demonstrate an understanding of the Northern Ireland Civil Service, how it accounts to an independent regulatory body to promote public confidence and ensures adherence to statutory requirements. * The ability to develop and maintain effective, collaborative relationships with senior management, colleagues and stakeholders, including across other government bodies, and to use communication skills to achieve results. * Proven leadership skills and management experience, including the ability to manage and develop a small team with diverse responsibilities including being able to successfully lead in a sensitive and pressurised environment, especially through programmes of change. * The ability to develop, plan and deliver work outcomes, including clear and transparent work objectives, milestones and success metrics. * A record of building strong relationships at all levels both within and outside the organisation. * The ability to recognise and implement improvements strategically and creatively. * Sound experience of financial and information management systems and procedures.   **Desirable Criteria:**   * Familiarity with the mechanisms for overseeing the relationship between Government Departments and Arm’s Length Bodies (or equivalent) would be desirable, along with a sound understanding of legal issues. * Previous experience or awareness of the duties of an accounting officer or budget holder.   The personal competencies required are consistent with the competency  framework for Grade 6. For this post the candidate will be  expected to demonstrate the following competencies in their application form  and at interview.   * Making Effective Decisions * Communicating and Influencing * Managing a Quality Service * Changing and Improving     Security clearance to CTC level will be required for this post. |

**4. Personnel: Please state below**

Who will the individual report to?

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| The individual will work to the civil service commissioners on a day to day basis. |

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

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| The individual will be line managed by the NIO |

**5. Transfer of learning**

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

individual and their organisation.

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| **Benefits to the Individual**  The individual will have the opportunity to support the statutory role of the Civil Service Commissioners to uphold the principle that selection for appointment to posts in the NICS should be on merit on the basis of fair and open competition (known as the Merit Principle). Leading a small team this role will provide opportunities to work in a wide range of business areas, including: secretariat duties, analysis of information, policy interpretation and development, briefing/ preparation of discussion papers to inform Commissioners’ decision-making in relation to NICS recruitment issues; managing and drafting responses to correspondence; and communicating and networking with senior management in the NICS and key stakeholders.  This is a great opportunity to take on a key leadership role in a small but highly important organisation which has a critical regulatory role.  The successful applicant will help ensure that appointments to the Northern Ireland Civil Service (NICS), and will have the opportunity to enjoy a high degree of autonomy and personal responsibility in delivering the strategic and operational management of the Office of the Civil Service Commissioners.  The successful applicant will also gain transferable skills in planning, drafting, budget management and providing advice to senior leaders.  **Benefits to the OCSC`**  OCSC will benefit from the provision of a key team member to support and enable Commissioners to discharge their statutory role in performing regulatory functions in relation to recruitment in the NICS.  **Benefits to their Organisations**  The returning candidate will have gained experience in leading a small ALB as well as supporting Commissioners to discharge their statutory functions. They will have gained experience and developed key skills across a wide range of issues which they can transfer back to their 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**: This posting is expected to start in March 2024 , subject to negotiation and security clearance.  **Duration**: Two years, with the possibility of an extension up to a further 3 years, subject to agreement of all parties. The appointment will be subject to a six month trial period.  **Location**: The OCSC is currently operating hybrid working arrangements, utilizing office facilities at Erskine House, 20-32 Chichester Street, Belfast BT1 4GF, as required. The successful candidate must be based in Northern Ireland and able to attend the office regularly.  **Hybrid Working:** It is envisaged that hybrid working will be possible in line with NIO policy and business need.  **Working Pattern:** The Commission will consider applications from candidates who work either full-time or part-time.  **Salary Scale:** OCSC will meet salary and associated expenses on a full cost recover basis. The salary scale is currently £66,314-£75,810 pro rata. The successful candidate will be appointed on their existing salary. If the successful candidate is currently working at a salary below the minimum of the salary scale then the successful candidate will move onto the lowest scale point. OCSC will pay the salary costs to the home department/organisation on a full cost recovery basis.  **Selection:** A paper sift will be used to determine the most suitable applicants to be invited to interview for the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above. Interviews are likely to be held in early February.  **Security clearance**: Security clearance to CTC level will be required for this post.  **Contact:** If you require any further information about the post, please contact Amanda Martin, Secretary, 028 9052 3577.  **Closing Date:** Applications by way of the Candidate Proforma (to include a CV) must be submitted by email by **Noon on Monday 29th January 2024.**  **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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| **Clare Sloan** |

**Signed:**

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| **9th January 2024** |

**Date:**