NICS HR

Interchange Unit

# Hosting Opportunity Proforma

PARADES COMMISSION

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

Northern Ireland Office

 Department

Andras House

60 Great Victoria Street

BELFAST

 Address

 Telephone Fax number

028 9052 3515

N/A

 Number

elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

Secondment – Until September 2020, with the possibility of an extension of up to a further year, subject to the agreement of all parties

**2. Details of hosting opportunity**

 Description of opportunity

**Background:**

The Parades Commission was established under the Public Processions (NI) Act 1998. The duties and functions of the Commission are:

1. To promote greater understanding by the general public of issues concerning public processions.
2. To promote and facilitate mediation as a means of resolving disputes concerning public processions.
3. To keep itself generally informed as to the conduct of public processions and protest meetings.
4. To keep under review, and make such recommendations as it thinks fit to the Secretary of State concerning the operation of the Act.

The post holder will report directly to the Secretary. The post holder will exercise a high degree of autonomy for his/her particular area of work and have the ability to work as a key member of a small secretariat team.

 Main objectives of the opportunity

* Responsible for providing effective business support arrangements to the Secretary (Accounting Officer) and the Commission in relation to Corporate Governance, Risk Management, Financial Control and Freedom of Information.
* Control and monitor financial and other resources ensuring that expenditure is kept within budget.
* Overview of annual budget/quarterly monitoring rounds.
* Preparation of the Parades Commission business planning documents.
* Provide accurate and timely returns to financial and audit queries.
* Management of the preparation of the Parades Commission Annual Report and Accounts.
* Monitor the Contracts and Assets Registers.
* Ensure that the Parades Commission adheres to good practice in the principles of corporate governance.
* Manage and oversee the development of Parades Commission’s information management systems, IT hardware and software.
* Oversee the co-ordination and processing of all FOI requests including drafting formal responses.
* Support the Commission Secretary and Chair in planning and facilitating a series of events and meetings in support of Commission objectives.
* Attend/arrange Outreach and meetings as requested by the Secretary/ Commission.
* Maintain broad knowledge of local geography and relevant issues in respect of sensitive parades.
* Keep abreast of and advise upon political/local developments on parades.
* Liaison with a wide range of stakeholders and members of the public on parading issues, including correspondence and telephone queries.
* Line management and supervisory responsibility for administrative support staff.
* Any other ad hoc duties as required by the Secretary.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

Applicants should be able to demonstrate recent relevant work experience in at least two of the following three areas:

* Budget setting and monitoring
* Business Planning and Risk Management
* Preparation of statistical and financial reports

Strong analytical and problem solving skills are essential along with a working knowledge of computerised database packages and Excel Spreadsheets, together with excellent communication and interpersonal skills.

The successful candidate will require CTC security clearance.

It is also desirable for the candidate to have:

* Experience in preparation of statutory accounts;
* Experience of corporate governance;
* Strong level of IT skill.

**Notes:**

* **The post holder may occasionally be required to work outside normal conditioned hours e.g. evenings, weekends and public holidays.**
* **The post holder will also need to be flexible regarding annual leave requirements during the main parading season.**
* **The successful candidate for this opportunity will be expected to be in a post with a current salary in the range of £36,812 - £40,473. This is not a promotion opportunity.**

**4. Personnel: Please state below**

 Who will the individual report to?

Secretary to the Commission

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

Lee Hegarty

**5. Transfer of learning**

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

 individual and their organisation.

**Benefits to the Individual**

The individual will have the opportunity to develop their knowledge, skills and experience in a breadth of finance and governance related areas including providing effective business support arrangements to senior management and the Commission in relation to Corporate Governance, Risk Management, Financial Control and Freedom of Information. This will include monitoring and controlling financial and other resources ensuring that expenditure is kept within budget and management of the preparation of the Parades Commission Annual Report and Accounts.

This is an excellent opportunity for any individual who wants to make a positive and lasting contribution to society by contributing to tackling issues associated with parading. The post will provide significant chances to engage directly with communities and relevant stakeholders in order to provide advice to the Commissioners on sensitive parading issues.

**Benefits to the Parades Commission**

The Parades Commission will benefit from the provision of enhanced experience in the provision of support services.

**Benefits to their Organisation**

The returning candidate will have expanded their knowledge in government finance and enhanced their accounting and ICT skills in a variety of accounting disciplines.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start date:** September 2018

**Duration:**  One full-time secondment opportunity up to September 2020 (may be extended up to one further year, subject to the agreement of all parties).

**Location:** Andras House, 60 Great Victoria Street, Belfast, BT2 7BB.

**Resources:** Office based with relevant facilities.

**Salary Scale:** £36,812 to £40,473. The ParadesCommission will pay the total salary costs to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

**Selection:** A paper sift will be used to determine the most suitable applicants for the post. If necessary, an informal discussion will be held with the Accounting Officer, to discuss the skills, experience the applicant would bring to the post. It is important that all applicants indicate how, and to what extent they meet the experience, skills and qualities above.

**Contact:** If you require any further information about the post, please contact Lee Hegarty, Secretary to the Parades Commission on 028 9089 5900, or by e-mail to leeh@paradescommissionni.org.

**Closing Date:** 5.00pm on Friday 27 July 2018.

**In line with Commission Rotation Policy, only those secretariat staff who have been out of secondment for more than 24 months are eligible to apply.**

**7. Endorsement**

 **Interchange Manager**

Signed Elizabeth Martin

09/07/2018

 Date