NICS HR

Interchange Unit

# Hosting Opportunity Proforma

Northern Ireland Policing Board

Name of Host

Organisation

**1. Interchange Manager’s details**

Joseph O’Byrne

Name

Organisation/

NI Policing Board

Department

**Northern Ireland Policing Board**

Waterside Tower

31 Clarendon Road

Clarendon Dock

Belfast  BT1 3BG

Address

Telephone

028 9040 8588

Number

[joseph.o’byrne@nipolicingboard.org.uk](mailto:josephobyrne@nipolicingboard.org.uk)

E-mail

Type of Opportunity

Deputy Principal – Corporate Services Branch

Secondment – for one year from appointment date

**2. Details of hosting opportunity**

Description of opportunity

The Northern Ireland Policing Board (the Board) is responsible for the effective independent oversight of policing.  
  
The Board has 19 Members in total, including the Chair and Vice Chair. Ten are Members of the Northern Ireland Assembly appointed under the D’Hondt principles and 9 are Independent Members appointed by the Justice Minister for Northern Ireland. Board Members are appointed for a term of either 3 or 4 years. A full list of all 19 Board Members can be found on the Board’s website at [www.nipolicingboard.org.uk](http://www.nipolicingboard.org.uk).  
  
The Board’s key statutory responsibility is to hold the Chief Constable to account for his actions and those of the PSNI more generally. It does this principally through monthly meetings of the Board and through the Board’s Committees. There is a significant and complex legislative framework based largely on the Police (Northern Ireland) Acts 1998, 2000 and 2003 which determines the responsibilities of the Board, both in respect of the PSNI and those directly applicable to the Board. Key to these responsibilities is a duty to secure the maintenance of an effective and efficient police service.  
  
The Board undertakes these duties by supporting the PSNI in securing the budget for policing and monitoring its expenditure; monitoring PSNI performance against the Policing Plan; monitoring compliance with the Human Rights Act 1998; securing continuous improvement; and monitoring the use of resources. The Board is also responsible for appointing Senior Officers and Chief Officers (civilian equivalent) and is also the pension’s administrator for the PSNI.  
  
The Board is looking to appoint a Deputy Principal on a temporary basis for a period of 12 months to support the appointment process for Senior Officers (Chief Constable, Deputy Chief Constable and Assistant Chief Constable) and Chief Officers (civilian equivalent). The successful candidate will report to the Corporate Services Manager within the Board’s Resources Directorate.

This is an exciting opportunity to be part of one of the most important public bodies in Northern Ireland. With oversight of one of the largest police services in the UK, the Board has a key role to play in developing the Police Service of Northern Ireland and to keep our communities safe.

Main objectives of the opportunity

The main duties and responsibilities of the post are listed below:

* to review and finalise the Board’s guidance on the appointment of Senior Officers and Chief Officers (civilian equivalent).
* to develop a project plan for the appointment of Senior Officers and Chief Officers (civilian equivalent).
* to manage the procurement process to secure Human Resources provision to support and advise the Panel in appointing Senior Officers and Chief Officers (civilian equivalent).
* to manage the contract with the Human Resources provider.
* to undertake research and benchmark against similar appointment processes in place in other Police Services within the UK and Ireland.
* to develop an information pack to include: an advert; role description; person specification; salary and conditions of employment; guidance notes; and further information.
* to identify and coordinate Panel training.
* to provide administrative support for the Panel.
* to act as main point of contact and liaison for Board Members and Senior Management and staff.
* to prepare and present briefings and update reports on the appointments process to Senior Management and Board Members.
* to identify and develop relationships with key stakeholders within the policing environment involved in the appointment of Senior Officers and Chief Officers (civilian equivalent).
* to keep informed of trends and wider developments in the UK that may impact on the appointment of Senior Officers and Chief Officers (civilian equivalent).

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential criteria:**

1. at least 3 years’ experience of competent programme or project management that delivered a successful outcome.
2. at least 3 years’ experience in the drafting and presenting of advice and guidance to a committee, board, senior management or equivalent.
3. at least 3 years’ experience of creating, maintaining and enhancing working relationships with key stakeholders.

**Desirable Criteria:**

1. experience of managing recruitment processes for senior appointments in the public, private or voluntary sector.
2. an understanding of regulations, policies and guidance in a Human Resources related area.

FURTHER INFORMATION

Further information about this opportunity can be obtained from the CEO, Barney McGahan in the Policing Board, Tel. 028 9040 8535

**4. Personnel: Please state below**

Who will the individual report to?

Corporate Services Manager of the Northern Ireland Policing Board

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

Corporate Services Manager of the Northern Ireland Policing Board

**5. Transfer of learning**

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

individual and their organisation.

The secondment will provide a very effective means of gaining an in depth understanding of how the NIPB operates and the scope and breadth of the work undertaken. The secondee will gain an opportunity to work in a challenging and dynamic environment and play a crucial role in the process to appoint Senior Officers and Chief Officers (civilian equivalent). Additionally, the secondee will gain new skills and develop their understanding and outlook of the work of different organisations.

The opportunity will also provide the secondee and the host Department with a much greater awareness and understanding of the Policing Board’s processes and procedures, enhance cross-functional communications and strengthen relationships between the organisations.   
  
NIPB will benefit from the skills and experience of an individual capable of delivering on the main objectives of this role and an external perspective would also be of benefit.

**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:** The opportunity will commence as soon as a successful applicant has been identified and has received appropriate security clearance.

**Duration:** The secondment will last initially until October 2019 with the possibility of an extension, subject to the agreement with all parties.

**Funding and Salary:** The Northern Ireland Policing Board will pay salary costs and associated expenses. The salary scale will be £ £36,448 – £40,072.

**Location:** The post will be based in the Policing Board’s Headquarters at Waterside Tower, 31 Clarendon Road, Belfast, BT1 3BG. It is essential that applicants must have access to a form of transport which will permit them to meet the requirements of the post in full.

**Selection:** Shortlisting followed by interview of shortlisted candidates.

**Contact:** For further information about the post please contact Joanne Fitzsimons in the NI Policing Board on 028 9040 8565 or by email to [joanne.fitzsimons@nipolicingboard.org.uk](mailto:joanne.fitzsimons@nipolicingboard.org.uk).

The post requires a considerable degree of commitment, initiative, flexibility and adaptability.

**7. Endorsement**

**Interchange Manager**

Joseph O’Byrne

Signed

15 October 2018

Date