# Hosting Proforma

Loughs Agency

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Siobhan McCarron

 Name

 Organisation/

Corporates Services / HR

 Department

22 Victoria Road,

Prehen

Derry ~ Londonderry

BT47 2AB

 Address

 Telephone Fax number

02871 342100

 Number

Siobhan.mccarron@loughs-agency.org

 E-mail

Type of Opportunity

Corporate Services Manager – 9 month secondment

**2. Details of hosting opportunity**

 Description of opportunity

This demanding and challenging role will involve providing support to the Director of Corporate Services in the coordination and supervision of Corporate Service staff and functions, and to establish and manage the quality and effectiveness of all the Agency’s corporate affairs. This encompasses, human resources, procurement, health and safety, premises, vehicle fleet and insurance, across three sites.

Grade : Equivalent to NICS Staff Officer

 Main objectives of the opportunity

At the operational level the purpose and objectives of the post are assisting the Director of Corporate Services in:

* Leading and managing the Corporate Services Team;
* The preparation of Annual Reports,
* Developing the Corporate and Business Plan process including monitoring and reporting on the achievement of corporate performance targets;
* Reporting regularly on financial and other matters, offering strategic advice and recommendations on finance, corporate governance, equality and communication matters;
* To undertake any other duties in support of the Director of Corporate Services as required.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

A minimum of **3** years demonstrable experience in at least THREE of the following areas:

* Financial Management;
* Managing Staff across multiple disciplines i.e. more than two;
* Resource management (e.g. machinery or buildings);
* Transport management;
* Information Technology;
* Human Resource Management;
* Health and safety;
* Purchasing / Public Procurement.

The candidate may be called upon to attend site early mornings, or evenings or weekends as and when required.

**4. Personnel: Please state below**

 Who will the individual report to?

Director of Corporate Services

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

Director of Corporate 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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| The Loughs Agency anticipate that this will give all parties an opportunity to share experiences and knowledge.* The individual will get valuable experience of working in a cross border organisation with a unique status and rich history. Expanding their skill set to include knowledge of environmental practices, tourism, corporate governance, procurement and much more, in a cross border environment.
* The Loughs Agency will get experience of alternative practices / methods applied by other organisations, which may well be effectively applied to its’ own operations.
* The Parent Employer will have a member of staff who will have benefited from working in an organisation with a wide variety of functions and has thus gained experience which should give them a new outlook on their substantive role which they can return to with renewed vigour.
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**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**: As soon as a suitable candidate has been identified and a release date agreed**Duration**: 9 Months**Salary**: The Loughs Agency will meet salary (£30,149 – £31,760) and associated costs **Location**: Loughs Agency HQ, 22 Victoria Road, Derry/Londonderry**Resources**: Workstation, PC, Mobile Phone.**Further information**: For further information please contact Siobhan McCarron on tel: 028 7134 2100 (siobhan.mccarron@loughs-agency.org)**Closing date**: 5.00pm on 25th January 2019  |

**7. Endorsement**

 **Interchange Manager**

Siobhan McCarron

Signed

11 January 2019

 Date