# Hosting Proforma

Office of the Civil Service Commissioners for Northern Ireland, NIO

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Elizabeth Martin

 Name

 Organisation/

NIO - Human Resources Business Delivery Group

 Department

Stormont House

Stormont Estate

Belfast

BT4 3SH

 Address

 Telephone Fax number

02890 523515

 Number

Elizabeth.martin@nio.gov.uk

 E-mail

Type of Opportunity

Deputy Secretary, Office of the Civil Service Commissioners for NI (Deputy Principal level) - Part time [0.8 FTE]

Secondment - 2 years with the possibility of an extension of a further year, subject to the agreement of all parties. The appointment will be subject to a six month trial period.

**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 inStormont House, Belfast. The post is graded at NICS DP grade, and the part-time working pattern is negotiable with the Secretary.The Civil Service Commissioners have a statutory duty to regulate recruitment to the NICS to ensure that appointments are made on merit on the basis of fair and open competition. The Secretariat is a small team of 6 staff (1 full-time and 5 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.

For more information about Commissioners’ work please visit their website: <http://www.nicscommissioners.org>This posting is expected to start December 2019 or sooner by agreement, subject to negotiation and security clearance. |

 Main objectives of the opportunity

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| **Work closely with the Secretary to support Commissioners to fulfil effectively their regulatory role through:*** providing policy advice 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;
* liaison with NICSHR in DoF in relation to a range of policy and HR procedural issues, as required;
* overseeing and managing 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;
* overseeing the effective management and implementation of the 4-stage Authorisation process for all SCS appointments;
* managing the Commissioners' administrative support team and the workflow processes;
* supporting the Chairperson and Secretary in building and maintaining productive relationships with key stakeholders.

**Monitor the key policy and legislative framework within the OCSCNI, by:*** periodically reviewing the key policy documents, including the General Regulations, Recruitment Code, Code of Ethics Guidance and initiating policy development/revision where appropriate;
* seeking legal advice where necessary;
* ensuring that Commissioners’ equality responsibilities are fulfilled; and
* providing advice and support to the Commissioners.

**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;
* contributing to the Commissioners' business planning process and monitoring and managing the preparation of in-year progress reports on performance against targets;
* managing the preparation of Commissioners’ Annual Report;
* ensuring effective management of the Office’s budget in line with business plan objectives and ensuring the delivery of required efficiency savings, including managing and monitoring the budget and providing monthly reports to management;and
* acting as Equality Officer for the Commissioners, including managing the implementation, monitoring and reporting of the Commissioners' equality responsibilities;

**Work closely with the Secretary to providing leadership, direction and management of OCSCNI, by:*** providing advice and support to the Secretary.
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**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:** * Excellent written and oral communication skills;
* Experience of dealing with and supporting senior management or Public Office holders;

**Desirable Criteria:*** Experience of analysing policy and providing policy advice.

The personal competencies required are consistent with the NICS competencyframework for the DP Grade. For this post the candidate will be expected to demonstrate the following competencies in their application form and at interview. **Leading and Communicating*** Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental policy and strategy
* Communicate with senior management effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed

**Changing and improving*** Find ways to improve systems, policy development and structures to deliver with more streamlined resources
* Prepare and respond appropriately to the range of possible effects that change may have on role / team

**Making effective decisions*** Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources
* Recognise the scope of own authority for decision making and empower the team members to make decisions.

**Delivering value for money*** Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans
* Monitor the use of resources in line with organisational procedure and plans and hold team to account.

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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| Sarah Teer, Secretary, Office of the Civil Service Commissioners for Northern Ireland |

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

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| Sarah Teer, Secretary, Office of the Civil Service Commissioners for Northern Ireland |

**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). Working in 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. **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 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 December 2019 or sooner by agreement, subject to negotiation and security clearance.**Duration**: Two years, with the possibility of an extension up to a further 12 months, subject to agreement of all parties. The appointment will be subject to a six month trial period.**Location**: Stormont House, Stormont Estate, Belfast**Resources**: Office based with relevant facilities**Salary Scale:** The post is graded at NICS Deputy Principal (DP), and the salary scale is currently £37,272 - £40,979 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 NICS DP salary scale then the successful candidate will move onto the lowest scale point - i.e £37,272 pro rata 0.8 FTE. OCSC will pay the 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 travel & Subsistence policy. **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 w/c 14th October 2019.**Contact:** If you require any further information about the post, please contact Sarah Teer, Secretary 028 9052 3568. **Closing Date:** Applications must be submitted by 5.00pm on Friday 4th October 2019 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**

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**Signed:**

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**Date:**