**NI INTERCHANGE SCHEME**

# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Christopher Farrington

 Name

 Organisation/

Department of Justice

 Department

Block B

Castle Buildings

Stormont Estate

Belfast

 Address

 Telephone Fax number

028 9052 8106

 Number

Christopher.farrington@justice-ni.x.gsi.gov.uk

 E-mail

Type of Opportunity

Secondment until 31st March 2021 with a possible extension for an additional 12 months

**Programme Officer – Tackling Paramilitarism Programme**

**2. Details of hosting opportunity**

 Description of opportunity

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| The Department of Justice (DOJ), on behalf of the Executive, is seeking a Programme Officer to support the successful implementation of the Executive’s programme to tackle paramilitary activity, criminality and organised crime. DOJ leads on implementation of the Tackling Paramilitary Activity, Criminality and Organised Crime action plan which is a priority for the Executive. Delivery of the action plan involves programme management across 38 priorities and four delivery approaches; strategic co-ordination and alignment of effort across the Executive; and a substantive support function including: research and development; evaluation and learning; communications; support for the Minister and senior officials; and provision of advice on strategic direction to the Programme Board which includes senior representation from DOJ, DfC, DoH, DoF, The Executive Office and the NIO. The programme is subject to intensive public scrutiny and is monitored by an Independent Reporting Commission established by the British and Irish Governments. |

 Main objectives of the opportunity

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| **Purpose and function of post**The purpose of the post is to ensure the appropriate and effective management and governance of the Tackling Paramilitary Activity, Criminality, and Organised Crime Programme and to enable effective collaborative working across partners delivering the Executive Action Plan. The postholder will provide support across the activities of the Programme Team, which includes governance, finance, research, and outcomes and impact. The Team also has direct responsibility for a number of actions within the Action Plan, including the Ending the Harm campaign.Principle Duties and Responsibilities To provide governance and secretariat support for the Tackling Paramilitarism Programme, the Programme Board and its sub-groups.To commission quarterly progress and financial updates from project delivery leads and prepare finance and progress reports to Programme Board, HOCS and the IRC, including reviewing reports to identify issues arising and follow up action required.To support the Finance and Governance Manager in managing programme budgets, including assisting with the preparation, commissioning and collation of various finance returns, and carrying out governance review meetings. This includes ensuring that relevant documentation is up to date.To provide support for programme director and programme manager in programme governance and delivery of projects for which the programme team has responsibility.To provide first draft briefing material and other duties as may be required. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **ESSENTIAL CRITERIA:**1. Programme or project management experience or governance experience in a supporting capacity.
2. Experience of providing quality written briefing to senior managers.
3. IT skills (including use of spreadsheets would be desirable).
4. Experience of working on projects with clear deliverables and measurement in place.
5. Experience of being able to plan and organise workloads and meet competing and challenging priorities.
6. Excellent spoken and written communication in an environment in which complex and sensitive issues are being addressed.

**DESIRABLE CRITERIA:**1. Demonstrable political and cultural awareness and a sound knowledge of current affairs.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Alison Redmond, Tackling Paramilitarism Programme Team, DOJ |

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

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| Alison Redmond, Tackling Paramilitarism Programme Team, DOJ. |

**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 Executive’s programme to Tackle Paramilitarism is a unique and high profile programme of work, and this role provides an opportunity for significant learning about project delivery across a number of sectors; this is because responsibility for delivery of the various projects and interventions within the programme sit across a wide range of Executive departments and public sector bodies.In addition, as Programme Officer, the successful candidate will have the opportunity to work on a complex and challenging programme of work, and will gain a valuable insight into cross-Executive and cross-sector collaboration.The cross-sectoral nature of the Programme means that it is important to bring new knowledge, skills, and experience into the Programme Team and the Programme Officer will add value to the Team by doing so.The successful candidate’s organisation will benefit by the individual having experience of a complex and collaborative cross-Executive programme and exposure to new ways of working, which they can apply to the organisation on return. |

**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:** February 2019 or as soon as a suitable candidate has been identified and a release date is agreed**Duration:** Secondment until 31st March 2021 with a possible extension for an additional 12 months**Location:** The post-holder will be based in Castle Buildings, Stormont Estate, Belfast**Salary**: £27,299 - £28,167.Security Clearance: The successful candidate should have – or be willing to obtain – CTC level security clearance.**Funding:** The post will be funded by DOJ through the Executive Action Plan programme funding.**Selection Process:** A papersift and interview process will be used to determine the most suitable applicant for the post. **Further information:** For further information about the post please contact Christopher Farrington in the Department of Justice on 028 90528106 or by email at christopher.farrington@justice-ni.x.gsi.gov.uk. **Closing Date:** 5.00pm on Friday 13 December 2019 **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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| Christopher Farrington |

**Signed:**

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| 26/11/19 |

**Date:**