# Hosting Proforma

Name of Host Organisation

Office of the Victims of Crime Commissioner

**1. Interchange Manager’s details**

Lesley Cowan

 Name

 Organisation

Office of the Victims of Crime Commissioner

Knockview Buildings

Stormont Estate

BELFAST

BT4 3SJ

 Address

 Telephone Number

02890 520535

lesley.cowan@justice-ni.gov.uk

 E-mail

 Type of Opportunity

Secondment – 2 years with the possibility of an extension of a further year, subject to the agreement of all relevant parties.

DP **Policy and Research Officer post** in the newly established Office of the Victims of Crime Commissioner. This is a full time post.

**2. Details of hosting opportunity**

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| This is an exciting opportunity to be involved in the setting up of a newly established Office of the Victims of Crime Commissioner and in providing high-quality, effective policy and research support to the Victims of Crime Commissioner Designate who is due to be announced by the 31 March 2021.This post will form part of a small team of 3 staff (initially) that will work closely with the new Victims of Crime Commissioner Designate, supporting them in their role of being a voice for all victims of crime, promoting best practice and helping to drive forward improved outcomes and experiences for victims of crime within the criminal justice system.The Office of the Victims of Crime Commissioner will be independent, however it is sponsored by Access to Justice Directorate which sits within the Department of Justice (DoJ).  |

**Main objectives of the opportunity**

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| The main objectives of the interchange role would include:* Develop policy, draft policy documents, complete and/or commission research and provide advice on systemic or thematic issues impacting on all victims of crime (general victims of crime, as well as victims of domestic and sexual abuse and hate crime) to the Chief of Staff and/or Commissioner Designate, as well as drafting responses in respect of official business.
* Analyse and evaluate a range of information, identify key findings and bring forward appropriate draft briefing and recommendations on areas relating to the Commissioner Designate’s role in advising government, criminal justice organisations and policy makers.
* Contribute to the identification and development of the strategic priorities and delivery plans for the Commissioner Designate. This will include contributing to the production of strategic and business plans, delivery plans, risk registers and business monitoring arrangements.
* Lead on the analysis of the operation and delivery of Victim Charter entitlements – identifying any issues that need to be addressed, raising these issues to the Commissioner Designate and suggesting recommendations for improvement.
* Support the Chief of Staff to build an appropriate network of contacts and establish effective working relationships and communications channels with key stakeholders as well as victims of crime.
* Support the identification and promotion of best practice.
* Assist the Commissioner Designate with scoping the role for the statutory Commissioner.
* Assist with development of a communications strategy, promoting the Commissioner Designate’s work and identifying other matters of interest.
* Support work to promote the Victim Charter and the entitlements for victims of crime.
* Work with criminal justice organisations to develop, agree and oversee a process for the Commissioner Designate to direct victim complaints to the relevant responsible bodies within the Victim Charter, monitor the outcomes of these complaints and identify for the Commissioner Designate any emerging systemic issues.
* Assist the Chief of Staff with the establishment and functioning of an Advisory Group for the Commissioner Designate that includes representatives from both statutory and voluntary sector organisations.
* Represent the Office at meetings with external stakeholders.
* Analyse the effectiveness and oversee the delivery of the systems for monitoring and directing complaints.
* Direct line management responsibility.

• Provide support to the Chief of Staff.The above list is not exhaustive however it gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs. |

**3. Skills requirements**

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|  **The role holder must demonstrate:*** The ability to undertake research, collate, analyse and manage information effectively in accordance with relevant Data Protection Legislation.
* The ability to develop, influence and implement policy. This includes taking into account the views and concerns of relevant stakeholders, including external stakeholders, to inform decisions.
* The ability to develop effective and collaborative working relations with key stakeholders which include victims of crime, criminal justice organisations, voluntary and community sector organisations, NICS Departments, Ministers, arms-length bodies including other Commissioners, the media and organisations from other jurisdictions. The range of people with whom the role holder will engage is wide and varied, and the above does not represent an exhaustive list.
* Excellent written and oral communication skills.
* Excellent IT skills.
* The ability to exercise confidentiality and sensitivity.
* Effective negotiating and influencing skills.
* An understanding of the criminal justice system and/or experience of working with victims of crime would be desirable but not essential for this role.
* A working knowledge of governance and financial policies and procedures including experience of supporting a Head of Branch in the oversight and management of branch budgets and the production of business plans and risk registers.
* The ability to assist in the development of detailed operational plans to ensure the structured and progressive implementation of objectives.
* Experience of preparing briefing and advice and delivering presentations.
* Sound understanding of financial planning, monitoring, and delivering value for money services.
* The ability to work on own initiative and as part of a small team.
* Ability to lead, develop, motivate and manage staff.
* An ability to prioritise and manage workload.
* Strong interpersonal skills.
* Good organisational and planning skills.
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**4. Personnel: Please state below**

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| The role holder will report to and be line managed by the Grade 7 (Chief of Staff). In addition, the role holder will have line management responsibility for the Complaints Officer and Office Manager post (EO2). |

**5. Transfer of learning**

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| **Benefit to Individual**As a DP the individual will join a team of three staff plus the newly appointed Victims of Crime Commissioner Designate. The individual with have a key role in policy development and research of the issues impacting on victims of crime and in supporting the Victims of Crime Commissioner Designate in this high profile, new role that will be the voice of victims of crime, raise awareness of issues impacting on victims of crime in the criminal justice system, highlight areas of good practice and drive forward improvements in the outcomes and experiences of victims of crime. The individual will have opportunities to work in a wide range of business areas including policy development, research, strategic planning, performance monitoring, analysis of information and making recommendations, communication and promotion.In addition to working closely and collaboratively with the Victims of Crime Commissioner Designate and Chief of Staff, the individual will have the opportunity to develop their communication skills through establishing effective working relationships and communication channels with the voluntary, community and statutory sector, as well as other staff within the Northern Ireland Civil Service, and the wider public sector. **Benefit to individual’s employer**The role will provide the individual with the opportunity to enhance existing skills and develop new skills in a fast moving and dynamic environment, and to build new relationships and contacts which will ultimately be of benefit to the employer in the future. **Benefit to the Office of the Victims of Crime Commissioner Designate**The Office of Victims of Crime Commissioner Designate will benefit from the different perspectives, skills, professional background, and experiences brought by an individual from another organisation. |

**6. Logistics**

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| **Start Date** **Duration** **Location** **Funding** **Selection Process** **Further information****Closing Date** | This post is expected to start in February 2022 or sooner by agreement, subject to negotiation and security clearance.  2 years initially with the potential to extend up to 1 year, subject to the agreement of all parties. Knockview Buildings, Stormont Estate, Belfast, BT4 3SJ It will be a matter for the Victims of Crime Commissioner Designate as to whether a hybrid working approach between home working and office working is to be adopted. The salary will be NICS Deputy Principal pay band (£39,748 - £42,639). The Office of Victims of Crime Commissioner will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis. The successful candidate will be appointed on their existing salary (up to the maximum scale point as shown above). If the successful candidate is currently working at a salary below the minimum of the salary scale then they will move onto the lowest scale point i.e: £39,748 per annum.A paper sift will be used to determine the most suitable applicants for the role. If necessary, an informal discussion will be held with two members of Access to Justice Directorate, to discuss the skills, knowledge and experience the applicants would bring to the post. **It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed.**Contact: lesley.cowan@justice-ni.gov.ukApplications\* must be submitted by **Noon on Friday 21 January 2022** to:**interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NICS staff |

**7. Endorsement**

 **Interchange Manager**

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| **Lesley Cowan** |

**Signed:**

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| **4 January 2022** |

**Date:**