# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Claire Robinson

Name

Criminal Justice Policy & Legislation Division, Legacy Litigation and Projects Unit

Organisation/

Department

Massey House  
Stormont Estate  
Upper Newtownards Road  
Belfast  
BT4 3SX

Address

Telephone Fax number

N/A

07783 760390

Number

[Claire.robinson@justice-ni.gov.uk](mailto:Claire.robinson@justice-ni.gov.uk)

E-mail

**Secondment**: There is one **Staff Officer post** available within Legacy Litigation and Projects Unit. Secondment will be for a period of two years. This notice may be used to fill further vacancies within the Division that may arise in the coming year.

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

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| Criminal Justice Policy & Legislation Division is part of the Access to Justice Directorate in the Department of Justice. The Division is responsible for:   * Developing policy and implementing reform on a wide range of criminal justice issues including sentencing, sexual offences, stalking and remote court access; * Overseeing the Department’s programme of primary legislation and scrutinising offences and penalties; * Supporting the justice agencies in fulfilling their responsibilities in respect of historic cases; * Providing the secretariat for meetings under the auspices of the intergovernmental agreement on criminal justice co-operation; and * Governance oversight of Criminal Justice Inspection Northern Ireland.   **Main duties and Responsibilities**  The post-holder will be an integral member of the Legacy Litigation and Projects Unit and will perform a range of finance and governance tasks across a range of legacy projects, notably managing the finance and governance of the Coroners Legacy Inquest Project and Legacy Litigation and Compensation Project.  The post holder will be responsible for the day to day management of the projects budget and will also be responsible for managing the Divisional budget. Key tasks include:   * providing financial support and advice to the Heads of Unit, Head of Division, and other colleagues on all aspects of finance and budget as required; * agreeing opening budget with Head of Division; * monitoring the projects budget and the funding allocations across the Department and its executive agencies; * liaising with the Department’s Financial Services Division (FSD) to prepare monitoring round returns; * preparation of forecasts and accruals; * preparing and presenting financial reports to the Oversight Boards to ensure that they are fully sighted on all financial and governance related matters; * completing financial returns to FSD as and when required such as SOPCA (staff salary return); * quarterly payments to the Departmental Solicitor’s Office for Counsel approvals; * ensuring that all invoices/quotes are submitted in accordance with financial/procurement requirements; * raising payment orders, receipting, processing payments and monitoring transactions; and * representing the Division at Budget Coordinator Forum.   The above list is not exhaustive though 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. |

Main objectives of the opportunity

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| The post provides an excellent opportunity to work within the Northern Ireland Civil Service in role that incorporates an important challenge and scrutiny function. This will provide the post holder with experience of communicating with a wide range of stakeholders and advising senior management. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The following are the essential skills needed to perform the role effectively:   * Financial management, budgeting and governance; * Building effective relationships; and * Assisting senior management to make effective decisions based on robust information.   An accounting qualification would be beneficial, but is not essential. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Claire Robinson (legacy) and Melanie Dill (divisional finance) |

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

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| Claire Robinson (legacy) and Melanie Dill (divisional finance) |

**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 Department will benefit from new skills and experience that the post holder will bring to the role. The post holder will develop invaluable experience of working within a Northern Ireland Civil Service Department; develop a strategic understanding of the workings of corporate governance and sponsorship responsibilities; gain experience of the public appointments process; and, gain experience of contributing to the delivery of the Programme for Government. |

**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**: Subject to agreement you will start work within four weeks of accepting the post.  **Duration**: The post is for two years with the possibility of an extension, subject to the agreement of all parties. This is a full time.  **Location**: Massey House, Stormont Estate, Belfast BT4 3SX.  **Funding**: DoJ will meet salary and any associated expenses and the salary range £32,328-£33,459.  **Selection Process:** Paper sift followed by an informal conversation on the information provided.  **Security clearance:**  The successful candidate will have, or be willing to obtain, basic level security clearance.  **Further information**: For further information please contact Claire Robinson on Tel: 07783 760390 or by email at: [claire.robinson@justice-ni.gov.uk](mailto:claire.robinson@justice-ni.gov.uk).  **Closing Date:** Applications\* must be submitted by **4.00pm** **Friday 4 February 2022** to**:**  [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk)  \*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

**Interchange Manager**

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| **Claire Robinson** |

**Signed:**

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| **17th January 2022** |

**Date:**