# Hosting Proforma

NICS –The Executive Office

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Stephen Orr

 Name

 Organisation/

TEO

 Department

Castle Buildings

Stormont Estate

Upper Newtownards Road

Belfast

 Address

 Telephone Fax number

07854 545 209

 Number

Stephen.orr@executiveoffice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment** - Staff Officer

**2. Details of hosting opportunity**

 Description of opportunity

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| **Staff Officer – Equality, Human Rights and Delivering Social Change Unit**An exciting opportunity exists at Staff Officer level within a small team responsible for Equality and Human Rights in the Executive Office.The Executive Office is a Department within the Northern Ireland Civil Service. |

 Main objectives of the opportunity

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| * Learning and Development opportunity with the Equality & Human Rights Team. Learn about policies and issues that affect society with a focus on human rights post Brexit.
* Providing support to the Deputy Principal, Head of Branch and Head of Division on the implementation of the Equality and Human Rights commitments contained in Article 2 of the Brexit Protocol
* Participating in and taking minutes of meetings with the NIO, Equality Commission, NI Human Rights Commission and other departments on developments in relation to the Brexit Equality and Human Rights commitments
* Contributing to the development of guidance for civil servants on how best to meet the Equality and Human Rights commitments.
* Providing draft advice to senior officials on developing and implementing communication strategies, and on presentational issues related to the equality and human rights commitments.
* Preparation of Ministerial Briefing and Assembly Questions replies.
* Assisting with other tasks in the Branch dependent on work pressures.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * Excellent organisational and planning skills;
* Ability to prioritise work and deliver at pace;
* Good IT skills including the preparation of presentations, reports, newsletters and experience in using excel and Microsoft word programmes;
* Ability to communicate effectively with staff at all levels, including Senior Management;
* Experience in minute taking and secretariat functions;
* Ability to work on his/her own initiative and deal with problems as they arise and present feasible solutions;
* Ability to analyse information and statistics and present these in clear and concise formats; and
* Experience in drafting correspondence and tailoring it to suit the audience while ensuring it is accurate and succinct.
* Interest in Policy areas and experience with UKG/EU relationship would be advantageous
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Clare Muldoon |

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

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| Clare Muldoon |

**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 Office will benefit from experience/knowledge that the individual will bring from their organisation. The individual will bring a fresh approach and perspective to business improvement ideas and suggestions and to assessing the benefits of proposed actions. In turn the individual will gain valuable experience in the approach adopted within the Department, and across the NICS, in relation to staff engagement and business improvement. Staff engagement and improvement are integral aspects to all organisations and therefore, experience gained in this field is easily transferrable to other businesses.  |

**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**: 1 year with a possibility of a 2nd year**Location**: Castle Buildings, Stormont Estate, Belfast BT4 3SL **Resources**: No line management responsibilities. **Funding**: The cost will be met by TEO and the salary range is £32,328-£33.459.**Further information**: Stephen.orr@executiveoffice-ni.gov.uk**Closing Date:** Applications must be submitted by **4.00pm on Friday 10 June 2022** to**:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Stephen Orr** |

**Signed:**

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| **20 May 2022** |

**Date:**