# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Laura O’Neill

 Name

 Organisation/

Dept. of Justice

 Department

Castle Buildings

Stormont Estate

Belfast

 Address

 Telephone Fax number

07517911700

 Number

Laura.oneill@justice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment**: Deputy Principal (DP) grade - we envisage that the post will be for 2 years with possible extension of one year subject to the agreement of all parties.

**2. Details of hosting opportunity**

 Description of opportunity

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| This role is based within the Community Safety Partnership Branch of the Community Safety Division in Department of Justice. This is a busy Branch with a wide and varied remit which requires working in collaboration with partners. The Community Safety Partnership Branch has policy responsibility for anti-social behaviour, rural and business crime and also has responsibility on behalf of the Department for supporting the Community Safety Board (a cross sector partnership forum) and Community Safety Support Hubs. Additionally the Branch (alongside colleagues in Northern Ireland Policing Board) is responsible for administering funding to Policing and Community Safety Partnership’s and providing management and oversight. The post holder may be asked to engage and support in work areas across the branch from time to time where there is connectivity. We are looking for a motivated and proactive individual to take a strategic, collaborative and problem solving approach to driving forward work on community safety priorities. The post holder will be responsible for leading and overseeing a small team to develop policy and strategy that will reduce crime and the harm and vulnerability caused by crime. The post holder will be required to work collaboratively to link strategic and operational approaches to addressing community safety issues and drive improvement. The Community Safety Partnership Branch (within which this role is based) sits within the Community Safety Division, in the Department of Justice. Community Safety Division, which is made up of 5 Branches, has responsibility for a wide range of community safety issues related to reducing crime and the harm and vulnerability caused by crime. These include:Domestic and sexual violence and abuse; removal of interface structures under the Executive’s T:BUC (Together: Building United Communities) strategy; community safety related to wider community tensions, including bonfires; hate crime; and public protection. The Division also leads on support for the delivery of community safety at a local level, through the Policing and Community Safety Partnerships. |

 Main objectives of the opportunity

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| Priorities will include supporting the Minister and Senior Management Team to deliver on community safety strategic aims and objectives, with a range of cross departmental and criminal justice partners. Key objectives will include: * Driving the work of the **Community Safety Board** and taking a strategic, collaborative and proactive approach to supporting the Board in the effective delivery of its priorities. This includes developing strong stakeholder relationships with Board members; proactively developing and driving the Board’s shared ambition and work plan; supporting engagement between various work streams; following up and driving activity and progression between meetings.
* As secretariat to the Community Safety Board, lead on governance arrangements, including collating and producing reports to facilitate discussion and decision making and maintaining and ensuring progress of work plans and activities.
* Developing linkages and relationships, across the Department and beyond, to ensure connectivity and a joined up in approach to addressing community safety issues.
* Acting as lead (obo DoJ) for the **Multi Agency Support Hubs** and act as a driver for future policy developments. Contribute to continuous improvement and oversight of delivery e.g. through the established Steering Group.
* Driving the independent evaluation of Support Hubs, as Chair of the Evaluation Task and Finish Group, and working collaboratively with key partners to assess feedback and monitor performance measures in place.
* Ensuring funding support and governance for the administration of Support Hubs is in place, including taking responsibility for a 45k budget, approving and monitoring expenditure in accordance with finance procedures and provide financial updates as required.
* Responsibility for policy relating to areas of fear of crime, crime prevention, rural and business crime, including driving forward the objectives and work plan of the **Business Crime Partnership and Rural Crime Partnerships** including chairing meetings when required.
* Facilitating collaborative problem solving for community safety and delivering community safety priorities and actions.
* Providing advice to the Minister and officials on issues relating to community safety and crime.
* Representing the branch/Department at various meetings including chairing when required.
* Leading a small team and managing, developing and supporting staff.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder will need to:* Think strategically and creatively, using a proactive approach to present solutions to problems.
* Have strong communication and relationship management skills, using influence and persuasion to drive multi agency collaboration.
* Be self motivated and a driver for collaboration and continuous improvement.
* Collate, analyse, and evaluate information and formulate policy options based on research, evidence or best practice.
* Make effective decisions using sound judgement and knowledge to provide accurate, expert and professional advice to senior management and the Minister;
* Deliver timely performance with energy and take responsibility and accountability for quality outcomes;
* Be aware of the need for independence, sensitivity and confidentiality;
* Achieve business objectives through team working;
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Laura O’Neill – Head of Community Safety Partnership Branch |

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

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| As above |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| Community safety is a wide ranging issue that impacts right across central and local government. Ensuring that the views of key partners are embedded and aligned with Departmental considerations has been a vital part of the Division’s priorities. The interchange opportunity provides the chance to seek wider experience to further embed this agenda. The Department will hopefully benefit from new skills and experience that the post holder will bring to the role and they themselves will have the opportunity to work through a diverse and collaborative programme of work, with a wide range of stakeholders, working to make a real difference to people’s lives.The work of the community safety partnership branch is at the heart of driving forward a number of key Departmental and Ministerial priorities. This provides an opportunity for an individual from outside of the Department to work to shape and progress this agenda.  |

**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 possible, ideally during late July 2022.**Duration**: Up to two years, subject to the agreement of all parties. Any further extensions will also subject to the agreement of all parties. **Vetting:** The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.**Location**: The post is usually based in Castle Buildings, Stormont Estate, Belfast, although under new ways of working arrangements a hybrid working pattern is available with home working available up to three days a week. **Funding**: DoJ will meet salary and any associated expenses and the salary range is £ 39,748- £42, 639**Selection Process:** Paper sift followed by interview.**Further information**: For further information please contact Laura O’Neill on Tel: 07517911700or by email at: laura.oneill@justice-ni.gov.uk **Closing Date**:Applications must be submitted by 4.00pm Monday 13 June 2022, to:**interchangesecretariat@finance-ni.gov.uk**\*This opportunity is not open to NI Civil Service staff |

**7. Endorsement**

 **Interchange Manager**

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|  **Laura O’Neill** |

**Signed:**

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| **23 May 2022**  |

**Date:**