# Hosting Proforma

Department of Justice

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Christopher McElwee

 Name

 Organisation/

Department of Justice

 Department

Castle Buildings

Stormont Estate

Belfast

 Address

 Telephone Fax number

07896 487400

 Number

christopher.mcelwee@justice-ni.gov.uk

 E-mail

Type of Opportunity

**Secondment**: Executive Officer 2 (EO2) grade - the post will be for 12 months to cover maternity leave

**2. Details of hosting opportunity**

 Description of opportunity

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| This is a business and administration support role within the Community Safety Partnership Branch (CSPB) of the Community Safety Division in Department of Justice. CSPB currently has responsibility for community safety, reducing crime and harm and vulnerability caused by crime, Policing & Community Safety Partnership’s, Community Safety Board, Support Hubs, Scamwise, Crimestoppers, alcohol and drugs, policy responsibility for Anti-Social Behaviour, Rural Crime and Business Crime amongst other areasThe role involves providing business and administrative support to the branch. Key duties and responsibilities will include-* Providing support for policy areas relating to areas of fear of crime, crime prevention, anti-social behaviour, rural and business crime.
* Providing secretariat support to the branch and its various working groups and meeting forums.
* Developing and maintaining relationships with relevant internal and external stakeholders across the statutory and voluntary sectors to ensure connectivity and a joined up in approach
* Drafting minutes, agendas, meeting papers, co-ordinating, and organising meetings.
* Assisting in preparation and maintenance of branch Action Plans.
* Arrangement of CSPB events, including, but not limited to, the Departments representation at the Balmoral Show.
* Acting as Local Information Management (LIM) Co-ordinator for the branch and division. Provide advice and guidance, open folders as requested.
* Contributing to all corporate and governance exercises, as required, including business planning and risk management in line with Departmental requests.
* Setting up templates for AQs and CORs as required, including providing background / explanatory information on current assembly business and / or MLA interest areas.
* Assisting with ad-hoc tasks/requests that relate to CSPB policy areas, such as fear of crime, crime prevention, anti-social behaviour, rural and business crime, including, but not limited to:
* Assisting in progressing the Anti-Social Behaviour (ASB) legislation review via the multi-agency Delivery Group aimed at reducing ASB through identified legislative powers and non-legislative powers.
* Assisting in the progression of legislative requirements, as identified through the ASB review process, including assisting on public consultation and pre consultation exercises.
* Assisting / leading on research requests,
* Assisting with preparing briefing papers,
* Contributing to the development and delivery of policy initiatives in support of the Departments work programme on Community Safety,
* Assisting in the development of business cases in accordance with procurement procedures.

The above is intended to indicate the broad range of responsibilities and requirements of the post holder. It is not an exhaustive list and the post holder may be required to carry out other duties as directed by the Head of Branch/Division according to business need.The CSPB (within which this role is based) sits within the Community Safety Division, in the Department of Justice. Community Safety Division has responsibility for a wide range of community safety issues related to reducing crime and the harm and vulnerability caused by crime. These include 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, and is made up of 5 Branches. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The post holder will need to:* Manage competing priorities, across different business areas and working effectively independently and with others to deliver results within deadlines.
* Communicate effectively with others.
* Develop effective working relationships internally and externally to support delivery of business objectives and outcomes.
* Take a proactive approach to problem solving and progressing work.
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**4. Personnel: Please state below**

 Who will the individual report to?

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| Chris McElwee – 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 in the past 18 months. 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 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**: October 2022.**Duration**: 12 months. **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 £26,017- £26,575**Selection Process:** Paper sift followed by interview.**Further information**: For further information please contact Chris McElwee on Tel: 07896 487400 or by email at: christopher.mcelwee@justice-ni.gov.uk. **Closing Date**:Applications must be submitted by 4.00pm Friday 19 August 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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|  **Chris McElwee** |

**Signed:**

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| **5 July 2022**  |

**Date:**