# Hosting Proforma

Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

John Chittick

Name

Policing Policy & Strategy Division – Justice Sponsorship Branch

Organisation/

Department

Block A, Castle Buildings

Stormont Estate  
Belfast  
BT4 3SG

Address

Telephone Fax number

07989400359

Number

John.chittick@justice-ni.gov.uk

E-mail

Type of Opportunity

**Secondment**: There is more than one Deputy Principal post available.

Secondment will be for a period of two years, with the possibility of an extension up to a maximum of three years, subject to the agreement of all parties.

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Policing Policy and Strategy Division (PolStrat) supports the Minister in setting the long term policing objectives for the PSNI and ensures that the required legislation and policy framework is in place to deliver these. The Division works to promote a high level of public confidence in policing and in the tripartite accountability arrangements.  The Division also ensures robust oversight and governance of a wide range of arm’s length bodies (ALBs) including: the PSNI; the Northern Ireland Policing Board (NIPB); the Probation Board for Northern Ireland (PBNI); the Office of the Police Ombudsman for Northern Ireland (OPONI); the Police Rehabilitation and Retraining Trust (PRRT); the Northern Ireland Police Fund (NIPF); the Prisoner Ombudsman; the Independent Monitoring Board (IMB); the Royal Ulster Constabulary George Cross (RUC GC) Foundation and the Independent Assessor of PSNI Recruitment Vetting.  Justice Sponsorship Branch, which is one of four business units within PolStrat, part of the Safer Communities Directorate, has responsibility for ensuring robust corporate governance and strategic oversight for a number of ALBs and other organisations. This includes: the Police Rehabilitation and Retraining Trust, the Northern Ireland Police Fund, the Royal Ulster Constabulary George Cross Foundation, the Probation Board for NI, the Prisoner Ombudsman and the Independent Monitoring Board.  The Branch also ensures the ALB’s business plans align with the Minister’s priorities. The Branch manages a number of public appointments to these ALB’s, as well as to the Parole Commissioners for Northern Ireland. The work of Justice Sponsorship Branch is interesting and varied.  There is one post currently available in Justice Sponsorship Branch,  **Main duties and Responsibilities**  Key duties for this role include:-   * Providing timely advice and briefing for senior staff. This includes briefings for the Minister and Permanent Secretary on all matters pertaining to sponsorship, answering Assembly Questions and correspondence cases, and dealing with Freedom of Information requests. * Engaging directly with ALBs to maintain a positive working relationship. * Supporting the delivery of public appointments. * Maintain effective working relationships across the department including but not limited to Access to Justice, Safer Communities, Financial Services Division, providing advice and guidance as necessary on Sponsorship matters. * Line management of one staff officer (under review). |

Main objectives of the opportunity

|  |
| --- |
| The post provides an excellent opportunity to work within the Northern Ireland Civil Service in a sponsorship and governance role. This will provide the post holder with experience of working with ALBs who deliver important statutory functions, as well as play a role in the appointment of Board members. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| The following are the essential skills needed to perform the role effectively:   * Building effective relationships; * Making effective decisions based on robust information; and * Communicating effectively in writing and face to face.   Experience of Governance and oversight, as well as working with Board members and/or volunteers, will be beneficial, but not essential.  The post involves occasional visits to prisons. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| John Chittick |

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

|  |
| --- |
| John Chittick |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

|  |
| --- |
| 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 an 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. The level of engagement at a senior level in the department will also provide the opportunity to develop skills in delivery of oral and written briefings to Permanent Secretary/Ministerial level. |

**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.

|  |
| --- |
| **Start Date**: Subject to agreement you will start work within four weeks of accepting the post.  **Duration**: 2 years with the possibility of an extension, subject to the agreement of all parties. Any further posts may be for the same duration or for between one to two years.  **Location**: Department of Justice, Block A, Castle Buildings, Stormont Estate, Belfast BT4 3SG.  **Funding**: DoJ will meet salary and any associated expenses. The current salary range is £39,748 - £42,629  **Further information**: Please contact John Chittick by email at: [John.chittick@justice-ni.gov.uk](mailto:John.chittick@justice-ni.gov.uk).  **Closing Date:** AuthorisedApplications\* must be submitted by 4.00pm on Friday 10 March 2023 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**

|  |
| --- |
| **John Chittick** |

**Signed:**

|  |
| --- |
| **23 February 2023** |

**Date:**