**ENERGY EU-X PMO BRANCH – DEPARTMENT FOR THE ECONOMY (DfE)**

DfE require one Executive Officer 1 to help deliver some urgent work within Energy. To help facilitate this, EOIs and analogous grades, who are not already working in essential roles, are encouraged to volunteer for temporary redeployment to DfE. Your line manager’s approval for release will be required.

***Brief outline of duties***

* Carrying out a range of duties on two key Energy Projects in a fast paced and business critical environment through an Energy specific Project Management Office (PMO)
* Providing secretariat at meetings
* Preparing first drafts of Departmental information returns
* Participating in agile team working

***Skills / experience required***

* Proficient in Microsoft office (word / excel)
* Experienced in use of HP Record Management (HPRM)
* Proactive and organised in approach to work
* Good communication and people skills

***Skills - Desirable though not essential***

* Knowledge or interest in PMO roles
* Line management ability

As EU exit negotiations are ongoing it is not possible to give an exhaustive list of duties at this time.

***Benefit to applicant***

Volunteering to temporarily redeploy to DfE will enable lots of opportunities, for example you will be able to:

* develop skills and / or gain new skills in a fast paced unique work environment
* collaborate with colleagues in a different department
* widen your network of NICS, UK, ROI contacts

***Further information***

These roles are suitable for full‑time staff with flexibility to consider part-time arrangements if necessary. Your normal NICS terms and conditions will apply. It is estimated that the role will last for six months. Any extension to this period, if requested by DfE, would be possible as long as you and your line manager agree. The post holder must be able to work from home currently and IT equipment can be provided if not already available.

Should you want to discuss the posts or find out more generally before applying please contact Karen Pateman by phone on 02890 529342 (ext 29342) or by email at [Karen.Pateman@economy-ni.gov.uk](mailto:Karen.Pateman@economy-ni.gov.uk)

***Application***

If you are interested in this opportunity, you should complete the ‘‘DfE EO1 Application Form’’ on this webpage and send it to [NICSHR.COPRU@finance-ni,gov.uk](mailto:NICSHR.COPRU@finance-ni,gov.uk)