

# **Commissioner for Victims and Survivors for Northern Ireland**

## **Job Description**

### **Introduction**

1. The Commissioner's role which is outlined below is based on the provisions of the Victims and Survivors (Northern Ireland) Order 2006, a copy of which is attached.
2. This is a new appointment. The post will be full-time and the period of appointment will be 4 years. There is a possibility for a renewal of the appointment for one further period of 4 years. The appointment will be made by the First Minister and deputy First Minister acting jointly. The post will attract an annual salary of £65,000. The post is pensionable. The postholder will be entitled to 30 days annual leave in addition to public and privilege holidays. Travel and subsistence payments will be in accordance with those applicable in the Northern Ireland Civil Service.

### **Key areas of responsibility**

3. The overall aim of the Commissioner will be to promote the interests of victims and survivors of the conflict in Northern Ireland. The duties of the Commissioner will be to:
  - (a) promote an awareness of matters relating to the interests of victims and survivors and of the need to safeguard those interests;
  - (b) keep under review the adequacy and effectiveness of law and practice affecting the interests of victims and survivors;
  - (c) keep under review the adequacy and effectiveness of services provided for victims and survivors (this will include services provided by statutory and voluntary organisations);

- (d) provide advice on matters concerning the interests of victims and survivors to the Executive Committee of the Assembly and any organisation or person providing services for victims and survivors;
  - (e) take reasonable steps to ensure that the views of victims and survivors are sought concerning the exercise by the Commissioner of his or her functions; and
  - (f) make arrangements for a forum for consultation and discussion with victims and survivors.
4. The Commissioner's powers will include undertaking, commissioning or providing assistance for research or educational activities, issuing guidance on best practice and providing advice or information on any matter concerning the interests of victims and survivors. The Commissioner will also be able to make representations and recommendations to any body or person, whether public or private, on matters concerning the interests of victims and survivors. He or she will be expected to work, where appropriate, with other bodies to ensure access to services for victims and survivors. The Commissioner may also work in co-operation with other bodies within the UK or elsewhere where necessary in carrying out his or her functions.

### **Work Programmes**

5. The work of the Commissioner will be carried out in accordance with a work programme which he or she will submit for the approval of the First Minister and deputy First Minister acting jointly. The work programme submitted by the Commissioner will set out his or her proposed activities and the associated costs. It will be the duty of the Commissioner to carry out any work programme which has been approved.

### **Annual Report**

6. The Commissioner will be required to provide to the Office of the First Minister and Deputy First Minister (OFMDFM) an annual report on his or her

activities during the year. OFMDFM will lay a copy of the report before the Assembly and a copy will also be sent to the Secretary of State.

### **Accounts**

7. The Commissioner will be required to keep proper accounts relating to the operation of his or her office and will be responsible for the management of human and financial resources. The Commissioner will be required to provide statements of accounts relating to the office to OFMDFM and to the Comptroller and Auditor General.