Candidate information pack

**DIRECTOR OF CORPORATE SERVICES**

**Reference No: 08/2023**

May 2023

Background to the role of Director of Corporate Services

Dear Applicant,

Established under the Police (Northern Ireland) Act 1998, we exist toprovide an independent and impartial police complaints system for the people of Northern Ireland. We receive and investigate complaints about the police made by members of the public, and also matters of public interest involving the Police Service of Northern Ireland (PSNI).

This role is a highly significant role within the Office of the Police Ombudsman, providing advice to the Police Ombudsman and her Senior Management Team.

The role is crucial in ensuring proper administration of the Police Ombudsman’s financial affairs, developing the corporate and business plans and providing a clear sense of purpose and direction by developing and implementing a coherent corporate services strategy (including areas such as security, procurement, administration) through achievable action plans.

In order to carry out the role effectively the role holder is required to establish good working relations with key stakeholders and manage relationships effectively with key external contractors and suppliers.

The appointment will be made by the Police Ombudsman for Northern Ireland acting in accordance with her powers under the Police (Northern Ireland) Act 1998. Staff appointed under the Act will be employees of the Police Ombudsman and are not civil servants.

The person appointed in addition to the mandatory qualifications below, should have proven inter-personal skills and highly developed communication skills across a range of settings.

The appointee should also possess a full understanding of and commitment to the fundamental principles of human rights and a comprehensive understanding of the sensitive social, cultural and political environment within which the work of the Police Ombudsman operates.

About the Police Ombudsman for Northern Ireland

The Police Ombudsman for Northern Ireland is appointed under Royal Warrant and is a corporation sole. Her statutory duty is to exercise her powers in such manner and to such extent as appears to her best calculated to secure the efficiency, effectiveness and independence of the police complaints system, and the confidence of the public and members of the police force in that system. She has responsibility for the Police Service of Northern Ireland (PSNI), ‘designated civilians’ working with the PSNI, Belfast Harbour Police, Larne Harbour Police, Belfast International Airport Police and the Ministry of Defence Police. By virtue of the Serious Organised Crime and Police Act 2005 she has responsibility for the investigation of allegations against members of staff of the National Crime Agency in Northern Ireland.

The Police Ombudsman receives and investigates complaints about the police made by members of the public, and also matters of public interest involving the PSNI. Where appropriate she makes recommendations in respect of criminal, disciplinary and misconduct matters, in respect of which she may also publish reports and make policy recommendations. In addition to this she has a power to investigate current police policy and practice, and to publish the results of any such investigation. She provides extensive statistical and management information to the Department of Justice, Chief Constable and Northern Ireland Policing Board.

In undertaking her statutory duties, the Police Ombudsman employs approximately 150 staff in a number of specialist and support roles. The budget for the Office is around £9m.

The RUC (Complaints etc.) Regulations 2001 enables the Police Ombudsman to investigate serious legacy matters.

Further information about the organisation can be found at www.policeombudsman.org

Person specification

It is essential that the evidence provided by applicants include sufficient details, which clearly demonstrate how they meet all of the **Eligibility Criteria**. This must include reference to specific examples of actions and achievements; it is not sufficient to provide simply a list of duties and responsibilities. Candidates should demonstrate a successful track record in relation to all specified fields.

**Eligibility Criteria**

**Essential Criteria:**

1. Be a qualified accountant and have obtained full membership of one of the following:
* The Institute of Chartered Accountants in Ireland
* The Institute of Chartered Accountants in Scotland
* The Institute of Chartered Accountants in England and Wales
* The Association of Chartered Certified Accountants
* The Chartered Institute of Public Finance and Accountancy
* The Institute of Certified Public Accountants in Ireland
* The Chartered Institute of Management Accountants
1. Have at least 5 Years’ relevant practical post qualification experience, in a computerised accounting or financial preparation/reporting environment.
2. Have at least 2 years’ experience (at a senior level\*) in a medium\*\* or larger sized multidisciplinary\*\*\* organisation or larger in:
3. In the preparation of financial reports for review at Board level
4. of leading and motivating a team to deliver significant organisational results
5. Of managing business activities in one or more of the following:
	* + Human Resources
		+ Information and Communications technology
		+ Records Management and Information Assurance

***(If you have experience in more than one or all three areas, please provide***

***details in your application form as this may be used to shortlist further)***

Short-listing Arrangements

In the event of a high volume of applicants, those with greater experience in the criteria listed at 3c above, will be given preference when shortlisting for interview.

\**Senior Level experience is defined as: working directly to a Senior Management/Senior Leadership Team that reports to a Board or equivalent or providing input to strategic organisational decision making.*

*\*\*A medium sized organisation is defined as an organisation with at least 75 employees and a budget in excess of £5 million.*

\*\*\**A multidisciplinary organisation is one that has a workforce with a varied but complementary experience, qualification and skills that contribute to the achievement of organisational objectives.*

**Interview Assessment Criteria**

**KEY COMPETENCIES**

In addition to satisfying the above eligibility criteria, applicants will also be expected to display the following qualities and skills at interview:

This role falls into the fourth competency level. The competency level appendix to this candidate information pack provides a guide to the behavioural indicators that indicate each competency.

The qualities and skills identified in the personnel specification above are considered essential to the position and will be tested as part of the selection and interview process.

**Canvassing**

Candidates should be aware that any attempts to enlist support for their application through any person except as referee named on the application form will result in their application being disqualified.

Terms and conditions

**Tenure**

This is a permanent post.

**Remuneration**

The post is graded as equivalent to Grade 6 in the Northern Ireland Civil Service. The salary for the post will be in the range £61,742 to £67,403. Starting salary will be £61,742 with progression in the salary range determined by performance in the post and subject to the review process agreed by the Northern Ireland Civil Service.

**References, Security Clearance and Health Requirements**

Appointment is subject of the receipt of satisfactory references, proof of identity checks and medical reports (where appropriate) and candidates should be aware that, if successful, they would be required to be vetted to Security Check (SC) level.

**Hours of Work**

The standard working week is 37 hours excluding meal breaks and the Office operates a Flexible Working Scheme (FWS).

**Probation**

The probationary period for this post is 12 months during which time your progress will be monitored. Provided a satisfactory standard is achieved and maintained, appointment will be confirmed for the duration of your contract. In the event of unsatisfactory progress your employment will not be regarded as confirmed and will be terminated either during or at the end of the probation period.

Successful applicants must be prepared to attend professional development courses as directed.

**Annual Leave**

In addition to the usual public and privilege holidays, appointees will receive 25 days annual leave per annum on appointment. The leave year runs from 1 February to 31 January. Successful candidates commencing employment during the leave year will receive a pro-rated leave entitlement.

**Superannuation**

The Office of the Police Ombudsman for Northern Ireland participates in the Principal Civil Service Pension Scheme (NI), which for new entrants starting from 01 April 2015 offers two types of pension choices:

**Alpha –** This is an occupational pension scheme that currently has a member contribution rate relating to salary (currently 5.45% in the salary range). As your employer we meet the rest of the cost of the scheme.

**Partnership –** This is a stakeholder pension with a contribution from ourselves. How much we pay is based on the appointee’s age and we pay this regardless of whether the appointee chooses to contribute anything. Appointee contributions are not compulsory but, if they occur, we as your employer will also match the appointee’s contributions up to 3% of their pensionable earnings. These contributions are in addition to the age related contribution mentioned above.

**Notice**

The notice you are entitled to receive and are required to give in the event of your termination of employment is as stated in your contract of employment/Statement of Main Terms and Conditions.

**Retirement Age**

Staff may, subject to normal efficiency and attendance requirements, elect to retire at any age from age 60. In line with the Employment Equality (Repeal of Retirement Age Provisions) (Northern Ireland) 2011 there is no compulsory retirement age.

**Applications**

Under Fair Employment legislation, the Police Ombudsman is required to monitor the community background of those applying to fill vacancies. Applicants should therefore complete the application form and return it together with the Equal Opportunities Monitoring Form.

The Police Ombudsman for Northern Ireland is committed to equality of opportunity in employment and welcomes applications from suitably qualified candidates irrespective of disability, gender, race, religious belief, political opinion or sexual orientation. All applications for employment are considered on the basis of merit.

This candidate information booklet should not be taken as constituting conditions of employment.

**How to apply**

To apply for this role, please **complete and submit the application form and equal opportunities form**.

**Please note that CVs cannot be accepted as part of your application**

The closing date for the submission of applications is **Friday 2nd June 2023 at 4.00pm**

If you have any queries about any aspect of the appointment process or need additional information please contact the Human Resources Department on 028 90 828632.

Recruitment timetable (subject to change)

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| Closing date:  | **Friday 2nd June 2023 at 4.00pm** |
| Shortlist meetingInterview dates | **Week commencing 5th June 2023****Week commencing 19th June 2023** |
| Anticipated start date | Subject to Security Clearance and Notice Periods. |