



PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Candidate Booklet

Director of Managing Authority (Belfast)

Permanent



Special EU Programmes Body
Comhlacht na gClár Speisialta AE
Special EU Skemes Boadie



Contents

FOREWORD	3
INTRODUCTION.....	4
SUMMARY OF JOB:	6
PERSON SPECIFICATION	10
WHAT WE OFFER.....	15
THE SELECTION PROCESS	17
ADDITIONAL INFORMATION.....	20
EQUALITY STATEMENT.....	20



FOREWORD

Thank you for your interest in a role with the Special EU Programmes Body (SEUPB).

As an organisation, we pride ourselves on recruiting the best people and providing them with the tools and support they need to make a positive contribution to our work, while realising their full potential.

The Special EU Programmes Body is one of six cross-border bodies established under the Belfast/Good Friday Agreement. The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

This is an exciting time in the organisation's history as we celebrate twenty-five years of advancing peace, prosperity, and growth. Our new funding programme PEACEPLUS will build upon this work, investing €1.14 billion in a range of sectors including health and social care, the environment, rural regeneration, smart towns and villages and youth services while continuing the fundamental work of embedding peace and reconciliation.

The work we do is challenging but also incredibly rewarding, our offices in Belfast, Omagh and Monaghan are a hub of energy and enthusiasm. Our staff value the knowledge that they are making a positive and lasting contribution to society and the world that they live in.

We welcome those who share our vision for a better, more peaceful and more prosperous society and our belief that our combined effort can make that vision a reality.

This booklet will provide you with further information about the key responsibilities of the role you are applying for and sets out the skills and competencies required. We look forward to receiving your application.

Gina McIntyre
Chief Executive
Special EU Programmes Body



INTRODUCTION

The Special EU Programmes Body (SEUPB) is one of six North South Bodies established in 1999 as a consequence of the Belfast/Good Friday Agreement – an agreement between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland.

The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland, helping to foster peace and prosperity across the region.

Over the last 25 years, the SEUPB has managed a number of European Union investment programmes, including the PEACE and INTERREG programmes.

A total of €3.39 billion has been invested through previous programmes, funding over 23,000 projects, and touching the lives of more than two million citizens.

The PEACEPLUS Programme will continue to provide this vital support to Northern Ireland and the border counties with an investment of €1.14 billion focusing on embedding peace and promoting prosperity across the region.

SEUPB Mission Statement:

“Underpinning Peace and Prosperity for People and Places.”

SEUPB Vision Statement:

“Inspiring people. Improving places. Investing in partnerships. Creating sustainable progress through peace and prosperity.”

Our Guiding Principles:

In carrying out our work we will adhere to the following guiding principles:

- We will deliver our mission, striving for excellence at all times. We subscribe to the principle of accountability and transparency.
- We will act at all times in the interests of our stakeholders, beneficiaries and the public. Demonstrating the highest levels of integrity in ensuring the mission of the SEUPB is delivered.
- We will demonstrate equality and respect in all that we do and everyone with whom we work and meet.
- Working together, we will listen and adapt to the needs of both internal and external colleagues so that we are continually improving.



KEY REGULATORY FUNCTIONS

The key functions for the SEUPB are set out below:

- 1) To act as the Managing Authority, and First level Control (verification) for the PEACEPLUS programme. The Managing Authority function is a unit which has overall responsibility which involves ensuring the Programme meets all regulatory requirements and supports funded projects to deliver the objectives of the Programme, in partnership with the Joint Secretariat unit.
- 2) Continue implementing the PEACEPLUS Programme, the Managing Authority will work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.
- 3) The SEUPB's corporate team, with the key functions of Corporate Finance, Accounting Function, HR, Communications, and IT will ensure that the highest standards of public accountability and financial management are adhered to so as to meet the expectations of its many stakeholders.
- 4) The Joint Secretariat (JS) provides services in relation to project assessment and support to projects. This role of supporting and assisting projects to deliver their objectives is inextricably linked to the Managing Authority role. The JS has been delegated a range of tasks by the Managing Authority specifically to deal with all aspects of project implementation work. The role of JS in the Programmes is critical, particularly in the early stages as the new projects mobilize. JS has a continuing significant role to assist funded Lead Partners to complete and deliver their projects effectively.



SUMMARY OF JOB:

Reporting to the Chief Executive, the successful applicant will be responsible for key aspects of the management, implementation and delivery of the cross-border EU Structural and Investment Funds Programmes managed by the SEUPB. This will involve the development and implementation of operational plans to ensure that programme and financial targets are achieved within the respective accountability frameworks that govern North South Bodies and the EU funds.

Key aspects of the position are:

- To oversee the management of the funded Programmes, ensuring all regulatory aspects are adhered to and the Programmes represent value for money while also making a direct impact on citizens in Northern Ireland and the border counties of Ireland.
- Ensure delivery standards are met; and the administrative burden is reduced for applicants and grant recipients.
- Management and delivery of cross-border EU Programmes (INTERREG VA, PEACE IV and PEACE PLUS).
- Implement effective administrative and financial control procedures related to programme delivery.
- Establish and maintain effective working relationships with key stakeholders in Northern Ireland, Ireland, Scotland and with the European Commission.
- Liaise on a regular basis with senior officials of Government Departments in Northern Ireland, Ireland and Scotland along with members of other external governmental, commercial, public, voluntary and community sector bodies.
- Contribute to the corporate management of the SEUPB, including staff management, departmental and programme risk management, and support SEUPB's development and implementation of its corporate and annual business planning processes.
- They will supervise the relevant regulatory requirements, reporting, monitoring and evaluation, liaison with other large-scale funders, and work with the Programme's Intermediary Body to develop and manage PEACEPLUS's small grants programmes.
- To ensure the ongoing development, implementation and evaluation of the PEACEPLUS Programme, working with the organisation's Joint Secretariat for the selection of operations.
- Supervise the creation of the Management & Control Systems for the PEACEPLUS Programme including the development of a series of key requirements as part of those systems.
- Complete the closure of the legacy programmes, PEACE IV and INTERREG VA, including maximizing receipts from the Commission against those

programmes – this will include managing the organisation’s Financial Control Unit to ensure claims from successful projects are administered in full, and full spend is achieved.

- Supervise the change process for claims including ensuring training for external controllers is in place, and monitor the effectiveness of this change process.
- Be responsible for the management of the Programme’s function as follows:
 - Project eligibility in line with the relevant EU Regulations.
 - Management of the relationship between SEUPB and the current/future Audit Authorities.
 - A monitoring and evaluation framework comprising 13 evaluation studies, including oversight of an Evaluation Steering Group.
 - Management of Project Claims through a Quality Assurance Function.
 - Supervision of the ongoing development and implementation of the JEMs system - the Joint Electronic Monitoring System developed for use by EU Programmes such as PEACEPLUS for the 2021-2027 funding period.
 - Management and implementation of the Programme’s small grants measures in conjunction with SEUPB’s Intermediary Body, Pobal.

KEY RESPONSIBILITIES:

Management and Delivery of Cross Border EU Programmes (INTERREG VA, PEACE IV and PEACEPLUS)

- Design and develop effective plans for the implementation of the programmes within European guidelines and as outlined in the respective Cooperation Programme documents.
- Develop and manage the systems for ensuring that all key programme targets are met, with respect to agreed outputs and financial targets.
- Develop and manage the systems for monitoring and reporting programme activity.
- Oversee the review of Management and Control Systems currently in place to ensure they remain fit for purpose across current programmes ensuring guidance is updated as appropriate.
- Lead on reviewing, developing and adapting Management and Control Systems to ensure they meet the requirement of effectively managing, implementing and delivering PEACEPLUS Programme including the provision of guidance.
- Leading in the effective and timely provision of guidance for the delivery of PEACE IV, INTERREG VA and PEACEPLUS programmes.



- Liaise with the JS Director to ensure timely and effective project management processes are in place to support the delivery of projects.
- Research and report information in relation to the implementation of the programmes and provide briefing material as required.
- Contribute pro-actively to the Body's policy for reducing the administrative burden of applicants and grant recipients.
- Oversee the assessment, compliance, verification and payment of claims to Partners in respect of approved projects in current and future programmes.
- Oversee the implementation of fraud detection and reporting as it relates to approved projects.
- Manage programme governance/monitoring arrangements and functions, including providing information and support to Programme Monitoring Committees (PMCs) and any relevant technical or sub-committees.
- Oversee the preparation and submission of the Annual Implementation Reports (AIRs) and appropriate sections of relevant progress reports.
- Oversee the effective closure of the 2014-2020 PEACE IV and INTERREG VA programmes ensuring that all records are complete and fully reconciled and that audit trails are secured.

Establish and Maintain Effective Working Relationships with Key Stakeholders

- Consult, negotiate and reach agreement with relevant stakeholders in all relevant jurisdictions to ensure the smooth implementation of the agreed programmes.
- Maintain effective relationships with key stakeholders in Northern Ireland, Ireland, Scotland and the European Commission including the government departments with policy responsibility for projects in receipt of funding.
- Maintain effective relationships with all partners involved in the Programme Monitoring Committee.
- Represent the SEUPB at events and seminars.

Contribute to Corporate Management of the SEUPB, Including Staff Management

- Contribute to the development and implementation of SEUPB's Strategic and Corporate Plans and risk frameworks including pro-actively contributing to the further development of an efficient and effective organisation.
- Maintain and develop effective working relationships with all units within the SEUPB, especially with regard to identifying and developing synergies and efficiencies that contribute directly to organisational objectives.
- Assist and advise the Chief Executive on strategic issues associated with EU Programme implementation and delivery.



- As a member of the Senior Management Team you will contribute to the wider corporate governance of the Body.
- Lead and motivate Managing Authority staff in the pursuance of key objectives.
- Ensure the development of an appropriate range of skills and competencies of staff to meet the objectives of the programmes and SEUPB in line with established performance management tools and techniques.

The above is given as a broad range of duties and is not intended to be a complete description of all tasks.



PERSON SPECIFICATION

JOB TITLE: Director of Managing Authority

DURATION: Permanent

HOURS: Minimum 37 hours per week (excluding breaks)

SALARY SCALE: Grade 6 £65,409 – £71,353

REPORTS TO: Chief Executive Officer

LOCATION:

The successful candidate will be based at the Clarence West Building, Clarence West Street, Belfast BT2 7GP.

The postholder will be required to travel throughout Northern Ireland and the border counties of Ireland and beyond to attend meetings/conferences which may include overnight stays on occasion. The successful candidate must, therefore, have access to a form of transport.

ESSENTIAL CRITERIA and QUALIFICATIONS:

An Honours degree or equivalent third level qualification plus a minimum of 5 years' experience at *senior management level.

OR

A minimum of 8 years' experience at *senior management level.

*Senior management level is defined as experience gained reporting directly to individuals at Director level or above or equivalent: e.g. reporting to a Grade 5 or above in the NICS (Principal in the Irish Civil Service) or equivalent.



EXPERIENCE:

- Proven experience of strategic programme management in a complex and/or regulatory work environment, demonstrating the ability to evaluate detailed information from a range of sources in order to make key decisions, manage risks and influence others.
- Experience of providing strong team leadership through developing and coaching to produce high performance.
- Evidence/experience of a strong track record in financial monitoring and budgetary control, including managing financial interfaces with others.
- Proven experience of contributing to the development of strategy to successfully deliver the aims and objectives of an organisation.
- Possess excellent communication, negotiation and influencing skills in order to maintain effective internal and external relationships and to build collaborative partnerships with stakeholders to ensure delivery of objectives.
- Experience of developing and managing cross jurisdictional stakeholder relationships.

DESIRABLE CRITERIA and QUALIFICATIONS

These will be used for shortlisting purposes in the event of a large number of applicants.

An Honours degree or equivalent third level qualification plus a minimum of 7 years' experience at *senior management level.

OR

A minimum of 10 years' experience at *senior management level.

*Senior management level is defined as experience gained reporting directly to individuals at Director level or above or equivalent: e.g. reporting to a Grade 5 or above in the NICS (Principal in the Irish Civil Service) or equivalent



REQUIRED COMPETENCIES

Seeing the Big Picture

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

Making Effective Decisions

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions. At senior levels, leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

Leading and Communicating

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.



Collaborating and Partnering

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

Building Capability for All

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

Delivering Value for Money

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

Managing a Quality Service

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.



Delivering at Pace

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

Achieving Outcomes through Delivery Partners

Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.



WHAT WE OFFER

Financial

To attract, motivate and retain talented people we believe an attractive, flexible and rewarding pay structure is essential. (We therefore offer our employees competitive salaries).

Pension

The SEUPB operates a defined benefit occupational pension scheme (the North South Pension Scheme) worked out on a Career Average basis.

We have outlined some of the key features of the Scheme below.

Generous pension payable for life after you retire which increases in line with inflation*

The pension amount is based on your average salary during your career and the number of years you spend in employment.

The best way to think about the value of the pension is to estimate how much you might have to save to get an equivalent pension privately via another pension scheme. For illustration purposes, as a % of your pay, the cost of an equivalent pension might be up to 40% of pay per year. This annual cost increases with age (i.e. the older you are the greater the % of pay it costs to pay for your pension). So, you'd have to put a significant proportion of your earned income aside to secure such a pension.

As it turns out, typically you are required to make a contribution of between 4.6% and 7.35% of pay per year, with the balance effectively funded by the Northern Ireland Executive and the Irish government. There are other benefits payable too to provide protection to you and any beneficiaries in the event of illness or death.

*Inflation is measured by an index known as the Consumer Price Index (CPI) which measures changes in the price level of a weighted average market basket of consumer goods and services purchased by households.

Holidays NI

We offer our staff an annual leave entitlement of 25 days rising to 30 days after 5 years' service. In addition to this we also offer 12 statutory holiday days.

Employment Policies

The SEUPB recognises the importance of work life balance and offers a range of family friendly policies and practices for its employees.



Parking

Free car parking Belfast City Centre and/or a secure Bicycle rack.

Learning and Development

All employees will have access to the SEUPB Employee Support & Development Programme. The SEUPB has a dedicated Learning and Development Strategy in which we provide our employees with the training they need to be as efficient and productive while also offering development opportunities to further develop their career in the SEUPB.

Cycle to Work Scheme

You are encouraged to take advantage of our 'Cycle to Work' scheme, which gives you access to a bike and equipment through a salary sacrifice scheme, for use commuting to and from work. There is a secure bicycle rack at the Belfast Office for staff use.

Family Leave

Maternity Leave – Up to 52 weeks of which 18 weeks is on full pay. We also offer Paternity Leave, Parental Leave/Shared Parental Leave and Adoption Leave.

Employee Assistance Programme

All our employees have access to a fully independent 24-hour helpline to assist with any of life's issues or problems, along with access to an accredited counselling service. (All of which is free at the point of use and completely confidential).

Location

The SEUPB Headquarters is located in Belfast with two Regional Offices in Monaghan and Omagh.



THE SELECTION PROCESS

Eligibility Sift

Shortlisting of candidates on the basis of the information contained in their application.

COMPETENCY APPLICATION FORM GUIDANCE

Personal Details

Enter your title, name, preferred name to be addressed by and address on the front page of the application form.

We may contact you by email or by telephone, therefore include an up-to-date telephone number and email address that we can contact you on. We issue notifications by email, so check your email regularly if you have applied for a job with us.

Education and Qualifications

Use this section to show us that you have the necessary qualifications and any professional memberships to do the job. Ensure you read the Person Specification when completing this section.

List all the academic institutions you've attended in this section. Include the name of the institution, the courses you took and any qualifications you received.

If you are applying for a job on the basis of a qualification which is not specifically detailed in the person specification, but which you consider to be a relevant equivalent qualification, you must highlight the areas or modules which you think are relevant. This will enable the panel to decide if it is an equivalent qualification. If you don't provide details on the equivalency of your qualification, the panel may not consider your application any further.

Some jobs will require you to have professional qualifications, or to be a member of a professional body. This will be detailed in the employee specification.

If you are currently studying for or waiting for exam results, we cannot consider these unless otherwise stated in the person specification.

Employment History

Complete the current employment box if you are currently working. This does not only apply to paid work, so include any voluntary work or work experience placements that you have done or are doing at the moment.

Include the companies that are most relevant to the position you are currently applying for. If you have gaps in your employment, explain them. Show how you



increased your skills, perhaps through volunteering, and any courses you've completed.

We require the exact dates of your employment history as these are used for short-listing purposes.

Criteria Questions

This is the most important section of the application form, and it is an opportunity for you to tell us about yourself, what you can do and the skills and experience you have which make you a good candidate for the job.

You need to show us that you meet the eligibility and essential criteria for the job. You should refer to the person specification, as this will detail what essential criteria you will need evidence of on your application form. Different jobs require different skills, knowledge, competencies, and qualifications.

The selection panel will not read across the various sections of the application form. If you submit this information in another box or in a different section of the application form, it may not be considered by the selection panel.

If you do not tell us, we will not know!

We will not make any assumptions about you or your abilities, even if you already work with us. Do not leave out any relevant skills, knowledge or experience you have gained, for example voluntary or unpaid work – it is still relevant.

You are asked to give 'personal and specific examples' which demonstrate your experience, so include examples of situations that you have experienced that demonstrate what is being asked for. What we mean by personal and specific examples is evidence of your personal involvement in this experience, how you dealt with it and relevant examples to show the breadth of your experience.

The interview panel can only make a decision to invite you to the next stage of the selection process based on the information you provide in your application form, and how this matches the criteria in the person specification. If there is a required length of experience, make sure you include the start and end dates of your experience, so the panel know you meet the timeframe.

Good Example Answers

To demonstrate your personal involvement, you should use 'I', not 'we', when completing your application form. Using 'I' portrays your personal involvement more and lets the panel know exactly what your personal involvement was and what you were personally responsible for doing. 'We' gives the impression that you did not personally undertake the duties or that you were somehow involved but didn't really have ownership or responsibility for the experience – it does not tell the panel about



your personal experience, only that of a team or the organisation. It is evidence of your individual personal experience that the panel is looking for.

You want to customise your responses on each job application form you fill out. Read the job description and be sure to answer each question thoroughly. It is tempting to copy and paste responses in multiple job applications, but this will not create a strong application. Use relevant terminology and phrases that are unique to the industry and will catch the eye of the reader. Tailor your work experience, references, and answers to each job.

Always check the word count for each question and make sure your answer is as close to the word count as possible. Writing too little suggests that you may have underestimated the importance of the question or do not have the level of experience required for the role. Not being able to complete the question within the word count may suggest that you are not expressing your point clearly, or that you need to focus on a specific area. You should also provide specific detail of your experience, that is, how you went about gaining the experience, what you did, what this involved and provide examples which demonstrate the breadth of your experience.

Use the STAR method.

The STAR method is a way to keep your answers concise, clear, and full of relevant details. STAR stands for Situation, Task, Action, Result. It is useful for job applications when answering role-based questions about previous experiences. Using the STAR method can help you explain what you learned from previous situations and how you will apply the skills you gained to a new position. It's important to thoroughly proofread your application to find any grammatical errors, misspelt words, or confusing language. Use key phrases that will catch the reader's eye and show that you understand the job specifications.

It is helpful to have someone else read your application, as another perspective can find mistakes you might miss.

Shortlisting

The first stage in the selection process will be to conduct a sift of completed application forms against the essential qualification criteria. Applicants who have not fully demonstrated on their application form how they meet this criterion will not be progressed to the next stage of the process.

Application forms are formatted so that applicants are required to demonstrate how they meet each essential competency. The onus will be on applicants who are completing application forms to demonstrate how they meet each competency.

Applications will also be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher



standard to those stated above. If putting forward an equivalent qualification, please provide the type of qualification and date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.

Should the SEUPB receive a high level of applications, the desirable criteria may be applied to shortlist candidates for interview.

At the Interview

Those candidates called for interview will be questioned on the areas covered in the application form, personnel specification, and job description. Candidates will be asked questions to enable them to illustrate their competence in each of the areas. They may enlarge upon the information provided on the application form or use different information to illustrate the answer. Candidates will be assessed against the essential criteria and key competencies identified as being a requirement for the role.

ADDITIONAL INFORMATION

Applicants should note that starting salary would normally be at the minimum of the pay scale.

Applicants who intend to return their applications by post should ensure that they post documents in sufficient time to reach us by the closing date.

Late applications will not be accepted under any circumstances. We will accept application forms by either post or electronically by the closing date and time.

It is your responsibility to ensure applications reach us by the notified deadline.

EQUALITY STATEMENT

SEUPB is committed to equality of opportunity and welcomes applications from suitably qualified candidates irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

The Body would particularly welcome applications from the Protestant community who are currently under-represented in the workforce.