



**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



# Candidate Booklet

## Director of Managing Authority (Belfast)

**Permanent Role**



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

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# 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.

We are privileged to have been supporting positive change in peace, prosperity, and growth for the past twenty-five years. Our current funding programme, PEACEPLUS, will build upon this extensive 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 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:**

*“To improve people’s lives through partnership and cross border cooperation.”*

## **SEUPB Vision Statement:**

*“We will contribute to the development of a peaceful and prosperous society; striving to continually improve, drive simplicity and inspire our staff to be the best that they can be.”*

## **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 are prepared to be held accountable for all that we do.
- We will act at all times with the interests of our stakeholders, beneficiaries and the public to the fore and demonstrate 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 with everyone that we meet and work with

## **KEY REGULATORY FUNCTIONS**

The key functions for the SEUPB are set out below:

- 1) To act as the Managing Authority 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:**

The SEUPB Managing Authority is responsible for the overall management and implementation of the PEACEPLUS Programme under the 2021–2027 Structural Funds framework. Its role is to ensure that programmes are delivered in compliance with EU and national regulations, using transparent and efficient systems. This includes managing the progress on the objectives of the programme, and ensuring sound financial management. The Managing Authority also oversees performance reporting, evaluations, and communication to guarantee accountability, visibility, and alignment with strategic objectives.

### **KEY ASPECTS OF THE POSITION:**

- Management and delivery of cross-border EU Programmes, (currently, PEACEPLUS).
- Implement effective administrative and financial control procedures related to programme delivery
- Establish and maintain effective working relationships with key stakeholders in Northern Ireland, Ireland and with the European Commission
- Liaise on a regular basis with senior officials of Government Departments in Northern Ireland and Ireland along with members of other external governmental, commercial, public, voluntary and community sector bodies.
- Oversee the performance of the Programme towards achieving the key objectives
- To ensure funding decisions are taken in robust and transparent manner
- Service delivery standards are met; and the administrative burden is reduced for applicants and grant recipients.
- 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.

## **KEY ASPECTS OF THE POSITION:**

- To ensure the ongoing development, implementation and evaluation of the PEACEPLUS Programme, working with the organization's Joint Secretariat on all aspects of project assessment, implementation, evaluation and closure.
- Supervise the Management & Control Systems for the PEACEPLUS Programme including the development of a series of key requirements as part of those systems
- 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 Audit Authority
  - A monitoring and evaluation framework comprising evaluation studies, including oversight of an Evaluation Steering Group
  - Management of Project Claims through a Quality Assurance Function
  - Supervision of the 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.
- Complete the closure of the programme, maximizing receipts from the Commission against the programme, this will include managing the organisation's Quality Assurance Unit to ensure claims from successful projects are administered in full, and full spend is achieved
- Development and design of future Programmes.

## **KEY RESPONSIBILITIES:**

### **MANAGEMENT AND DELIVERY OF CROSS BORDER EU PROGRAMMES (PEACEPLUS)**

- 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.
- 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 the PEACEPLUS programme
- 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 implementation of fraud detection and reporting as it relates to approved projects.
- Oversee the effective closure of the programmes ensuring that all records are complete and fully reconciled and that audit trails are secured.
- Design and develop effective plans for the implementation of future programmes within European guidelines and as outlined in the respective Cooperation Programme documents.

## **ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH KEY STAKEHOLDERS**

- Consult, negotiate and reach agreement with stakeholders in all relevant jurisdictions to ensure the smooth implementation of the agreed programmes.
- Maintain effective relationships with key stakeholders in Northern Ireland, Ireland 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 list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary according to business needs).**

# PERSON SPECIFICATION

**JOB TITLE:** Director of Managing Authority

**REPORTS TO:** Chief Executive

**DURATION:** Permanent Appointment

**HOURS:** Minimum 37 hours per week (excluding breaks)

**SALARY SCALE:** Grade 6 £73,577 - £77,904

## ESSENTIAL QUALIFICATIONS and EXPERIENCE:

- 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.*

## ESSENTIAL 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.
- Proven track record in managing large-scale, complex programmes, ideally EU-funded or public sector programmes.
- Experience in developing and implementing operational plans to meet programme and financial targets.
- Strong understanding of EU funding mechanisms, for example PEACEPLUS, INTERREG, or similar cross-border cooperation programmes.
- Knowledge of relevant EU regulations and compliance frameworks.
- 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 external stakeholder relationships.

## **DESIRABLE CRITERIA and QUALIFICATIONS**

These will be used for shortlisting purposes in the event of a large number of applicants. For shortlisting purposes, the experience required to undertake the role may be increased to:

- Experience of managing EU Structural Fund Programmes
- Experience working in a North-South or cross-border context.
- Background in community development, peacebuilding, or socio-economic regeneration.

## **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.

**LOCATION:**

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

**REQUIREMENTS**

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

# 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) in line with public sector negotiated pay scales.

## 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 would 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.

### **Blended (Hybrid) Working**

No two weeks are the same in our business, and therefore working arrangement flexibility is important to meeting the needs of this role.

SEUPB offers the opportunity to avail of occasional homeworking based on business needs following full completion of up to 12 weeks onboarding, training and familiarization.

However, there is an expectation that the Director will be in the office most of the working week, given the leadership role required.

### **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 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 valued to £1,000+. More information about Cycle Scheme is available via the HR department.

### **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. Parking in Belfast and /or a secure Bicycle rack.

# THE SELECTION PROCESS

The selection will include:

## **Eligibility sift**

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

## **Completing the Application Form**

Those candidates who are invited for interview who had submitted their application electronically will be required to formally sign their applications prior to being appointed.

All applications must be made on the form supplied by the SEUPB. (CVs will not be accepted).

Under each of the headings in the application form, candidates are asked to provide a clear and relevant example drawn from their recent work, which illustrates how they match the competence being sought.

The information on the application form will be used for sifting and only those candidates who can meet all of the Essential Criteria will be considered for interview.

## **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 criteria 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.

Where a specified period of experience is mentioned it may be increased by one-year increments as a method of reducing numbers.

## **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.

Relevant instructions will be issued to candidates together with the invitation.

Those invited to interview should make every effort to attend on the specified time and date.

Given the difficulties in arranging interview panels, flexibility will not be possible. (Remote Interviewing may be used as an option depending on circumstances).

## **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 Monitoring**

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 dependents.

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

To help ensure that we are meeting our Equality of Opportunity obligations, we monitor the composition of staff and applicants. This monitoring helps to assess whether any of our policies, procedures or activities are operating to the detriment of any particular grouping within our diverse society. Therefore, the monitoring form included with your Candidate Pack is regarded as part of your application and should be completed and returned.

The monitoring form will not be available to the selection panel. It will be separated from the application form by the monitoring officer and transferred to a computer-based monitoring system. There it will be protected, access restricted and used strictly in line with our Privacy Notice.

## **Data Protection**

The SEUPB Privacy Notice is available at:

[https://www.seupb.eu/privacy\\_notice#:~:text=The%20SEUPB%20will%20only%20collect,or%20broker%20your%20personal%20information](https://www.seupb.eu/privacy_notice#:~:text=The%20SEUPB%20will%20only%20collect,or%20broker%20your%20personal%20information).