



PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



Candidate Booklet

Information Governance Student
Placement

9-11 Months Fixed Term Contract



Special EU Programmes Body
Comhlacht na gClár Speisialta AE
Special EU Schemes Board



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:

“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.

ORGANISATIONAL STRUCTURE

The SEUPB has a Chief Executive, appointed by the NSMC. The Chief Executive is responsible for managing the organisation under the direction of the NSMC.

The Information Governance team are part of a wider Corporate Services Directorate. The team currently has a team manager and Information Governance Officers with supporting clerical staff. There are 5 members of staff in the team.

LOCATION

The SEUPB has a Headquarters located in Belfast and two Regional Offices in Monaghan and Omagh. This role will be based in the Belfast office.

Job Description

JOB TITLE: Information Governance Student Placement

LOCATION: Belfast Head Office

SALARY SCALE: £23,071 per annum

REPORTS TO: Information Governance Officer

SUMMARY OF JOB:

To provide an effective Information Governance (IG) support service to the Information Services Team and to all SEUPB staff across our 3 office locations. This role will assist where possible with the implementation of SEUPBs Information Governance Framework.

You will learn about the importance of GDPR compliance, and SEUPB's compliance requirements regarding both UK and EU regulations. You will assist the team with both internal and external information queries, requests and responses including Assembly Questions, Parliamentary Questions, Freedom of Information requests and Subject Access Requests. You will help foster an excellent information and records management culture within the organisation, using the associated systems and processes and founded on the ethos of privacy by design.

KEY FUNCTIONS:

- IG Support to other teams within SEUPB – become a first line support the team.
- IG awareness and compliance – obtain an awareness of policies and procedures within SEUPB regarding information handling, data protection and privacy, to ensure compliance with both UK and EU legislation.



- Assist with the implementation of a training programme to improve uptake of SEUPB Records Management Systems.
- Assist with awareness training for staff so colleagues understand their particular responsibilities relating to IG.
- Assist IG Team with collection, maintenance, and disposal of information in accordance with policies and procedures.
- Assist with review and updating of relevant policies, processes and procedures where appropriate.
- Assist with review and management of responses to Data Protection Questionnaire completed by prospective SEUPB suppliers.
- Assist where possible with any information audits and provide a level of support with ISO 27001 gap analysis work and policy implementation.

IG research duties.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist with implementation of SEUPB 's IG Framework targets.
- Assist Clerical Supervisor and Programme Officer with collation and tracking of AQs, PQs, FOIs, SARs, , Committee queries, general information requests and internal GDPR queries.
- Become an Information Management and Governance champion for SEUPB and support other teams with following SEUPB policy and processes.
- Assist IG team with maintaining an Information Asset Register and Information Services contracts register.
- Assist team with collating information for any audit queries from a variety of audit bodies.
- Provide Information Services general support duties acting as a first line of support for the organisation in logging Information Governance requests.
- Assist team with implementation of a newly developed record retention and disposal policy.
- Work with the IT Team to ensure Information Systems and associate information security measures are successfully implemented.
- Provide assistance to the IT and IG teams in the gap analysis work for ISO 27001 Information Security implementation.
- Provide assistance and carry out any ad-hoc duties as required.

The above is given as a broad range of duties and is not intended to be a complete description of the job role



Eligibility Criteria

The placement is designed for students on sandwich courses* and is open to all individuals who meet the criteria set out below.

* Sandwich courses are usually courses which include a year of work experience 'sandwiched' between two or three years of concentrated study. During this year the student usually goes on relevant work experience with an employer or organisation.

Applicants must, by the closing date for applications:

1. Be **currently** studying for either a Higher National Diploma or Degree in Business & I.T / Law / Law & Social Policy **or other** discipline relevant to Information Management / Governance.

AND

2. Have the opportunity to undertake a one-year placement for the 2024/2025 academic year.

Candidates will only be appointed if confirmation is obtained from the college/university that they are required to return and complete their course.

Applications will also be considered from applicants who are currently studying relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated.

Relevant or Equivalent Qualifications

If you are currently studying for a qualification that is relevant or which you believe is equivalent to that required, you must also state in your cover letter WHY you consider the qualification should be accepted as equivalent and provide evidence that the course is relevant.

Key Competency Areas

The selection process will include a competency-based interview.

The competencies are outlined below:

1. Seeing the Big Picture

Is about having an in-depth understanding and knowledge of how your role fits in with, and supports, organisational objectives and the wider public needs. It is about



focusing your contribution on the activities which will meet organisational goals and deliver the greatest value.

2. Changing and Improving

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all employees, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter' more focused ways.

3. 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 SEUPB, 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.

4. 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 employees, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

5. 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 employees, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

Application Process

You may apply for this opportunity by applying directly on GetGot via <https://seupb.getgotjobs.co.uk/> or by scanning the below QR code.





Interview Date

It is intended that interviews for this post will take place in the Belfast Office, Special EU Programmes Body, 2 Clarence St West, Belfast, BT2 7GP, date to be confirmed. Alternatively, the interviews may be held virtually via MS Teams.

Competency Based Interviews

The selection panels will design questions to test the applicant's knowledge and experience in each of the key competency areas and award marks accordingly.

Interview Preparation

A competence-based interview requires you to:

- In your responses, focus on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

In preparation for the interview, you may wish to think about having a clear structure for each of your examples, such as:

- Situation – briefly outline the situation;
- Task – what was your objective, what were you trying to achieve;
- Action – what did you actually do, what was your unique contribution;
- Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience to demonstrate the range of behaviours associated with the competences being assessed. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area. You may draw examples from any area of your work / life experiences.

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.

Holidays

We offer our staff a generous annual leave entitlement of 25 days rising to 30 days after 5 years' service. In addition to this we also offer 12 statutory holidays in Northern Ireland.



Pension

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

Employment Policies

SEUPB recognises the importance of work life balance and offers a range of flexible working policies and practices for its employees.

Learning and Development

SEUPB has a dedicated Learning and Development Strategy in which we provide our employees with the training they need to do their job and further develop their career in SEUPB.

Cycle to Work Scheme

You're encouraged to take advantage of our 'Cycle to Work' scheme, which enables you to hire a bike and equipment valued to £1,000 through a VAT-free scheme, for use commuting to and from work.

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 this is free and completely confidential.