



# PEACEPLUS

Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



# Candidate Booklet

**Interim Director of Programme Management  
and Delivery (Joint Secretariat)**

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**9 Month Fixed Term Contract**



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



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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.

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 with 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 with everyone that we meet and work with.*
- *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) within the current PEACE IV and INTERREG VA Programmes. The 2014-2020 Programmes are now in closure mode, and therefore the funded projects require support from the SEUPB to enable them to fulfil the objectives of their Letters of Offer, meet the required expenditure targets, and undertake their activities in line with EU and member state regulations. The Managing Authority is to have overall responsibility for programmes, however this requires consistent monitoring and intervention from the SEUPB, in partnership with the Joint Secretariat, to assist the projects in that delivery.
- 2) Work will continue the implementation of the PEACEPLUS Programme. As of late 2023, several calls are both completed and underway. Managing Authority continues to work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.
- 3) 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.
- 4) The SEUPB's corporate team, with the key functions of finance, Certifying Authority, 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.



## SUMMARY OF JOB:

Reporting to the Chief Executive the successful applicant will be responsible, as part of the senior management team in the SEUPB, for key strategic and delivery aspects of the management, implementation and delivery of EU Structural and Investment Funds administered by 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:**

- Ensuring funding decisions are taken in a robust and transparent manner; service delivery standards are met; and the administrative burden is reduced for applicants and grant recipients.
- Management and delivery of cross border EU Programmes (PEACEPLUS and any successor funds).
- Lead and direct the application and assessment process.
- Manage the contract of funding.
- Establish and maintain effective working relationships with key stakeholders including those in NI and Ireland.
- Contribute to corporate management of the SEUPB, including staff management.



## **KEY RESPONSIBILITIES:**

### **MANAGEMENT AND DELIVERY OF CROSS BORDER EU PROGRAMMES**

- 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.
- Ensure all service delivery standards in relation to project management are met and contribute pro-actively to further service improvement.
- Report to the Managing Authority in all aspects of programme implementation and delivery as and when directed.
- Research and report information in relation to the implementation of the programmes and provide briefing material as required.
- Represent the Body at events and seminars.
- Ensure that all resources are safeguarded and are used economically, efficiently and effectively.
- Contribute pro-actively to the Body's policy for reducing the administrative burden of applicants and grant recipients.



## **LEAD AND DIRECT THE APPLICATION AND ASSESSMENT PROCESS**

- Liaise with potential applicants to develop effective project pipeline and ensure timely absorption of EU funds.
- Ensure that successful funding proposals are consistent with the agreed Cooperation Programme, programme rules and EU rules.
- Develop and issue calls for proposals in line with the criteria defined in the Cooperation Programmes and agreed by the Steering Committees.
- Lead and quality assure the assessment process for project applications in accordance with agreed procedures, this will include technical and economic appraisal of projects in a manner proportionate to the funding requested.
- Ensure applicants of funding have the necessary administrative, financial and operational capacity to fulfil the conditions of funding before award.
- Manage the provision of Secretariat services to the Steering Committees.
- Chair meetings of Steering Committee with responsibility for the allocation of funding.
- To ensure and be accountable for the probity and robustness of the framework within which funds are allocated.

## **MANAGEMENT OF CONTRACTS FOR FUNDING**

- Construct Letters of Offer to successful project applicants in line with the decisions of the Steering Committee and programme rules.
- Manage the contract of funding with the grant recipient to ensure that all conditions of funding are complied with and that key programme targets are achieved.
- Support grant recipients to meet their obligations under the letter of offer.
- Ensure compliance of EU Regulations relevant to the funding award, including the interpretation of the relevant legislation as it may apply to the award.
- Develop the procedures for forecasting and monitoring project expenditure to ensure annual financial programme targets achieved.
- Develop, maintain and quality assure monitoring information of programme performance.





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

- Consult, negotiate and reach agreement with relevant stakeholders in all three jurisdictions to ensure the smooth implementation of the agreed programmes.
- Maintain effective relationships with key stakeholders in Northern Ireland and Ireland, including the government departments with policy responsibility for projects in receipt of funding.
- Maintain effective relationships with all partners involved in the Steering Committee.

## **CONTRIBUTE TO CORPORATE MANAGEMENT OF THE SEUPB, INCLUDING STAFF MANAGEMENT**

- Contribute to the development and implementation of SEUPB's strategic plan including pro-actively contributing to the further development of an efficient and effective organisation.
- Implement and further develop effective administration and financial control systems to manage the Joint Secretariat in accordance with the strategic plan and corporate risk framework.
- Review and complete regular risk assurance statements for the Joint Secretariat.
- 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 Director of the Managing Authority and the Chief Executive on strategic issues associated with EU Programme implementation and delivery.
- Contribute to the wider corporate governance of the Body, including the development and review of strategic plans.
- Accompany the Chief Executive to external meetings as may be requested.
- Lead and motivate staff across three sites (Belfast, Omagh and Monaghan) in the pursuance of key objectives.
- Undertake performance management of designated staff.
- In conjunction with the Human Resources Team, ensure the development of an appropriate range of skills and competencies of staff to meet the objectives of the Programmes and SEUPB.



## **STAFFING RESPONSIBILITIES:**

The post holder will have line management and developmental responsibility for a team consisting of Programme Managers, Programme Officers and support staff.

The post holder will also be required to liaise on a regular basis with senior officials of Government Departments North and South (and Scotland), and with members of other external governmental, commercial, public, voluntary and community sector bodies.

**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:** Interim Director of Programme Management and Delivery (Joint Secretariat).

**DURATION:** 9 Month Fixed Term Contract

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

**SALARY SCALE:** £62,294 - £67,955 per annum (under review).

### **QUALIFICATIONS and EXPERIENCE:**

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 7 or above in the NICS (Principal in the Irish Civil Service) or equivalent.*

### **EXPERIENCE**

- Proven experience of programme management in a complex work environment, including continuous improvement in delivery of service.
- Experience of staff management.
- Experience in evaluating complex information from a range of sources in order to make key decisions, manage risks, and influence others.
- Experience of financial management of large budgets.
- The ability to negotiate and maintain effective relationships with key contacts internally and externally, displaying sensitivity, tact and diplomatic skills.
- Proven experience of contributing to the development of strategy to successfully deliver the aims and objectives of an organisation.

**REPORTS TO:** Chief Executive



## **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 throughout Northern Ireland, UK, Europe 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 and be prepared to travel and stay away from home overnight as and when required in order to properly perform the duties and responsibilities of the post.

## **DESIRABLE CRITERIA and QUALIFICATIONS**

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

## **QUALIFICATIONS**

A master's degree or equivalent.

## **EXPERIENCE**

The successful candidate will have experience of working within a highly regulated environment demonstrating the ability to respond strategically and have an in-depth knowledge of EU Programmes and regulations.

## **REQUIRED COMPETENCIES**

1. Seeing the Bigger Picture
2. Making Effective Decisions
3. Leading and Communicating
4. Collaborating and Partnering
5. Building Capability for All
6. Managing a Quality Service
7. Delivering at Pace



## 1. Seeing the Bigger Picture

- Identify implications of departmental and political priorities and strategy on own business area to ensure plans and activities reflect these.
- Ensure relevant issues relating to their activity/policy area are effectively fed into strategy and big picture considerations.
- Create policies, plans and service provision to meet citizens' diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice.
- Bring together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies.

## 2. Making Effective Decisions

- Push decision making to the right level within their teams, not allow unnecessary bureaucracy and structure to suppress innovation and delivery.
- Weigh up data from various sources, recognising when to bring in experts/researchers to add to available information.
- Draw together and present reasonable conclusions from a wide range of incomplete and complex evidence and data – able to act or decide even when details are not clear.
- Identify the main issues in complex problems, clarify understanding or stakeholder expectations to seek best option.
- Make difficult decisions by pragmatically weighing the complexities involved against the need to deliver objectives.

## 3. Leading and Communicating

- Clarify policies, strategies and plans, giving clear sense of direction and purpose for self and team.
- Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals.
- Communicate effectively, orally and in writing, and use a range of communication tools and methods to convey messages (e.g., meetings, presentations, briefings, internet etc.)
- Network effectively and negotiate with and influence external partners, stakeholders and customers successfully at the highest levels.



#### **4. Collaborating and Partnering**

- Actively involve partners to deliver policy and business outcomes through collaboration that achieves better results for citizens.
- Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress.
- Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests.

#### **5. Building Capability for All**

- Ensure that individual and organisational learning and development opportunities are fully exploited in order to enhance organisational capability.
- Coach and support colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback).
- Identify capability requirements needed to deliver future team objectives and manage team resources to meet these needs.
- Prioritise and role model continuous self-learning and development, including leadership, management and people skills.

#### **6. Managing a Quality Service**

- Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met.
- Establish how the business area compares to customer service expectations/industry best practice and identify necessary improvements in plans.
- Ensure the service offered thoroughly considers customers' needs and a broad range of available methods to meet this, including new technology where relevant.
- Ensure adherence to legal and regulatory requirements in service delivery and build diversity and equality considerations into plans.
- Create a culture of working with and through delivery partners to achieve outcomes, establish and negotiate service levels and deliverables.
- Define and integrate clear structures, systems and resources required across the Department to promote efficient service delivery.



## 7. Delivering at Pace

- Clarify business priorities, roles and responsibilities and secure individual and team ownership.
- Adopt clear processes and standards for managing performance at all levels.
- Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same.
- Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time, rewarding success.



# THE SELECTION PROCESS

## Eligibility Sift

Please note shortlisting of candidates will be based on 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.



## 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.

### **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 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 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.



## 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 dependents.

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