



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

Interreg 
Northern Ireland - Ireland - Scotland
European Regional Development Fund

Peace 
Northern Ireland - Ireland
European Regional Development Fund

SPECIAL EU PROGRAMMES BODY

CANDIDATE BOOKLET

JOINT SECRETARIAT MANAGER
MONAGHAN



Northern Ireland
Executive
www.northernireland.gov.uk



Rialtas na hÉireann
Government of Ireland

FOREWORD

Thank you for your interest in the role of Joint Secretariat Manager for the Special EU Programmes Body.

Our approach is simple: We seek the best people, hire them, and provide them with the tools and support they require to realise their full potential. This is an extremely important and challenging post, requiring experience, enthusiasm, and energy to contribute to a team working in a fast-paced environment.

The successful candidate will primarily be responsible for ensuring the delivery of an efficient and effective service in the implementation and administration of the Programmes funded by the SEUPB. Our funding programmes make an impact on lives, helping to build peace and prosperity within the region of Northern Ireland and the six border counties of Ireland.

The post holder will be required to work in close partnership with stakeholders and engage in negotiation and consultation with departmental officials from Government Departments in Northern Ireland and Ireland.

This is an exciting opportunity for a highly skilled and experienced Manager to join the SEUPB at a pivotal moment in its history and to deliver funding objectives for the new €1BN PEACEPLUS Programme.

Gina McIntyre
Chief Executive
Special EU Programmes Body

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INTRODUCTION

The SEUPB is responsible for the PEACE IV and INTERREG VA Programmes and the upcoming PEACEPLUS Programme for the 2021-2027 period. Our role is to help facilitate the positive impact that European Regional Development Funding will have on the lives of people living across Northern Ireland and the border counties of Ireland.

We are one of the six cross-border Bodies created under the “Agreement between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland establishing implementing bodies” signed on 8 March 1999 (the British-Irish Agreement of 8 March 1999).

The Agreement was given domestic effect, North and South, by means of the North / South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement Act 1999 respectively.

We are responsible to two Sponsor Departments, the Department of Finance (DoF) in Northern Ireland and the Department of Public Expenditure and Reform (DPER) in Ireland along with the European Commission and the North South Ministerial Council.

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.***

THE PLAN FOR 2023-2025

2023 will see the SEUPB closing the PEACE IV and INTERREG VA programmes and opening the PEACEPLUS programme.

The PEACE IV Programme, with a value of approximately €270 million, has provided support to projects which focus on four key objectives. They are Shared Education; Children and Young People; Shared Spaces and Services; and Building Positive Relations.

With a value of €283 million, the INTERREG VA Programme focuses on research and innovation to support economic development and projects under the themes of Environmental Protection, Sustainable Transport and Health Services.

The new PEACEPLUS Programme, with continued commitment and funding from the UK and Irish Governments and the EU, will be valued at in excess of €1 billion.

The objective of the PEACEPLUS Programme will be to build Peace and Prosperity and leave a lasting and tangible legacy across Northern Ireland and the border counties of Ireland.

The Programme will help to address many long-standing social and economic challenges which have, and continue to impact on communities, particularly those in rural border areas, as well as ongoing challenges that exist in urban settings.

PEACEPLUS has been divided into six funded themes:

- 1** Building Peaceful and Thriving Communities
- 2** Delivering Socio-Economic Regeneration and Transformation
- 3** Empowering and Investing in our Young People
- 4** Healthy and Inclusive Communities
- 5** Supporting a Sustainable and Better-Connected Future
- 6** Building and Embedding Partnership and Collaboration.

Each theme aims to address longstanding social, environmental, and economic challenges which continue to impact our community. Within each theme there are several investment areas – these will have a more specific focus and target organisations such as local authorities or community groups.

It is vital we continue to provide opportunities for our community to interact and get to know each other by playing together and talking to each other. They must also have the very real prospect of living in a sustainable, healthy environment - in peace and without the threat of violence.

We have adjusted and adapted to a new way of working during the Covid-19 crisis and we will continue to assist projects so they can continue delivering the very important work they do. While the impact of this crisis is being truly felt by all of us, we are committed to doing what we can to assist and we understand there will be difficult times ahead, both socially and economically. As an organisation the SEUPB is constantly striving to improve service delivery in support of our customers.

SUMMARY OF JOB:

Reporting to the Director, the manager will be responsible for key aspects of the management, implementation, and delivery of Programmes for 2014-2020 EU Structural Funds, PEACEPLUS and any future funds allocated to SEUPB. The Manager will be responsible for ensuring the delivery of an efficient and effective service in the implementation and administration of the Programmes.

KEY ASPECTS OF THE POSITION:

- Programme Management / Implementation.
- Assess Project Proposals, Monitoring of Projects and Project Development.
- Financial Management including Value for Money.
- Staff Management.
- External Liaison.
- Development of policy & position papers.
- Operational Management and work planning.
- Stakeholder engagement.
- Project advice and guidance

STAFFING RESPONSIBILITIES:

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

KEY RESPONSIBILITIES:

Programme Management / Implementation

- Develop and maintain productive relationships with key stakeholders.
- Establish and implement robust and effective procedures and systems for the implementation of the programmes.
- Establish policy and procedures for applicants as Lead Partners.
- Manage and deliver ongoing training seminars for Lead Partners.
- Design and develop policy and strategy as necessary for the implementation of the programmes in accordance with EU Regulations.
- Assist in the delivery of current programmes as required.
- Implement effective administration and financial control systems.
- Oversee assessment of project applications and manage economic appraisal process.
- Preparation of business cases for Accountable Departments.
- Provide secretariat function to Steering Committees and their Working Groups.

- Ensure that successful projects are consistent with national and EU policy.
- Issue Contracts and Letters of Offer to successful project applicants.
- Manage the monitoring, evaluation and implementation of projects.
- Ensure N+ 2 / N+3 is achieved in line with financial profiles.
- Ensuring Business Plan targets are met in line with financial profiles.
- Review forecasts at project and programme level.
- Liaising with CPU to review accuracy of forecasts.
- Attend and represent SEUPB at meetings and committees, events, and conferences.
- Investigate and resolve problems and queries from the programmes, responding to feedback / complaints without undue delay.
- Draft progress reports as required.
- Draft inputs to Ministerial briefings and prepare and co-ordinate responses to formal questions as required.
- Assist the Director in providing input to NSMC and Chief Executive Briefings and Monitoring Committee papers.
- Agreeing processes / timelines for specific calls.
- Ensuring audit compliance in line with standards required by the Managing Authority, the Financial Control Unit Verification Team, Certifying Authority, Audit Authority, Internal Audit, NIAO external Audit, European Commission Audit, and European Court of Auditors.
- Updating governance grids and risk registers monthly and reporting on same.
- Delivering policy requirements for the behalf of the organisation such as GDPR.

Staff Management

- Lead and motivate team members in your area.
- Develop team members through coaching, delegation, deputising, and assessment of training requirements.
- Quality assure staff outputs, including peer review of scored assessment reports to ensure consistency of approach.
- Undertake staff appraisals.
- Ensure that team members adhere to organisational policies and procedures.
- Develop and maintain productive working relationships with other units within the SEUPB.
- Ensure your team members have access to the required training and development they require to carry out their job role in line with agreed policies, procedures, and EU regulations.

External Liaison

- Represent the organisation at meetings / seminars with various stakeholders in the Programmes.
- Support the team at meetings in the UK, Ireland and elsewhere in the European Union.
- Develop and maintain productive relationships with the public and key community and business groups and figures, as necessary.
- Meetings with potential funding applicants.
- Managing all de-briefing processes and review procedures instigated by unsuccessful applicants.
- Significant input to Communications team to assist in their responses to UK Parliamentary Questions, NI Assembly Questions and Questions from representatives of Dail Eireann etc.
- Contract Management of technical consultants.

(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:

Joint Secretariat Manager Monaghan Based

HOURS:

Minimum 35 hours per week (7 hours per day excluding lunch)

SALARY SCALE:

€56,792- €86,250* per annum.

*For new entrants into the Irish Public Service starting salary will be at the minimum of the salary scale and will not be subject to negotiation. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

LOCATION:

For the Monaghan Based Role:

The successful candidate will be based at the M: Tek II Building, Monaghan, Co. Monaghan, Ireland.

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 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.

REPORTS TO

Joint Secretariat Director

ESSENTIAL CRITERIA and QUALIFICATIONS

An Honours degree or equivalent third level qualification.

And

A minimum of 3 years' experience at *management level.

Or

A minimum of 5 years' experience at *management level.

**Management level is defined as experience gained reporting directly to individuals at Manager level or above or equivalent: e.g., reporting to a Deputy Principal or above in the NICS (Assistant Principal in the Irish Civil Service) or equivalent.*

EXPERIENCE

- Experience of multi-year & multi-strand programme management & delivery.
- Experience of staff management & development.
- Experience of assessment of projects / proposals / funding applications.
- Experience of collating and reviewing of non- financial information (reports etc.) and follow-up action as required.
- Experience of formulating and monitoring achievement of strategic documents.
- Experience of managing the delivery of outputs to meet performance framework targets.
- Experience in working with, understanding, and interpreting financial data.
- Experience in negotiating and maintaining effective relationships with key contacts internally and externally, displaying sensitivity, tact and diplomatic skills. Access to transport as travel between sites will be required.

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.

- **Changing and Improving**

Effectiveness in this area is about being responsive, innovative, and seeking out opportunities to create effective change. It is about being open to change, suggesting ideas for improvements

to the way things are done, and working in 'smarter,' more focused ways.

- **Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others, and the organisation. It is about being open to learning and keeping their knowledge and skill set current and evolving. It is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs.

- **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. It is about effective planning, organising, and managing time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately to support service delivery.

- **Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. It is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

- **Achieving Outcomes through Delivery Partners**

Effectiveness in this area is about maintaining an economic, long-term focus in all activities. It is about having a commercial, financial, and sustainable mind-set to ensure all activities and services are delivering added value and working to stimulate economic growth.

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

A minimum of 7 years' experience at *management level.

**Management level is defined as experience gained reporting directly to individuals at Manager level or above or equivalent: e.g., reporting to a Deputy Principal or above in the NICS (Assistant Principal in the Irish Civil Service) or equivalent.*

TRAVEL REQUIREMENTS

- The postholder will be required to travel throughout Northern Ireland and the border counties of Ireland including travel in Ireland, UK, and Europe to attend meetings / conferences 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.

WHAT WE OFFER

Blended (Hybrid) Working

SEUPB offers a blended working arrangement based on 3 days in the office and two days homeworking per week. This facility will be applicable to this role after two months following full completion of onboarding, training, and familiarisation.

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 ROI

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 11 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.

Car Parking

Monaghan: We offer free on-site parking.

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.

Healthcare

All employees of the SEUPB and their families and friends are eligible to join a private healthcare scheme which provides a range of healthcare services on a discretionary basis at a low monthly cost.

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 has a Headquarters located in Belfast and 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 dependants.

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

THE SELECTION PROCESS

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 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.

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

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.

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 5pm 17th April 2023.

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.