PEACEPLUS
Northern Ireland - Ireland

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Candidate Booklet

IT Security Officer

12 – Month Fixed Term Contract. Maternity Cover

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.

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

OUR INFORMATION SERVICES TEAM

At Special EU Programmes Body, we take pride in our small, friendly, and highly collaborative IT team. We work closely together in IT and with the Information Management team in a highly supportive environment where knowledge sharing, teamwork, and innovation are at the core of everything we do.

As a team, everyone has the opportunity to make a real impact, contribute ideas, and take ownership of key initiatives. We strongly encourage continuous learning, offering opportunities for professional development and training to stay ahead of evolving cyber security challenges. Our workplace fosters a security-first mindset, where protecting information is a shared responsibility across the organisation. We also value work-life balance and strive to create an environment where employees feel supported both professionally and personally. If you're looking for a role in a team where your contributions are valued, your voice is heard, and collaboration is key, then SEUPB is the place for you.

Séamus Kearney
Head of Information Services.

INTRODUCTION

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

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

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

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

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

SEUPB Mission Statement:
"Underpinning Peace and Prosperity for People and Places."

SEUPB Vision Statement:
"Inspiring people. Improving places. Investing in partnerships. Creating sustainable progress through peace and prosperity."

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

- We will deliver our mission, striving for excellence at all times. We subscribe to the principle of accountability and transparency.
- We will act at all times in the interests of our stakeholders, beneficiaries and the public. Demonstrating the highest levels of integrity in ensuring the mission of the SEUPB is delivered.
- We will demonstrate equality and respect in all that we do and everyone with whom we work and meet.

KEY REGULATORY FUNCTIONS

The key functions for the SEUPB are set out below:

1) To act as the Managing Authority, and First level Control (verification) for the PEACEPLUS programme. The Managing Authority function is a unit which has overall responsibility which involves ensuring the Programme meets all regulatory requirements and supports funded projects to deliver the objectives of the Programme, in partnership with the Joint Secretariat unit.

2) Continue implementing the PEACEPLUS Programme, the Managing Authority will work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.

3) The SEUPB's corporate team, with the key functions of Corporate Finance, Accounting Function, HR, Communications, and IT will ensure that the highest standards of public accountability and financial management are adhered to so as to meet the expectations of its many stakeholders.

4) The Joint Secretariat (JS) provides services in relation to project assessment and support to projects. This role of supporting and assisting projects to deliver their objectives is inextricably linked to the Managing Authority role. The JS has been delegated a range of tasks by the Managing Authority specifically to deal with all aspects of project implementation work. The role of JS in the Programmes is critical, particularly in the early stages as the new projects mobilize. JS has a continuing significant role to assist funded Lead Partners to complete and deliver their projects effectively.

SUMMARY OF JOB:

IT Security Officer (ITSO)

This role plays a key part in bringing SEUPB's Cyber Security and IT Strategies to life. The successful candidate will be part of the IT Team which resides within the Information Services dept. Information Services incorporates both Information Technology and Information Management teams, each team has a manager who reports to the Head of Information Services, and the IT Security Officer will report directly to the IT Manager. SEUPB's Cyber Maturity has significantly improved over recent years, and the role of IT Security Officer is seen as essential to providing the IT team with appropriate skill and resource to successfully manage SEUPB's IT security environment. The role will work closely with the wider IT Team and our CISO and will be responsible for maintaining and enhancing existing security measures, supporting the organisation with compliance efforts, and proactively identifying areas for security improvement within SEUPB's IT estate. You will contribute to ensuring cyber security resilience across both on-premise and cloud-based systems.

The ITSO provides an effective cyber security support service to the organisation and the IT team. The IT Security Officer will take the lead in routine IT security tasks, ensuring best practices, policy compliance, and robust security measures are in place. The role will also support the implementation of SEUPB's Cyber Security and IT Strategies, maintain accountability for security certifications, and ensure ongoing risk management. The ITSO will also be the main point of contact for SEUPB's managed Security Operations Centre and will be required to ensure the SEUPB SIEM is operating at an effective level.

KEY ASPECTS OF THE POSITION:

- **Support & Maintain Security Platforms:** Manage the monitoring and administering of IT security tools, including SIEM, XDR, Cloud VPN, and Microsoft 365 security features.
- **Contribute to Policy & Compliance:** Help develop, implement, and review IT security policies to align with best practices and regulatory requirements.
- **Incident Response & Threat Management:** Support the IT team in identifying, analysing, and addressing security threats, ensuring vulnerabilities are mitigated.
- **Security Awareness & Training:** Manage the delivery of cyber security awareness programs and training initiatives for staff.

- **Collaborate with External Partners:** Work closely with CISO, DPO, SOC and other contracted third parties to help maintain security standards and compliance.

- **Reporting & Continuous Improvement:** Help develop security reports and contribute to the overall cyber security strategy

- **Audit & Risk Management:** Support the organisation with compliance efforts and help ensure security certifications, such as Cyber Essentials Plus and ISO 27001, are maintained.

- **Business Continuity & Security Testing:** Contribute to security validation processes, including penetration testing and disaster recovery planning.

KEY RESPONSIBILITIES:

Security Monitoring & Maintenance

- Administer and monitor security platforms in collaboration with our SOC to ensure ongoing protection against threats.
- Review security alerts and respond to incidents promptly.
- Assist in the configuration and improvement of IT security measures.

Policy Development & Compliance

- Contribute to the development and enforcement of IT security policies.
- Ensure compliance with relevant security frameworks such as Cyber Essentials and ISO 27001.
- Support regular audits to maintain security best practices.

Incident Management & Threat Response

- Oversee the threat and vulnerability management processes within the organisation.
- Assist in investigating and mitigating cyber security incidents.
- Contribute with risk assessments and remediation planning.

Training & Awareness

- Manage and lead the security awareness programs to improve overall security culture within the organisation.
- Support cyber security training initiatives for staff.

Collaboration with Internal & External Stakeholders

- Work closely with internal teams to ensure security considerations are always followed.
- Work in partnership with our external partners such as our CISO, DPO and SOC to maintain security standards.
- Oversee the existing supplier assurance processes to ensure third-party security compliance.

Reporting & Strategic Contributions

- Contribute with the preparation of security reports for management, highlighting key risks and mitigation strategies.
- Keep up to date with evolving cyber security threats and industry best practices.

This role will contribute to:

- Supporting and maintaining security tools, policies, and processes.
- Ensuring security compliance across IT systems, networks, and cloud environments.
- Working with IS Team members to provide security support and best practices.
- Supporting endpoint protection, network security, and secure system configurations.
- Engaging with external providers to enhance security oversight and response.

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

PERSON SPECIFICATION

JOB TITLE: IT Security Officer

DURATION: 12-Month Fixed Term Contract. This is a fixed-term appointment to cover a period of maternity leave. The duration may be adjusted if the substantive post-holder returns earlier or extends leave.

HOURS: 37 hours per week.

SALARY SCALE: £37,694 - £38,990 per annum (under review).

REPORTS TO: IT Manager.

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

ESSENTIAL QUALIFICATIONS:

- A minimum of Higher National Diploma or Degree level qualification in an IT related discipline
- 5 GCSEs grades A-C (including English Language and Maths) or equivalent or Leaving Certificate – 5 grades A-C (including English Language and Maths) or equivalent.

ESSENTIAL EXPERIENCE:
The successful candidate must demonstrate experience in the following areas:

- Experience in ensuring organisation is up to speed with evolving Cyber Threats and mitigations.
- Experience in work in partnership with IT to manage implementation of Threat Vulnerability Management (TVM) process, ensuring system risks are considered, remediation where needed is carried out, and all actions logged.
- Experience in dissecting a large volume of source data from systems and portals to be able to draft monthly reports/dashboards on IT Security Posture for a nontechnical audience.
- Experience with investigations in suspected and actual cyber security incidents in accordance with appropriate Cyber Security incident management response plan, and ensure any remedial action were taken.
- Experience gained in providing organisations with Information Management security advice to ensure safety of all information (Personal and Sensitive) is realised at all times, and compliance with such information adhered to.
- Experience in bottom-up review of all Information Technology and Information Management policies to ensure policies are fit for purpose and meet updated regulatory compliance requirements, updating policies where necessary.
- Experience gained in putting in place a programme of regular reviews of policies which impact an IT and IM team, and indeed organisationally.

- Experience gained in building relationships with expert IT security service providers (e.g., CISO) and other professional bodies (e.g., NICSC).
- Experience gained in providing an IT Security specific advisory function to the existing IT Team on all matters relating to cyber security.
- Experience gained in providing routine training to an organisation either directly or via a training partner on Cyber Security to improve staff awareness on all types of threats

DESIRABLE CRITERIA

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

DESIRABLE EXPERIENCE

- Experience (or understanding) of firewalls, SIEM, SOC, Proxies, Antivirus, IDPS, XDR would be an advantage.
- Experience of developing and implementation of supply chain security frameworks.
- Experience with assisting an Organisation(s) achieve Cyber Essentials / Cyber Essentials Plus certification.
- Experience with assisting an organisation(s) obtain ISO 27001 Information Security Standard certification.

REQUIREMENTS

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.

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.

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.
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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.

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.

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.

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.

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.

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.

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.

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.

WHAT WE OFFER

Blended (Hybrid) Working

SEUPB offers a blended working arrangement based on three 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 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.

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.

Family Leave

Maternity Leave – Up to 52 weeks of which 26 weeks is on full pay. We also offer Paternity Leave, Parental Leave/Shared Parental Leave and Adoption Leave.

Employee Assistance Programme

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

Location

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

THE SELECTION PROCESS

Eligibility Sift

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

COMPETENCY APPLICATION FORM GUIDANCE

Personal Details

Enter your title, name, preferred name to be addressed by and address on the front page of the application form.
We may contact you by email or by telephone, therefore include an up-to-date telephone number and email address that we can contact you on. We issue notifications by email, so check your email regularly if you have applied for a job with us.

Education and Qualifications

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

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

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

Some jobs will require you to have professional qualifications, or to be a member of a professional body. This will be detailed in the employee specification.
If you are currently studying for or waiting for exam results, we cannot consider these unless otherwise stated in the person specification.

Employment History

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

Include the companies that are most relevant to the position you are currently applying for. If you have gaps in your employment, explain them. Show how you increased your skills, perhaps through volunteering, and any courses you've completed.

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

Criteria Questions

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

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

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

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

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

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

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

Good Example Answers

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

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

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

Use the STAR method.

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

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

Shortlisting

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

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

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

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

At the Interview

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

ADDITIONAL INFORMATION

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

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

Late applications will not be accepted under any circumstances. We will accept application forms by either post or electronically by the closing date and time. It is your responsibility to ensure applications reach us by the notified deadline.

EQUALITY STATEMENT

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

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