



**PEACEPLUS**  
Northern Ireland - Ireland

Co-funded by the



European Union



UK Government



# Candidate Booklet

Information Management Officer (Belfast)

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Permanent Role



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

## Contents

FOREWORD .....	3
INTRODUCTION .....	4
SUMMARY OF JOB.....	6
PERSON SPECIFICATION .....	11
WHAT WE OFFER .....	15
THE SELECTION PROCESS.....	17

# FOREWORD

Thank you for your interest in a role with the Special EU Programmes Body (SEUPB).

As an organisation, we pride ourselves on recruiting the best people and providing them with the tools and support they need to make a positive contribution to our work, while realising their full potential.

The Special EU Programmes Body is one of six cross-border bodies established under the Belfast/Good Friday Agreement. The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland.

We are privileged to have been supporting positive change in peace, prosperity, and growth for the past twenty-five years. Our current funding programme, PEACEPLUS, will build upon this extensive work, investing €1.14 billion in a range of sectors including health and social care, the environment, rural regeneration, smart towns and villages and youth services while continuing the fundamental work of embedding peace and reconciliation.

The work we do is challenging but also incredibly rewarding, our offices in Belfast, Omagh and Monaghan are a hub of energy and enthusiasm. Our staff value the knowledge that they are making a positive and lasting contribution to society and the world that they live in.

We welcome those who share our vision for a better, more peaceful, and more prosperous society and our belief that our combined effort can make that vision a reality.

This booklet will provide you with further information about the key responsibilities of the role you are applying for and sets out the skills and competencies required. We look forward to receiving your application.

**Gina McIntyre**

Chief Executive

Special EU Programmes Body

# INTRODUCTION

The Special EU Programmes Body (SEUPB) is one of six North South Bodies established in 1999 as a consequence of the Belfast/Good Friday Agreement – an agreement between the Government of Ireland and the Government of the United Kingdom of Great Britain and Northern Ireland. The SEUPB has the statutory remit for managing EU funding programmes within Northern Ireland and the border counties of Ireland, helping to foster peace and prosperity across the region.

Over the last 25 years, the SEUPB has managed European Union investment programmes, including the PEACE and INTERREG programmes. A total of €3.39 billion has been invested through previous programmes, funding over 23,000 projects, and touching the lives of more than two million citizens. The PEACEPLUS Programme will continue to provide this vital support to Northern Ireland and the border counties with an investment of €1.14 billion focusing on embedding peace and promoting prosperity across the region.

## **SEUPB Mission Statement:**

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

## **SEUPB Vision Statement:**

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

## **Our Guiding Principles:**

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

- **Equality and Respect** – We treat everyone fairly and with dignity, fostering an inclusive environment.
- **Continuous Improvement** – We embrace learning and innovation to enhance our impact.
- **Excellence** – We strive for the highest standards in everything that we do.
- **Accountability** – We are transparent and responsible in our actions and decisions.
- **Integrity** – We act ethically in the best interests of our stakeholders.

## **KEY REGULATORY FUNCTIONS**

The key functions for the SEUPB are set out below:

- 1) To act as the Managing Authority for the PEACEPLUS programme. The Managing Authority function is a unit which has overall responsibility which involves ensuring the Programme meets all regulatory requirements and supports funded projects to deliver the objectives of the Programme, in partnership with the Joint Secretariat unit.
- 2) Continue implementing the PEACEPLUS Programme, the Managing Authority will work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.
- 3) The SEUPB's corporate team, with the key functions of Corporate Finance, Accounting Function, HR, Communications, IT, and Information Management 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:

This role will have responsibility for a range of activities in relation to the implementation of SEUPB's Information Governance Framework. This Framework is structured around 5 key areas of activity: Records & Information Management, Information Compliance, Information Assurance, Information Security, and Information Sharing.

As an Information Governance Officer within the Information Management Team, you will have a good grasp of the principles and practical application of information governance. You will champion best practice and encourage compliance across the organisation, understand the importance of privacy by design and information governance best practice.

This is an opportunity to develop within Information Management, and you will help foster excellent information governance culture within the organisation.

### KEY ASPECTS OF THE POSITION:

- This role will contribute to the ongoing development and implementation of SEUPB's Information Management Strategy.
- This role will support the Information Services Team to ensure compliance with both the UK General Data Protection Regulation and Regulation (EU) 2016/679, the Data (Use and Access) Act 2025, the EU Artificial Intelligence Act (Regulation (EU) 2024/1689), and other relevant standards, guidance, and legislation.
- This role will contribute to the processing of information requests under the North/South Bodies Freedom of Information Code of Practice within the Information Management Team. This role will contribute with responding to internal and external data/GDPR related queries and provide advice/guidance where appropriate.
- This role will liaise with the IT Security Officer and the Chief Information Security Officer on all matters relating to Information Security.
- This role will report to the Information Manager in the Information Management Team and will liaise with SEUPB's external Data Protection Officer on data compliance matters.
- This role will play a key part in the implementation of a new Retention & Disposal Policy throughout the organisation.

## **KEY RESPONSIBILITIES:**

- To contribute to the processing of Freedom of Information requests.
- To contribute to the maintenance of the organisation's FOI publication scheme.
- To contribute to the processing of subject access requests (SARs).
- To support and contribute to managing and advising on internal data/GDPR related queries.
- To contribute to the completion of Data Processing/Sharing Agreements with Third Parties.
- To advise and support colleagues on the completion of Data Protection Impact Assessments (DPIAs) and Screening Exercises and follow-up outstanding actions/recommendations where required.
- To help with preparing submissions in relation to any matters referred to the Information Commissioner's Office.
- To assist in the implementation of the Body's Records Management Policy and associated policies across all Directorates.
- To lead and/or support the Information Management Team and the organisation as a whole with the implementation of a new Retention & Disposal Policy.
- To assist in the development and the delivery of specific Information Governance training programmes for all staff across the organisation.
- To assist where appropriate in the development of internal documentation e.g., staff guidance and procedural manuals.
- To assist the Information Management Team with implementing any audit recommendations.
- To support and assist the requesters to clarify and refine their requests for information as required.
- To work with colleagues across the Body to gather the requested information and ensure comprehensive understanding of the scope and scale of any request.
- To manage said information enquiries from the public, other organisations, and any internal requests. To explain these enquiries, and the Body's potential responses, to others in an understandable manner.
- To advise colleagues, including up to senior management level, on information governance and records management issues.
- To work closely with the Information Management placement student in a mentoring role, with reporting responsibilities for the clerical supervisor role within the team.

**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:** Information Officer

**REPORTS TO:** Information Manager

**DURATION:** Permanent Appointment

**HOURS:** Minimum 37 hours per week

**SALARY SCALE:** £37,694 - 38,990

**STAFFING RESPONSIBILITIES:** Clerical Support Staff

## **ESSENTIAL CRITERIA:**

- 5 GCSE's A-C (including Mathematics and English Language) or equivalent.
  - A third-level qualification.
  - 3 years' experience of working in Freedom of Information or Data Protection.
- or
- 5 years' experience of working in Freedom of Information or Data Protection.

## **ESSENTIAL EXPERIENCE:**

- Experience of working in a data protection and/or information governance role.
- Experience of processing Freedom of Information requests.
- Excellent organisation and time management skills. The ability to manage multiple tasks while maintaining a high degree of accuracy and attention to detail.

## **DESIRABLE CRITERIA and QUALIFICATIONS**

These will be used for shortlisting purposes in the event of many applicants.

- Qualifications:
  - A recognised data protection and/or freedom of information qualification.
- Experience:
  - Experience which has involved the gathering of significant amounts of information and producing a wide range of reports and briefings.
  - Experience of working in data protection or an information governance role within the public sector.

## **REQUIRED COMPETENCIES**

### **Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value. At senior levels, it is about understanding the political context and taking account of wider impacts, including the broader legislative agenda, to develop long term implementation strategies that maximise opportunities to add value to the citizen, support economic, sustainable growth and help to deliver the Northern Ireland Executive's priorities.

### **Changing and Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in 'smarter', more focused ways. At senior levels, this is about creating and contributing to a culture of innovation and allowing people to consider and take managed risks. Doing this well means continuously seeking out ways to improve policy development and implementation and building a more flexible and responsive NICS. It also means making use of alternative delivery models including digital and shared service approaches where possible.

### **Making Effective Decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions. At senior levels, leaders will be creating evidence-based strategies, evaluating options, impacts, risks and solutions. They will aim to maximise return while minimising risk and to balance political, legislative, social, financial, economic and environmental considerations to provide sustainable outcomes.

## **Leading and Communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens. At senior levels, it is about establishing a strong direction and a persuasive future vision, managing and engaging with people with honesty and integrity, and upholding the reputation of the Department and the NICS.

## **Collaborating and Partnering**

People skilled in this area create and maintain positive, professional and trusting working relationships with a wide range of people within and outside the NICS, to help to achieve business objectives and goals. At all levels, it requires working collaboratively, sharing information and building supportive, responsive relationships with colleagues and stakeholders, whilst having the confidence to challenge assumptions. At senior levels, it is about delivering business objectives through creating an inclusive environment, encouraging collaboration which may cut across departmental, organisational and wider boundaries. It requires the ability to build constructive partnerships and effective relationships with Ministers and their Special Advisers.

## **Building Capability for All**

Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it is about being open to learning and keeping their knowledge and skill set current and evolving. At senior levels, it is about ensuring a diverse blend of capability and skills is identified and developed to meet current and future business needs. It is also about creating a learning and knowledge culture across all levels in the organisation to inform future plans and transformational change.

## **Delivering Value for Money**

Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve a good mix of quality and effectiveness for the least outlay, thus reducing the risk of fraud and error. People who do this well base

their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. At senior levels, effective people embed a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the NICS maximises its strategic outcomes within the resources available.

### **Managing a Quality Service**

Effectiveness in this area is about being organised to deliver service objectives and striving to improve the quality of service, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality and efficient service, applying programme and project management approaches appropriately and effectively to support service delivery. At senior levels, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.

### **Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. At senior levels, it is about building a performance culture to deliver outcomes with a firm focus on prioritisation and addressing performance issues resolutely, fairly and promptly. It is also about leaders providing the focus and energy to drive activities forward through others and encourage staff to perform effectively during challenging and changing times.

### **Achieving Outcomes through Delivery Partners**

Being effective in this area is about maintaining an economic, long-term focus in all activities. For all, it is about having a commercial, financial and sustainable mindset to ensure all activities and services are delivering added value and working to stimulate economic growth. At senior levels, it is about identifying economic, market and customer issues and using these to promote innovative business models, delivery partnerships and agreements to deliver greatest value; and ensuring tight controls of finances, resources and contracts to meet strategic priorities.

**LOCATION:**

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

**REQUIREMENTS:**

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

# WHAT WE OFFER

## Financial

To attract, motivate and retain talented people we believe an attractive, flexible, and rewarding pay structure is essential. (We therefore offer our employees competitive salaries) in line with public sector negotiated pay scales.

## Pension

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

We have outlined some of the key features of the Scheme below.

Generous pension payable for life after you retire which increases in line with inflation\*

The pension amount is based on your average salary during your career and the number of years you spend in employment.

The best way to think about the value of the pension is to estimate how much you might have to save to get an equivalent pension privately via another pension scheme. For illustration purposes, as a % of your pay, the cost of an equivalent pension might be up to 40% of pay per year. This annual cost increases with age (i.e., the older you are the greater the % of pay it costs to pay for your pension). So, you would have to put a significant proportion of your earned income aside to secure such a pension.

As it turns out, typically you are required to make a contribution of between 4.6% and 7.35% of pay per year, with the balance effectively funded by the Northern Ireland Executive and the Irish government. There are other benefits payable too to provide protection to you and any beneficiaries in the event of illness or death.

\*Inflation is measured by an index known as the Consumer Price Index (CPI) which measures changes in the price level of a weighted average market basket of consumer goods and services purchased by households.

## Holidays NI

We offer our staff an annual leave entitlement of 25 days rising to 30 days after 5 years' service. In addition to this we also offer 12 statutory holiday days.

## **Employment Policies**

The SEUPB recognises the importance of work life balance and offers a range of family friendly policies and practices for its employees.

## **Blended (Hybrid) Working**

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.

## **Learning and Development**

All employees will have access to the SEUPB Employee Support & Development Programme. The SEUPB has a dedicated Learning and Development Strategy in which we provide our employees with the training they need to be efficient and productive while also offering development opportunities to further develop their career in the SEUPB.

## **Cycle to Work Scheme**

You are encouraged to take advantage of our cycle to work scheme. Which gives you access to a bike and equipment valued to £1,000+. More information about Cycle Scheme is available via the HR department.

## **Family Leave**

Maternity Leave – Up to 52 weeks of which 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. Parking in Belfast and /or a secure Bicycle rack.

# THE SELECTION PROCESS

The selection will include:

## **Eligibility sift**

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

## **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.

### **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.

### **Application 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 knows 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. 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.

Check the word count. Writing too little suggests you have underestimated the importance of the cover letter and have not included enough relevant detail. You should 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.

Double check the spelling and grammar and formatting before submitting your application.

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 and letter, 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. 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 dependents.

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

### Data Protection

The SEUPB Privacy Notice is available at:

[Privacy Notice | SEUPB](#)