SEUPB GRADUATE PROGRAMME

Guide for Applicants
2025-26

PEACEPLUS
Northern Ireland - Ireland

Co-funded by the

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

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Opportunities for Graduates in:

- Human Resources
- Information Technology

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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
History of the SEUPB

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

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.

PEACE I-IV
TOTAL AMOUNT INVESTED
€2.265bn

PEACEPLUS
FURTHER INVESTMENT
€1.14bn

PEACE Programmes
Delivering between

1995 - 2029
including PEACEPLUS

Over
2.2million
Total participants/citizens
directly supported (2023)

624,950
Total citizens to be
directly supported
under PEACEPLUS

Donegal

Eligible area
All Northern Ireland

Sligo

Cavan

Leitrim

Monaghan

Louth

Eligible area
Six border counties
of Ireland

OUR MISSION, VISION AND GUIDING PRINCIPLES

SEUPB Mission Statement:

Underpinning Peace and Prosperity for People and Places.

SEUPB Vision Statement:

CREATING SUSTAINABLE PROGRESS THROUGH PEACE AND PROSPERITY

INSPIRING PEOPLE

IMPROVING PLACES

INVESTING IN PARTNERSHIPS

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.

• 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 Quality Control 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, under the Joint Secretariat unit.
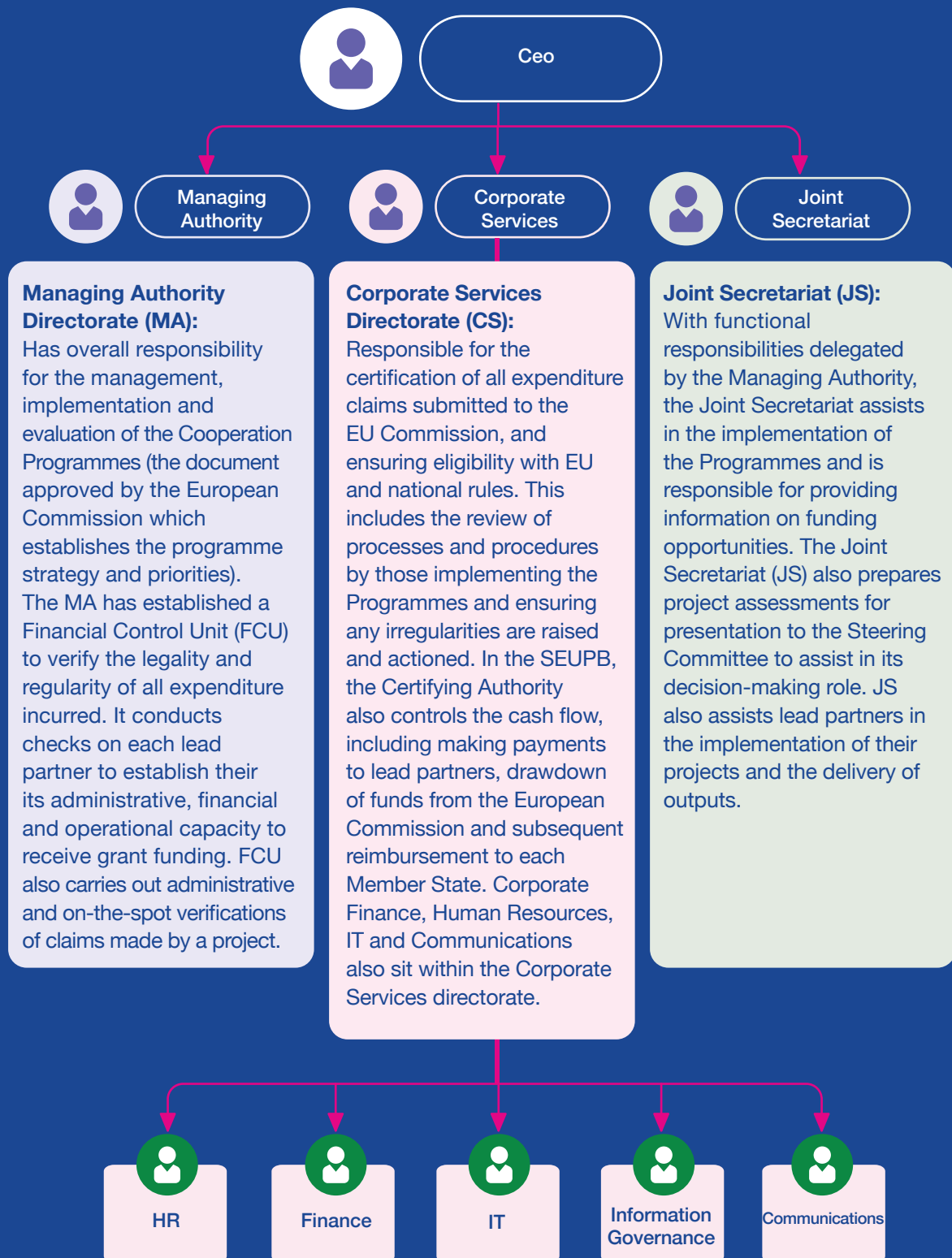
2 Continue implementing the PEACEPLUS Programme, the Managing Authority will work with delivery partners to ensure that PEACEPLUS meets its commitment, spend and outcomes ambition for project delivery.
The SEUPB's corporate team,

3 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.

SEUPB DIRECTORATES

Ceo

Managing Authority

Corporate Services

Joint Secretariat

Managing Authority Directorate (MA):
Has overall responsibility for the management, implementation and evaluation of the Cooperation Programmes (the document approved by the European Commission which establishes the programme strategy and priorities).
The MA has established a Financial Control Unit (FCU) to verify the legality and regularity of all expenditure incurred. It conducts checks on each lead partner to establish their its administrative, financial and operational capacity to receive grant funding. FCU also carries out administrative and on-the-spot verifications of claims made by a project.

Corporate Services Directorate (CS):
Responsible for the certification of all expenditure claims submitted to the EU Commission, and ensuring eligibility with EU and national rules. This includes the review of processes and procedures by those implementing the Programmes and ensuring any irregularities are raised and actioned. In the SEUPB, the Certifying Authority also controls the cash flow, including making payments to lead partners, drawdown of funds from the European Commission and subsequent reimbursement to each Member State. Corporate Finance, Human Resources, IT and Communications also sit within the Corporate Services directorate.

Joint Secretariat (JS):
With functional responsibilities delegated by the Managing Authority, the Joint Secretariat assists in the implementation of the Programmes and is responsible for providing information on funding opportunities. The Joint Secretariat (JS) also prepares project assessments for presentation to the Steering Committee to assist in its decision-making role. JS also assists lead partners in the implementation of their projects and the delivery of outputs.

HR

Finance

IT

Information Governance

Communications

OVERVIEW OF GRADUATE PLACEMENT

The SEUPB has a history of successful student placement opportunities and following our 25th anniversary, we have decided in 2025 to extend our student programme. We will be hiring 2 graduates in our IT and HR department for a period of 11 months.

This opportunity will be open to those who will have recently completed their undergraduate degrees or will have completed their degree by the summer of 2025 in a relevant subject. The SEUPB recognises that a graduate position can be a useful and rewarding extension of a university degree. We know that, especially today, it can be difficult to find that bridge between student and employee. Our Graduate scheme is designed to help you make that transition, investing in your personal and professional development. It's not just about gaining work experience; it's about building the skills, confidence, and perspective to succeed in your future career.

Our staff are enthusiastic and knowledgeable mentors who are incredibly proud of the student placement programme that we have in place. We know that good mentorship is vital to our successes, and we are excited to welcome graduates to this new graduate scheme. As part of the Graduate Scheme, you will collaborate closely with your team and supervisor, receiving regular feedback to help you learn from mistakes and continuously develop and improve. As a Graduate student, you will actively contribute to the mentorship of our placement students, fostering mutual growth and enhancing your own professional development.

You will have the opportunity to build valuable relationships with like-minded peers, attend exclusive events (subject to team involvement), and unlock future career opportunities.

SEUPB has established a Student Peer Network, a dynamic, student-led group that meets regularly. Graduate students will be encouraged to participate, offering a chance to connect with others who are also early in the career paths. This network provides a supportive environment where you can collaborate, share successes, discuss challenges, and offer advice – fostering meaningful relationships and personal growth among your peers.

We hope our Graduate Scheme will allow for an opportunity to explore potential career paths, enhance employability skills and equip students with the foundations for future career opportunities.

THE HUMAN RESOURCES TEAM

The Human Resources (HR) team are responsible for the personnel function within the organisation across 3 offices.

HR holds a unique position within the SEUPB, working across all offices and engaging with employees at every level throughout their tenure with the SEUPB. Our team, which currently consists of five members, fosters, an open-door policy, encouraging everyone to ask questions, share feedback or simply stop by to say hello.

The HR team plays a pivotal role in key areas such as Recruitment & Selection, Employee Relations, Learning & Development, Equality, HR Policies & Procedures, as well as providing daily advice and guidance to staff and managers on policy and best practice.

This is an exciting time to join the SEUPB HR team, particularly with the launch of the PEACEPLUS programme. In the HR department we have completed an extensive organisational review, which has led to a significant expansion of our workforce. As part of this review, we identified key areas for improvement and growth, which have been addressed through the implementation of several new HR projects across the organisation. These initiatives aim to strengthen our internal processes, enhance employee engagement, and ensure we are better equipped to support the evolving needs of the organisation as it continues to grow and adapt.

As an HR Graduate, you will have the chance to actively contribute to ongoing projects while also gaining valuable insights into the inner workings of HR operations. Additionally, you will be encouraged to attend key events such as the Northern Ireland Employment Conference, University Careers Fairs, and the NI Graduate Fair. These events will offer excellent networking opportunities and allow you to engage with industry professionals, further enhancing your professional development and broadening your understanding of the HR field. This exposure will be instrumental in shaping your future career while also benefiting the overall growth and success of the team.

You will also have the opportunity to get involved in a variety of HR projects such as:

- HR Information System (HRIS) Implementation: You'll have the chance to get hands-on experience by helping with training sessions, supporting users, and ensuring smooth integration of the new system. It's a great way to learn the ins and outs of HR technology while making a real impact!

- Wellbeing Strategy Development: Be part of shaping and delivering wellness programs that truly support the health of our workforce. You'll help with creating meaningful programs, running surveys to gather feedback, and seeing firsthand how these initiatives make a difference in employee wellbeing.

- Recruitment Process Improvement: You'll play a key role in streamlining how we recruit the best talent, from reviewing and refreshing job descriptions to helping screen candidates, conduct interviews, and support new hires through the onboarding journey. Plus, you'll have the chance to contribute ideas for making our recruitment process even more engaging and building our employer brand.

- Learning and Development Programs: You'll help organise and support training initiatives that promote employee growth.

- Employee Engagement Activities: Get involved in creating and running activities that bring the teams together, boost morale, and foster a positive workplace culture. You'll help organise team-building events, employee recognition programs, and social activities that make everyone feel connected and valued.

- Performance Management Support: Work alongside the HR team to assist in the rollout and ongoing support of performance management tools. You'll help coordinate feedback processes, track employee progress, and contribute to developing strategies for recognising achievements and supporting areas for improvement.

- HR Policy and Compliance: Be part of the team that ensures all HR policies are up-to-date and compliant with regulations. You'll help review policies, suggest improvements, and create easy-to-understand materials.

Structure of SEUPB HR Team:
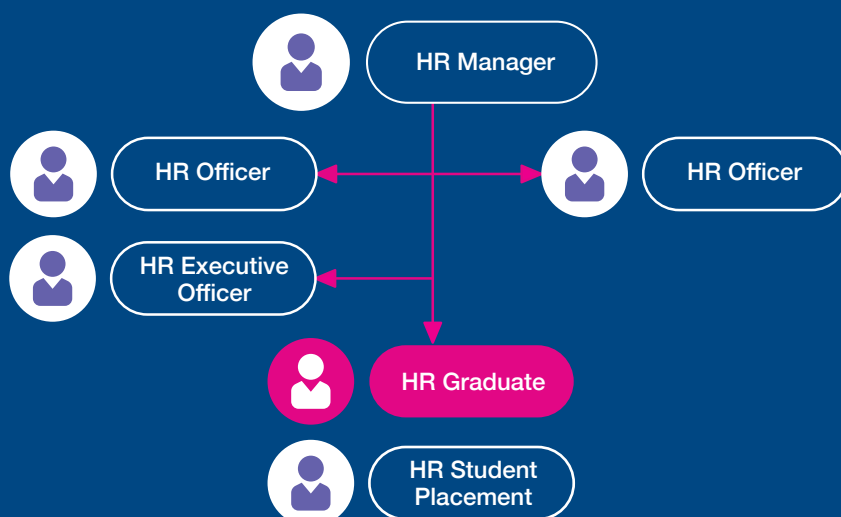
SUMMARY OF JOB
Job Description

The Special EU Programmes Body are delighted to be offering the opportunity for recent graduate or soon to be graduate with an interest in people and HR to join our team for an 11-month fixed term contract. The individual will directly support the HR Manager and HR Officers on a wide range of activity including day-to-day processes and strategic projects. They will also contribute to the mentorship of the HR Student Placement.

KEY FUNCTIONS:

- Support all aspects of administration of HR activity to the organisation.
- Assist with the new starter induction process.
- Assist with end-to-end recruitment lifecycles.
- Support with Learning and Development initiatives.
- Work with the HR team on employee relations activity.
- Assist with the gathering and collection of information for reporting both internally and externally.

KEY RESPONSIBILITIES:

- Support all aspects of HR activity relating to the employee lifecycle such as distributing and inputting new starter/leaver documentation and updating the HR Information System as required.
- Supporting with end-to-end recruitment from role initiation to offer stage and assisting with associated administration duties.
- Ensure Learning and Development modules have been circulated and completed by staff and recorded correctly where applicable.
- Create client and statutory reports using the HR Information System.

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

Core Capabilities Specification

JOB TITLE:	Human Resources Graduate Placement
DURATION:	11 Months
HOURS:	37 hours per week
SALARY SCALE:	£28,734 under review - (£30,458 from 1st August 2025)
REPORTS TO:	HR Manager, HR Officers
ORGANISATIONAL STRUCTURE:	The SEUPB has a Chief Executive, appointed by the North South Ministerial Council (NSMC). The Chief Executive is responsible for managing the organisation under the direction of the NSMC.

The Human Resources department is part of a wider Corporate Services Directorate. The team currently has a HR Manager and HR Officers with supporting clerical staff. There are five members of staff in the team. |

LOCATION:

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

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.

ESSENTIAL CRITERIA and QUALIFICATIONS:

Applications will be submitted through GetGot, applicants must provide information detailing any including previous work history or volunteer work, educational background and submit a Cover Letter in the spaces provided.

The placement is designed for students who have recently graduated with a bachelor's degree or will have graduated by summer 2025.

> Applicants must meet one of the following criteria by the closing date for applications:
>
> 1. Be currently enrolled in a degree program in Human Resources, Business Support, or a related field, and expect to obtain a 2.2 degree by July 2025.
>
> OR
>
> 2. Have recently graduated with a degree in Human Resources, Business Support, or a related field. "Recently graduated" refers to individuals who have completed their degree within the last 2 years.
>
> Candidates will only be appointed when proof of degree is provided.

RELEVANT OR EQUIVALENT QUALIFICATIONS:

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

THE INFORMATION TECHNOLOGY TEAM

The Information Technology (IT) team in SEUPB is responsible for supporting, managing and configurating the IT estate across our 3 offices and cloud services.

IT is in a unique position working with every office and interacting with all employees at all levels, ensuring they have the right IT equipment to perform their daily tasks and supporting them when IT issues arise. Currently, the team is made up of 7 members.

Key aspects of the IT team include IT Support, Network Management, Infrastructure Management, System Administration, Cloud Computing, Cybersecurity, IT Policies & Procedures while providing advice and guidance to staff on technology best practices.

It's an exciting time to join the SEUPB team, given the commencement of PEACEPLUS and the recently completed organisational review. We have increased the size of our workforce and are implementing projects across the organisation. There is significant scope for learning and development for both the current team and for a Graduate Student.

SUMMARY OF JOB
Job Description

The Special EU Programmes Body is delighted to offer an exciting opportunity for recent graduates or soon-to-be graduates with an interest for all things IT to join our team for a 11-month placement. The individual will directly support the IT Manager and IT Officers on a wide range of activities, including day-to-day processes and IT projects. They will contribute to the mentorship of the IT student placement.

KEY FUNCTIONS:

- IT Helpdesk Support to SEUPB users
- IT Systems Maintenance and Administration
- IT Systems Security / Cyber Security
- IT Operational Duties
- IT Procurement
- IT Research

MAIN DUTIES AND RESPONSIBILITIES:

- Assist with management of laptops, peripherals and communications hardware support including problem solving hardware issues, third party warranty management.
- Assist with desktop software support including operating systems, desktop applications, management and license tracking, etc.
- Administration of Windows Hello for Business authentication.
- Log tickets regarding IT Systems / Services via Freshdesk Helpdesk System.
- Assist and ensure system backups are completely successfully.
- Operationally check Security Incident Event Management (SIEM) logs/activity.
- Assist with the maintenance and support of existing IT hardware and software.
- Assist with maintenance of all IT networks and electronic communication systems.
- Assist with physical server hardware setup and support including problem solving server hardware issues.
- Assist with the setup and administration, and management of Hyper-V Virtual Server farm.
- Assist with maintaining a Cisco ICT network infrastructure, and third party warranty management etc.
- Assist with back-end systems administration for a variety of services including OpenText Content Manager, Microsoft SQL Server 2019 Cluster, MYSQL, Microsoft Exchange Online, Microsoft Intune MDM, Microsoft Identity, Cortex XDR, Qualys VMDR, Security Management, and Network Management including VPN, Software installation, Print Management.
- Assist with daily ICT housekeeping duties to maintain the efficiency of the systems.
- Provide system and other technical documentation in a complete, clear and concise manner as needed.
- Provide basic user support for EMS (Online Grant Funding System).
- Provide administration and support for other in-house databases.
- Assist and support ongoing maintenance and content management of SEUPB website.
- Work the IT Team to update / refresh IT policies and procedures.
- Work with external IT Service Providers and Suppliers on an ad-hoc basis.
- Assist with IT procurement as needed by the IT team.
- Compliance with all organisational policies and procedures including the IT Network, Internet & Email policy and Health & Safety policies.
- Support any user requirements capture, and analysis as needed by SEUPB.
- Ad hoc duties as required by the Body.

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

Core Capabilities Specification

JOB TITLE:	IT Graduate Placement
DURATION:	11 Months
HOURS:	37 hours per week
SALARY SCALE:	£28,734 under review - (£30,458 with effect from 1st August 2025)
REPORTS TO:	IT Manager
ORGANISATIONAL STRUCTURE:	The SEUPB has a Chief Executive, appointed by the North South Ministerial Council (NSMC). The Chief Executive is responsible for managing the organisation under the direction of the NSMC. The Information Technology department is part of a wider Corporate Services Directorate. The team currently has an IT Manager, vCISO, 2x IT Systems Officers, IT Security Officer and 2x IT Placement Students. There are six members of staff in the team.

IT Team Structure:
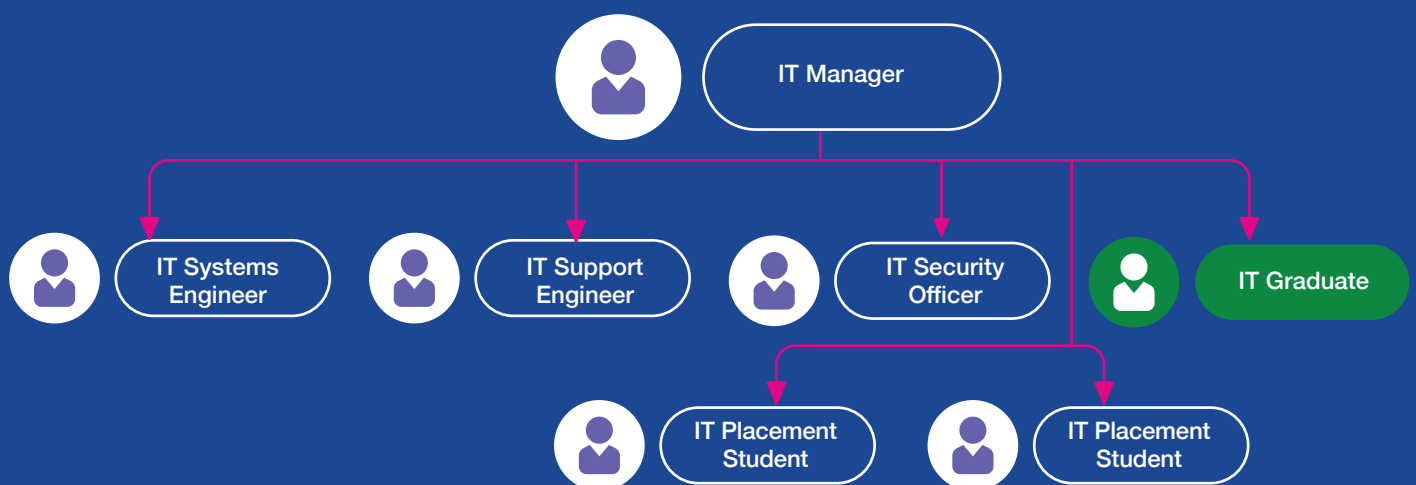
LOCATION:

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The postholder may be required to travel to one of the other offices to provide support or throughout Northern Ireland and the border counties of Ireland and beyond to attend meetings/conferences which may include overnight stays on occasion.

The IT team is responsible for providing IT services to all three offices.

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.

ESSENTIAL CRITERIA and QUALIFICATIONS:

Applications will be submitted through GetGot, applicants must provide information detailing any including previous work history or volunteer work, educational background and submit a Cover Letter in the spaces provided. The placement is designed for students who have recently graduated with a bachelor's degree or will have graduated by summer 2025.

Applicants must, by the closing date for applications:

1. Be students **currently** studying for a Degree in a Computing or other discipline relevant to Information Communication Technology (only those courses with a computing content of 80% or more will be considered relevant and expect to obtain a 2.2 degree by July 2025).

OR

2. Have recently **graduated** with a Degree in a Computing or other discipline relevant to Information Communication Technology (only those courses with a computing content of 80% or more will be considered relevant). "Recently graduated" refers to individuals who have completed their degree within the last 2 years.

Candidates will only be appointed when proof of degree is provided.

RELEVANT OR EQUIVALENT QUALIFICATIONS:

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

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

The selection process will include a competency-based interview.

A competency-based interview requires you to:

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

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

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

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

The competencies are outlined below.

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 andcontributing 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.

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 on a pro rata basis.

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.

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.

Networking Opportunities

Networking is more than just meeting people – it's about forming connections that can support both personal and career growth. You will build relationships with like-minded peers, attend exclusive events (team dependent), and open doors to future opportunities. Building your network is an investment in your future. These relationships can support you throughout your studies. At SEUPB, take advantage of the opportunity to connect, learn and grow with others who share a passion for success.

Professional and Personal Growth

When participating in a Graduate Scheme/Placement you will build the skills, confidence, and perspective to succeed in your future career. Supported by your mentors, you will demonstrate independence and face accountability, you will learn to manage your own tasks, deadlines, and goals. You will increase your confidence by taking on responsibilities and challenges pushing you out of your comfort zone. It will give you motivation and direction, leaving you feeling inspired and energised about your future after seeing the possibilities of your career first hand.

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 have 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.

Cover Letter

This is the most important section of the application form.

It is the opportunity for you to tell us about yourself, what you can do, the skills and experience you have which make you a good candidate and why you would like to complete your placement with the SEUPB.

You must demonstrate how you meet the essential criteria for the placement as outlined in the person specification. Please clearly tell us that you meet the education requirements, that you will have completed the second year of your course by the end of the 2024/25 academic year and that you are eligible to complete a placement year. Tell us what school you are attending, about your courses and the work associated with them.

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.

We will not make any assumptions about you or your abilities. 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's decision to invite you to the next stage of the selection process based on the information you provide in your application form and cover letter, and how this matches the criteria in the person specification.

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 dependants.

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