**Candidate Information Pack**

***Senior Corporate Services Officer***

**Corporate Service Department**

**Ref:** **CS/05-24/01**

**Grade: Deputy Principal (DP)**

**£40,300 - £43,191**

**AWAITING 5% PAY AWARD**

**Reporting to Chief Executive**

**Completed Application Forms must be returned no later than 12 noon on Friday, 21st June 2024.**

Foreword

Thank you for your interest in a role with the Northern Ireland Commission for Children and Young People (NICCY).

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.

NICCY was established through the Commissioner for Children and Young People (Northern Ireland) Order 2003. This piece of legislation outlines NICCY’s functions, duties and powers and the principal purpose (mission) of the Office (under Article 6(1)) which is to ‘safeguard and promote the rights and best interests of children and young people’.

NICCY will be launching its new Corporate Plan in April 2024. This is an exciting time for us as an organisation as we prepare to set our objectives of how we will advocate and support Children and Young People in Northern Ireland over the next four years.

We believe that it takes brilliant people to deliver a brilliant service. NICCY operates in a dynamic environment, and as the newly appointed Senior Corporate Services Officer you will be provided with an excellent opportunity to make an important and valued contribution to the work of NICCY.

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

This booklet will provide you with further information about the key responsibilities of the role of Senior Corporate Services Officer and sets out the skills and competencies required.

I hope that you are encouraged to apply for this important role and best wishes with your application.

Mairead McCafferty

*Chief Executive, Northern Ireland Commission for Children and Young People*

**About Us**

The Northern Ireland Commissioner for Children and Young People (“NICCY”) was established by the Commissioner for Children and Young People ([Northern Ireland) Order 2003 to provide an independent voice to promote and protect the rights of children and young people in Northern Ireland and to represent their interests.

As an organisation, NICCY employs 26 members of staff and has an annual expenditure of under £2 million. More information can be found in our [Annual Report](https://www.niccy.org/wp-content/uploads/2024/01/NICCY-Annual-Report-and-Accounts-2022-23.pdf), [Business Plan](https://www.niccy.org/wp-content/uploads/2022/09/NICCY-Business-Plan-2022-23-final-web.pdf) and on [our website](https://www.niccy.org/).

**Job Summary**

The purpose of this role is to support the Chief Executive in the management of the Corporate Services Department including performance and outputs in line with business needs. This position at NICCY plays a central role in supporting the work of the Chief Executive, especially in overseeing the day-to-day financial management and supporting the framework for internal controls and governance.

**Salary**

The salary for the post will be within the Deputy Principal pay scale of the Northern Ireland Civil Service, currently £40,300 - £43,191 (**awaiting 5% pay award**). The starting salary is at the minimum of the pay scale. It is important to note that this position within NICCY is pending a grade evaluation.

**Pension Scheme**

NICCY offers all new employees an attractive pension package. Further details can be found on the [Principal Civil Service Pensions Scheme (Northern Ireland)](https://www.finance-ni.gov.uk/landing-pages/civil-service-pensions-ni) website.

**Annual Leave**

In addition to the usual 12 days public and privilege holidays, you will enjoy an annual leave allowance of 25 days rising to 30 days after 5 years of satisfactory service.

**Working Hours**

The successful candidate will be required to work five days each week, totalling thirty-seven hours. On occasion, the duties may include some evening and weekend working.

It should be noted that NICCY is currently operating a hybrid working model so there will be a requirement that you attend NICCY’s offices at Equality House, 7-9 Shaftesbury Square, Belfast, BT2 7DP a minimum of 2 days per week. Your remaining hours may be worked from your home address.

**Probation**

Confirmation of your appointment will be dependent upon the satisfactory completion of a probationary period of 12 months. If your performance, conduct or attendance during this period is not satisfactory your appointment may be terminated. All appointees will be expected to demonstrate a track record of effective service within this period.

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| Job Title: | Senior Corporate Services Officer |
| Duration: | Permanent |
| Work Style | Hybrid Working (2 days in the office) |
| Reports to: | Chief Executive |
| Hours: | 37hrs (with flexible working opportunities) |

**Main Duties and Responsibilities:**

**Purpose of Role**

This position at NICCY plays a central role in supporting the work of the Chief Executive, especially in overseeing the day-to-day financial management and supporting the framework for internal controls and governance.

The post-holder will develop, manage and oversee the operation of NICCY accounting and finance systems including the monitoring of NICCY’s finances. Providing strategic partnering to the Chief Executive on current trends, financial forecasting and expenditure control to ensure the sustainability of the organisation’s financial status, ensuring optimal resource allocation and cost-effectiveness as well as working with external stakeholders (auditors and the Sponsorship Department) to ensure best practices are sustained within accounting periods.

The post holder plays a key role in liaising with the internal and external auditors, especially in relation to financial processes. It is the duty of the Senior Corporate Services Officer to be the first port of call to answer financial queries and through managing the financial administration, the post holder will be required to answer queries on the information stored. This often involves working under pressure, adhering to important deadlines for reporting.

**Duties and Responsibilities**

**Finance**

* Lead on preparing NICCY’s Annual Accounts in accordance with the relevant legislation and standards including liaison with Department of Communities (DfC) and complying with all relevant deadlines;
* Be responsible for the day-to-day operation of NICCY’s financial systems including the preparation of regular timely financial reports to SMT to support budget management and financial information for NICCY’s Audit & Risk Assurance Committee accordingly;
* Review and update where necessary NICCY’s financial policies, procedures and controls;
* Take responsibility for the management of physical assets within the responsibility of the department;
* Take responsibility for overseeing relevant procurement processes (i.e. contracts and tender management);
* Act as NICCY’s key contact to ensure that Corporate Reporting needs, including operational performance reports are met;
* Provide ad-hoc reporting internally and to external stakeholders when required (e.g. LMT financial notes and sponsorship team meetings);
* Review, develop and implement internal controls in line with guidance provided from stakeholders to ensure that NICCY is upholding their legal obligations.
* Collaborate with the Finance Officer in meeting the financial duties of this role.
* Work in partnership with the Chief Executive and other members of the Corporate Services function to provide effective management and timely monitoring.
* In partnership with Human Resources, the post-holder will oversee the implementation of the monthly payroll process.

**Internal governance and reporting**

* Assist in the preparation of papers for the Chief Executive on relevant governance, monitoring and performance matters;
* Contribute to the provision of timely information for periodic returns and reports;
* Play a collective role in budget management whilst managing departmental budget;
* Contribute to and implement effective organisational risk management strategies and arrangements to ensure that NICCY meets its’ statutory and corporate responsibilities;
* Support the Chief Executive in the development of Corporate and Business Plans;
* Contribute to the monitoring of impact and outcomes associated with NICCY’s areas of work;
* Carry out reviews and update the Corporate Risk Register ahead of review from the Chief Executive on a quarterly basis;
* Coordinate and support the conduct of internal and external audit work within Corporate Services;
* Ensure timely reviews and updates of NICCY SLAs with ECNI;
* Assist the Chief Executive in the development of governance procedures and processes, ensuring compliance with best practice.

**Corporate Services**

* Support the Chief Executive in the management, monitoring and quality assurance of performance and outputs of the Corporate Services (CS) Department;
* Support the development and implementation of the CS departmental work plan;
* Provide effective leadership to the Communications function through the management of the Communications team, ensuring completion of tasks in accordance with the Corporate Plan and Business Plan;
* Provide effective leadership to the Human Resources function through the management of the Human Resources Officer, ensuring completion of tasks in accordance with reporting requirements, and Business Plan priorities.

**Line Management Responsibilities**

* Provide effective line management to Finance Officer, Human Resources Officer and Communications staff in line with relevant NICCY policies;
* Participate in the recruitment and induction of relevant Staff;
* Support and motivate Corporate Services staff to achieve relevant business objectives;
* Conduct regular 1-1 supervision & support sessions and annual appraisals, and set objectives in collaboration with post holders as per job descriptions and business needs;
* Allocate tasks at appropriate levels of responsibility to staff within your remit whilst retaining overall responsibility and accountability for results;
* Promote NICCY’s policy on equality of opportunity by personal action and in the management of all staff for whom s/he has professional responsibility.

**As a Member of the Leadership & Management Team (LMT)**

* Play a collective role in identifying resource needs, managing budgets and overseeing the preparation of relevant business cases within Corporate Services;
* Adhere to the terms of reference of LMT assuming responsibility and accountability for all areas of responsibility;
* Work closely with the Chief Executive, Head of Departments and other Deputy Principals in the achievement of business objectives and targets;
* Attend and participate in monthly LMT meetings, prepare any papers as required, share information and implement agreed actions as necessary.

**Other**

* Adhere to NICCY’s mission, vision and values;
* Staff are expected to demonstrate their commitment to NICCY by their regular attendance and the efficient completion of tasks allocated to them;
* All duties are carried out in compliance with NICCY’s Health and Safety Policy and statutory requirements;
* NICCY is an Equal Opportunities Employer. All staff are required to adhere to NICCY’s Equal Opportunities Policy throughout the course of employment;
* To ensure the ongoing confidence of the public in the staff of NICCY, staff must ensure they maintain the highest standards of personal accountability;
* Other relevant and related duties appropriate to the grade.

**The above is given as a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of the services that NICCY provides.**

**Selection Criteria**

We are seeking a high-calibre Senior Corporate Services Officer with the passion, experience and drive to join our team and to make a real difference to our organisation, now and for the future.

Candidates must be able to demonstrate that they meet the following essential criteria in their written application and at the interview:

**Essential Criteria:**

1. Degree or equivalent qualification in a finance-related discipline and current chartered membership of a relevant institute:
* Chartered Accountants Ireland
* The Institute of Chartered Accountants in Scotland
* The Institute of Chartered Accountants in England and Wales
* The Chartered Institute of Management Accountants
* The Association of Chartered Certified Accountants
* The Chartered Institute of Public Finance Accountancy
* The Institute of Certified Public Accountants in Ireland
1. Hold at least two years’ experience in all aspects of the preparation of public sector annual resource accounts in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001;
2. Have at least two years’ experience of managing the performance of staff and providing effective leadership;
3. Experience of supporting organisational effectiveness and improvement;
4. Experience of budget and procurement processes, including evaluations;
5. Demonstrable ability to effectively plan, prioritise and manage a range of resources (human, physical and financial) to achieve tangible results within tight or conflicting deadlines.
6. Experience in the use of financial IT systems to include Sage or similar business accounting packages, and detailed operational knowledge of the Microsoft Office product suite.

**Desirable Criteria:**

1. Experience of project management.
2. Experience of corporate governance including risk management
3. Have at least three years of experience in a finance-related function, incorporating elements of Corporate Services.

**The Recruitment Process**

NICCY is an equal opportunities employer and is committed to the principle that recruitment should be on the basis of merit from the candidate’s performance during the selection process.

**Advertising:**  Friday 24th May 2024

**Closing date:** Friday 21st June 2024

**Interview:** *We anticipate the week commencing 8th July 2024.*

***Please note that these timeframes are indicative and may be subject to change.***

**How will we contact you?**

We will contact you via email at each stage of the process. The emails will come from recruitment@niccy.org, please remember to check spam and junk folders for updated emails.

**Pre-Employment Checks**

**1.** All applicants must produce documentation to prove they have the right to work in the UK. Further details can be found on the Home Office Right to Work Checklist.

**2.** Details of two referees must be provided. Referees will only be contacted after interviews have taken place.

**3.** Once a conditional offer has been proposed, the candidate will be required to undergo an Access NI disclosure check.

**Data Protection**

Personal information that you provide in connection with your application and information subsequently provided during the course of your employment, will be used and processed by the Northern Ireland Commissioner for Children and Young People (NICCY). This will be in accordance with the General Data Protection Regulation (GDPR) and Data Protection Bill, in order to perform an employment contract and to comply with legal obligations. Please ensure that the information you give to us is correct and that you let us know of any changes as soon as possible. Further information can be obtained from the Information Commissioner’s Office (ICO).

**Working at the NICCY**

We think NICCY is a great place to work and here’s why:

**Hybrid Working**

All of our roles at NICCY offer hybrid working, whereby staff may have the opportunity to work from home for part of the week (subject to business needs).

**Annual Leave**

NICCY offers an annual leave allowance starting with 25 days and increasing to 30 days after 5 years of satisfactory service. We also offer 12 public and privilege holidays per year.

**Family-friendly Policies**

NICCY has a range of family-friendly policies to allow staff to balance work with the other aspects of their lives. These include part-time working, job-sharing arrangements, flexible working and special leave provisions.

**Flexi-time**

NICCY offers flexi time which provides flexibility on start and finish times and the length of lunch breaks, subject to business needs. Staff can accrue flexi time when they work beyond their usual hours, and then claim it back later.

**Learning and Development**

We recognise the importance of continuous professional and personal development opportunities. Our Learning and Development programme is open to all staff and consists of a number of formal and informal initiatives (i.e. Corporate training; Management and Leadership; Professional Qualifications; and Digital Enhancement).

**Health and Wellbeing**

Health and Wellbeing is an important aspect of your working environment at NICCY. As part of NICCY’s ongoing commitment to support the health and wellbeing of staff, a number of initiatives are offered, including information sessions on a variety of health and wellbeing topics, workplace health checks, free flu vaccinations and the provision of trained Mental Health First Aiders.

**Investors in People – Silver Accreditation**

We were awarded the *‘We invest in people Silver accreditation’* in March 2022 – see more on our [IiP here](https://www.niccy.org/about-niccy/our-organisation/iip-silver-accred/).