

# Independent, non-executive members for the Northern Ireland Civil Service Board

The closing date for receipt of completed  
application forms is **12.00 noon (GMT)**  
on **21 November 2022**.

**Candidate Information Booklet**



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## CONTEXT

The Northern Ireland Executive, in common with other administrations, faces a range of profound socio-economic challenges.

The so-called ‘wicked problems’ such as climate change, low economic productivity, and health inequality are beyond the scope of any individual Department or agency. Solving them requires a whole-system approach, working across organisational boundaries, with co-design and co-delivery with citizens and stakeholders.

In Northern Ireland, this challenge is set in the unique context of a mandatory multi-party coalition Executive, with nine constitutionally separate Departments, each under the formal control and direction of its Minister or Ministers.

The Northern Ireland Civil Service (NICS) staffs nine Departments (which range from around 300 to over 7,000 staff in post) as well as a number of arm’s-length bodies. Those Departments support the NI Executive and individual Ministers by developing and implementing government policies and legislation; and delivering key public services in areas such as health, social development, justice, education, regeneration, environment, culture, agriculture, economic development, employment, and transport.

The work of these Departments touches the lives of everyone in Northern Ireland.

## ABOUT

### About the Northern Ireland Civil Service Board (NICS) Board

The NICS Board provides concerted strategic leadership of the work of the NICS in support of the Northern Ireland Executive.

The Board is crucial to achieving the whole-system approach needed to support the development and delivery of the Executive's priorities, through the provision of collective advice and oversight of the organisational change required to maximise delivery and impact.

#### **In summary, the role of the Board is to:**

- support the Executive to develop and deliver its priorities including the provision of collective advice as appropriate;
- lead the corporate programme of Civil Service Renewal;
- increase the capacity, capability and diversity of the NICS;

- address issues of strategic significance facing the NICS;
- report to the NI Executive on the Board's work; and
- engage stakeholders and communicate the work of the Board externally.

The nine Departmental Permanent Secretaries, who with the Head of the Civil Service and colleagues at an equivalent grade comprise the membership of the Board, are accountable to the Head of the Civil Service for their individual performance, to their Ministers for the overall performance of their Departments, and directly to the Assembly for their Accounting Officer duties. Accordingly, the Board has no Directors with fiduciary responsibilities such as those required in the private sector under company law.

## ABOUT

Recent Heads of the Civil Service have instituted and maintained a NICS Board out of the felt need for, and in the spirit of, a corporate governance model embodying collective thinking and ‘joined up government’ across all Departments. The Board helps the Civil Service to support the Northern Ireland Executive as a whole, focussing on outcomes and working to deliver Ministers’ objectives. The Board embodies a generally accepted assumption that the scale of socio-economic challenges facing Northern Ireland cannot be adequately addressed with linear thinking within individual Departments and will require a joined up “whole of government” approach.

Most recently, the Board has undertaken to discharge specific responsibilities arising from the RHI Inquiry and from the Public Accounts Committee reports on Capacity and Capability in the NICS and the delivery of Major Capital Projects. The Board is also responsible for the governance of the Investment Strategy for Northern Ireland.

## **ABOUT**

The associated reports have also recommended that independent non-executive members should be appointed to the Board to provide strategic direction and challenge. This recommendation has been accepted by the previous First Minister and deputy First Minister, the Minister of Finance, the Head of the Civil Service and the other members of the NICS Board.

This is a particularly appropriate time to make that change, as the NICS enters a new Northern Ireland Executive mandate period – 2022 to 2027. We wish to attract up to three independent members from this recruitment round.

## **JOB DESCRIPTION**

### **Job Title:**

Independent non-executive member of the NICS Board.

### **Reporting to:**

The Chair of the Board who is currently the Head of the Civil Service.

As an independent non-executive member, you will be expected to support and challenge the executive members of the NICS Board in defining and delivering a corporate programme to include:

- supporting the NI Executive in the development of its priorities through providing collective advice;
- serving as the programme board for delivery of those priorities;
- developing the NICS Board's capacity to be an effective team, taking managed risk in pursuit of opportunity;

- developing the NICS Board's awareness of its performance in context of its role and place in the world; and
- governing organisational development across the NICS.

## **PERSON SPECIFICATION**

Candidates are invited to submit a CV, including a supporting statement outlining how they meet the criteria in this person specification.

### **Essential skills and experience criteria**

- significant, successful non-executive leadership in a large and complex organisation with demonstrable evidence of how you have helped the board to succeed or significantly improve;
- demonstrable impact in bringing innovative thinking into the board room about how a board is working and developing;
- successful development and delivery of strategy at board level, making sense of opportunities and risks;
- strong inter-personal communications skills including the ability to engage key internal and external stakeholders in a compelling way as part of delivering challenging corporate objectives; and
- proven ability to leverage best practice on a national or international level to achieve complex organisational objectives.

### **Desirable skills and experience criteria**

We are particularly looking for members with leadership track record in one or more of:

- inclusive organisational leadership;
- economic development;
- major capital projects investment;
- significant social public sector transformation; or
- combatting climate change.



## **TIME COMMITMENT**

The NICS Board will meet typically up to 8-12 times per year, in person. The Board will normally meet in person, although it may meet virtually or in a hybrid format, depending on contextual circumstances.

There is likely to be a requirement to take part in workshops from time to time, for example on strategy formation and development and review of renewal work.

In summary, the time requirement is likely to be up to 20 days per year. Appointments will be made for a three-year term.



## REMUNERATION

These roles will be remunerated at **£12,000 per annum**, plus reimbursement of reasonable out-of-pocket expenses.

Reasonable out-of-pocket expenses will normally cover:

- travel to in-person meetings from within the UK/ROI (at Strategic Investment Board (SIB) rates, which are consistent with NICS rates); and
- reasonable dependent care expenses.



## RESPONSE INSTRUCTIONS

### How to apply

The Head of the Northern Ireland Civil Service (HOCS) has asked Strategic Investment Board (SIB) to source and provide up to three independent, non-executive members of the NICS Board. These roles are offered as part-time employment with SIB. Successful candidates will be required to adhere to the provisions of the NICS Code of Ethics and the NICS rules, policies and procedures relating to conduct and standards, including confidentiality and security.

SIB is a limited company owned by the devolved government of Northern Ireland. As such it is a Non-Departmental Public Body. SIB is accountable to the First Minister and deputy First Minister through its sponsoring Department, The Executive Office. Each year, Ministers set out their priorities for SIB and these expectations form the basis for SIB's annual and corporate business plans.

SIB has no powers of direction and works entirely at the invitation of the organisations it supports. For more information on the work of SIB please visit [www.sibni.org](http://www.sibni.org)

For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Wesley Emmett at SIB who will assist you with any questions you might have.

Mobile:

Email: wesley.emmett@

Application is by submitting a **CV, including a supporting statement outlining how a candidate meets the criteria in the Person Specification (as one**

## **RESPONSE INSTRUCTIONS**

**document**), via the GetGot jobs portal. Please ensure that your cover letter addresses directly how you meet the criteria in the Person Specification included in this candidate-briefing document.

Please also complete the Equal Opportunities Monitoring Form that is part of the online application form. All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

**To apply please use the link below:**

<https://sibni.getgotjobs.co.uk/home>

**THE CLOSING DATE FOR RECEIPT OF COMPLETED  
APPLICATION FORMS IS 12.00 NOON (GMT)  
ON 21 NOVEMBER 2022.**

After the closing date, all applications will be carefully considered and evaluated on the basis of the written evidence provided against the criteria as set out in the

Person Specification in this information document.

SIB will maintain a reserve list of appointable candidates for one year from completion of this recruitment process.

If you have any queries about technical aspects of the application form, please contact Hallmark Solutions: -  
<http://www.hallmarksolutions.co.uk/contact>

## **RESPONSE INSTRUCTIONS**

### **Conflicts of Interest**

If a candidate or their partner has any actual or potential conflict of interest with the activities of SIB or any other associated bodies, this should be declared clearly in the application or immediately should it arise post-appointment. Any indirect association of this kind through any other family member or partnership should also be disclosed.

### **Equal Opportunities Policy Statement**

Strategic Investment Board Limited is committed to providing equality of opportunity. It is our policy that all eligible persons shall have equal opportunity for employment based on their ability, qualifications and aptitude for the work. Everyone has a right to equality of opportunity and to a good and harmonious working environment and atmosphere in which all workers are encouraged to apply their diverse talents and in which no worker feels under threat or intimidated. This right is protected in many instances by legislation.

### **Pre-appointment Enquiries**

If you are successful, we may carry out security, health and character enquiries before a formal offer of appointment is made. A basic AccessNI disclosure will be requested to assist with the decision-making process in the event of an individual being offered this position. A criminal record will not necessarily be a bar to obtaining a position. These enquiries would be carried out in full compliance with our equal opportunities policies as set out in the accompanying application form.

