



NORTHERN
IRELAND
HUMAN
RIGHTS
COMMISSION

Candidate Information Pack

Head of Service (Dedicated Mechanism) – EU Withdrawal

November 2020

1. Foreword from the Chief Executive

Thank you for showing an interest in joining our team as Head of Service for the new team being introduced into the Human Rights Commission working specifically in the field of the UK's withdrawal from the European Union.

The Commission is focused on protecting and promoting the human rights of everyone in Northern Ireland, by providing high quality independent advice to government, the use of investigatory powers and supporting legal challenges. Our education work helps increase levels of compliance and improves service provision across the public and private sectors. At the same time, we engage with communities to empower individuals to understand and be able to fully exercise their human rights.

By joining our highly motivated, professional and successful multi-disciplinary team, you will have the opportunity to use your skills in an organisation that is an internationally recognised centre of excellence. You will have the opportunity to work with us at an exciting time, as we enter a period of substantive growth with a new and challenging mandate.

We want to add a talented individual to the Commission's staff who is equally effective working alone or as a good team player, committed to quality and continuous improvement for yourself and others. The Commission can provide you with excellent personal and professional development opportunities. We are seeking someone who is flexible and can utilise their talents to support the work taking place across a range of our organisation's functions.

If you are interested in working in an organisation with a broad mandate, working in an often challenging environment, and playing an important part in delivering a better Northern Ireland for all, then I look forward to hearing from you.



Dr David Russell
Chief Executive

2. Role and Functions of the NI Human Rights Commission

The Commission was established as a result of the Belfast (Good Friday) Agreement. Our governing legislation is the Northern Ireland Act 1998, as amended by the Justice and Security (Northern Ireland) Act 2007 and the European Union (Withdrawal Agreement) Act 2020. It is a National Human Rights Institution with A status accreditation from the United Nations. This recognition means that the organisation operates independently in full accordance with the United Nations General Assembly Resolution 48/134 (the Paris Principles).

The Commission is also a non-departmental public body, and receives grant-in-aid from the United Kingdom government through the Northern Ireland Office. We report to Parliament through the Secretary of State for Northern Ireland.

Our primary role is to make sure government and public authorities protect, respect and fulfil the human rights of everyone in Northern Ireland. We also help people understand what their human rights are and what they can do if their rights are violated or abused. To pursue this objective we consider the full range of civil, political, social, economic and cultural rights. Our work is based on the international human rights treaties ratified by the United Kingdom government, domestic legislation and relevant soft law standards.

The statutory functions of the Commission in accordance with the Northern Ireland Act 1998 are:

1. keeping under review the adequacy and effectiveness in Northern Ireland of law and practice relating to the protection of human rights.
2. advising the Secretary of State and the Northern Ireland Executive of legislative and other measures which ought to be taken to protect human rights—as soon as reasonably practicable after receipt of a general or specific request for advice; and on such other occasions as the Commission thinks appropriate.
3. advising the Northern Ireland Assembly whether legislative Bills are compatible with human rights
4. providing advice to the UK government and Westminster Parliament on matters affecting human rights in NI.
5. conducting investigations on systemic human rights issues. To do so, we may enter places of detention, and can compel individuals and agencies to give oral testimony or to produce documents.

6. promoting understanding and awareness of the importance of human rights in Northern Ireland. To do so, we may undertake or support research and educational activities.
7. providing legal assistance to individuals and initiating strategic cases, including own motion legal challenges.
8. monitoring the implementation of international human rights treaties and reporting to the United Nations and Council of Europe.
9. working in partnership with the Irish Human Rights and Equality Commission as mandated through the joint committee created in accordance with the Belfast (Good Friday) Agreement.

The Commission is mandated in accordance with Article 2(1) of the Protocol on Ireland/Northern Ireland of the European Union Withdrawal Agreement to ensure there is no diminution of rights protected in the 'Rights, Safeguards and Equality of Opportunity' chapter of the Belfast (Good Friday) Agreement as a result of United Kingdom's withdrawal from the European Union.

This mandate will come into force after the European Union withdrawal transition period ends in December 2020.

The Commission's statutory functions for this purpose in accordance with the European Union (Withdrawal Agreement) Act 2020 are:

1. monitoring the implementation of Article 2(1) of the Protocol on Ireland/Northern Ireland in the EU withdrawal agreement (rights of individuals).
2. reporting to the Secretary of State and the Executive Office in Northern Ireland on the implementation of Article 2(1) — as soon as reasonably practicable after receipt of a general or specific request for such a report, and on such other occasions as the Commission thinks.
3. advising the Secretary of State and the Executive Committee of the Assembly of legislative and other measures which ought to be taken to implement Article 2(1)—as soon as reasonably practicable after receipt of a general or specific request for advice, and on such other occasions as the Commission thinks appropriate.
4. advising the Assembly (or a committee of the Assembly) whether a Bill is compatible with Article 2(1)—as soon as reasonably practicable after receipt of a request for advice, and on such other occasions as the Commission thinks appropriate.

5. promoting understanding and awareness of the importance of Article 2(1); and for this purpose we may undertake, commission or provide financial or other assistance for—research, and educational activities.
6. bring any appropriate matters of relevance to Article 2(1) to the attention of the Specialised Committee on issues related to the implementation of the Protocol on Ireland/Northern Ireland established by Article 165 of the Withdrawal Agreement.
7. bring judicial review proceedings in respect of an alleged breach (or potential future breach) of Article 2(1) of the Protocol on Ireland/Northern Ireland in the EU withdrawal agreement; or intervene in legal proceedings, whether for judicial review or otherwise, in so far as they relate to an alleged breach (or potential future breach) of Article 2(1).

The Commission is also designated, with the Equality Commission, under the United Nations Convention on the Rights of Disabled Persons as the independent mechanism tasked with promoting, protecting and monitoring implementation of Convention in Northern Ireland.

We also engage with other National Human Rights Institutions in the United Kingdom on issues of common interest.

Our Annual Statement, published in December each year, records how much progress has been made towards meeting human rights obligations in Northern Ireland. This strongly informs our future work priorities.

3. Current Organisational Structure and Future Plans

There are seven Commissioners (a full time Chief Commissioner and six part-time Commissioners) appointed by the Secretary of State. As far as practicable, the Commissioners, as a group, is representative of the community in Northern Ireland.

The Commissioners are supported by a small staff team. The senior management team consist of the Chief Executive and three Directors working across three teams:

- legal, research and investigations, and advice to government;
- communications, information and education, public and political affairs;
- finance, personnel and corporate affairs.

The Commission is creating a Dedicated Mechanism to oversee the commitment made by the UK Government set out in Article 2(1) of the Protocol on Ireland/Northern Ireland that there is no diminution of rights, safeguards and equality of opportunity, as set out in that part of the 1998 Agreement entitled Rights, Safeguards and Equality of Opportunity resulting from the UK's withdrawal from the European Union. This team will be known internally as the 'Brexit' team. The Head of Service will oversee this function on behalf of the Commission and will lead staff working in this specialist field.

4. Our Values and What It's Like to Work for Us

A human rights-based approach underpins the Commission's work. This is predicated on the conviction that human rights compliant outcomes require processes that adhere to both the values, which underpin human rights laws as well as their substantive content. On this basis our core principles are:

Participation

People should be involved in decisions affecting their human rights.

Accountability

There should be effective monitoring of how human rights are implemented and meaningful remedies available when things go wrong.

Non-discrimination and equality

All forms of discrimination must be prohibited, prevented and eliminated. People facing the biggest barriers to realising their rights should be prioritised.

Empowerment

Everyone should understand and be able to fully exercise their human rights.

Legality

Policies and services should be grounded in enforceable domestic and international human rights laws.

Partnership

In developing a culture of human rights, the Commission will work with other organisations across a wide spectrum of society.

5. Overall Purpose of the Role

The Commission is creating a Dedicated Mechanism to oversee the commitment by the UK Government set out in Article 2(1) of the Protocol on Ireland/Northern Ireland that no diminution of rights, safeguards and equality of opportunity, as set out in that part of the 1998 Agreement entitled Rights, Safeguards and Equality of Opportunity resulting from its withdrawal from the European Union.

The statutory duties and powers for this purpose come into force from 1st January 2021, and include:

- monitoring implementation and advising and reporting to Government;
- promoting understanding and awareness of Article 2(1);
- bringing judicial review proceedings, either in its own name or on behalf of complainants; and
- commissioning or providing assistance for research.

The main purpose of the Head of Service role is:

- to lead on the delivery of the functions of the dedicated mechanism in respect of the 'no diminution' commitment in line with the powers and duties contained in the amendments made to the Northern Ireland Act 1998 by Schedule 3 of the European Union (Withdrawal Agreement) Act 2020.
- to ensure the effective formulation, management and co-ordination of the Commission's work as the Dedicated Mechanism, in respect of its monitoring, policy, advisory, research, promotional and legal functions, including staff and allocated budgets.
- to build and maintain effective relationships with other key actors in relation to the Dedicated Mechanism, such as the Equality Commission for Northern Ireland and the Irish Equality and Human Rights Commission, relevant United Kingdom Government and Northern Ireland Executive departments, European Union Institutions and the Government of Ireland.

6. Duties and Responsibilities

- a) Supporting the Chief Executive in the strategic management of the Commission's functions under the EU (Withdrawal Agreement) Act 2020.
- b) Managing the Commission's legal, research and advice to government functions in these areas of delegated authority.
- c) Leading the Commission's role to monitor and promote compliance with the no diminution of rights obligations set out in Article 2 of the Protocol on Ireland/Northern Ireland of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union.
- d) Leading the preparation of advice for submission to the Northern Ireland Executive and Assembly regarding compliance in these areas, and representing the Commission before legislative scrutiny committees.
- e) Leading the preparation of advice for submission to the Westminster Parliament regarding compliance in these areas, and representing the Commission before legislative scrutiny and other committees.
- f) Leading the preparation of advice for submission to the Secretary of State for Northern Ireland on legislative and other measures, which ought to be taken to ensure compliance in these areas.
- g) Leading the preparation of advice for submission to public authorities in Northern Ireland regarding compliance in these areas, and representing the Commission on advisory groups and in meetings at a senior level.
- h) Leading the preparation of submissions to inter-governmental and non-governmental organisations, including the Specialised Committee created in accordance with Article 14 of the Protocol on Ireland/Northern Ireland of the Agreement on the EU Withdrawal Agreement 2020.
- i) Managing and monitoring of the Commission's budget, expenditure and performance in the areas of delegated authority.
- j) Assisting the Senior Management Team and advising on issues arising from these areas of work, and possible ways in which to proceed.
- k) Maximising synergies across legal, research and advice to government functions under the EU (Withdrawal Agreement) Act 2020 with other sections of the Commission.
- l) Working with the Chief Executive to ensure that Commission resources are co-ordinated effectively and appropriately deployed, and to ensure

that staff have effective direction, support and supervision, and that their training and development needs are met.

- m) Delivering agreed objectives within the annual business plan and overseeing their implementation, taking account of the Commission's strategic priorities.
- n) Building effective relationships with external stakeholders in legal, research and investigations, and advice to government functions and representing the Commission at a senior level.
- o) Preparing papers for and attending Commission meetings.
- p) Undertaking training and personal development activity as agreed with the Chief Executive.
- q) Displaying a commitment to the protection of human rights and to the promotion of equality and showing sensitivity to the diversity of views on human rights issues in Northern Ireland.
- r) Undertaking any other duties whenever reasonably required by the Chief Executive.

Please note this is not an exhaustive list and the duties associated with the post may be subject to reasonable change from time to time according to the needs of the organisation.

7. Employee Specification

Essential Shortlisting Criteria

Applicants **must** demonstrate as at the closing date for receipt of applications that they possess:

- a) University level degree, or equivalent, in law, politics or another relevant subject

and;

- b) At least two years' management experience* gained in the last 10 years in a complex environment** with budgetary and staff responsibility

*Management experience for this purpose would usually require a candidate to have responsibility for staff, budgets and a defined functional or business/service area. In the case of existing civil servants, this would be at Northern Ireland Civil Service Deputy Principal Grade level or equivalent, or above. In other organisations this would be

defined as middle management with line management responsibility or above.

**A complex environment is defined as one where the postholder is required to work with multiple external stakeholders across the public sector, private sector and civil society.

- c) Previous vocational experience of leading staff in conducting at least one of the following:
 - Legal or policy focused research
 - Advice to government
- d) Previous experience of leading engagement with parliamentary or legislative processes
- e) Ability to demonstrate up to date knowledge and understanding of the legislative processes in Westminster Parliament and the Northern Ireland Assembly
- f) Ability to demonstrate up to date knowledge of the legal and policy framework relating to the United Kingdom's withdrawal from the European Union
- g) Ability to demonstrate up to date knowledge of human rights law

Desirable Shortlisting Criteria

In addition to the above essential criteria, NIHRC reserves the right to shortlist only those applicants who, as at the closing date for receipt of applications can demonstrate any or all of the following additional desirable criteria:

- a) Postgraduate degree, or equivalent, in a relevant subject
- b) Previous experience of working directly with a Board of a Non-Departmental Public Body, parliamentary or legislative committees or non-executive Directors in a private, community or voluntary organisation
- c) Previous experience of working with or within a human rights based organisation

NIHRC reserves the right to enhance the criteria as it sees fit in the event of a large volume of applications.

8. Application Process

Applicants are required to complete the application form provided and return to recruit@headstogether.com by no later than 12 noon on Monday 30th November 2020.

Applicants should ensure they have returned:

- Completed Application Form
- Completed Equal Opportunities Statement
- Signed Privacy Notice

If you have any questions about the role, please direct these via email to our HR providers Headstogether Consulting Ltd using the email address : recruit@headstogether.com or alternatively telephone 02890 424030.

Please note it is up to the candidate to demonstrate clearly how they meet each of the criteria. The shortlisting panel cannot make presumptions about information that is not listed directly or that is ambiguous or abbreviated.

Applications received after the deadline unfortunately cannot be considered. It is the candidate's sole responsibility to ensure that applications are received by the closing date and time provided.

9. Recruitment Process

Due to the current Covid-19 situation the recruitment process may be conducted by Zoom or another online platform and is likely to include a competency based interview and an unseen test. Further details will be provided to shortlisted candidates and will take account of prevailing Covid-19 guidance at the time.

The shortlisting exercise is envisaged to take place during week commencing 7th December 2020.

The selection process is designed to test the following skills and attributes:

- Seeing the Big Picture
- Changing and Improving
- Effective Decision Making
- Leading and Communicating
- Collaborating and Partnering
- Building Capability for All
- Delivering Value for Money
- Managing a Quality Service
- Delivering at Pace
- Achieving Outcomes through Delivery Partners

Seeing the Big Picture

- Ability to anticipate economic, social, political, legislative, environmental and technological developments that will impact on the work of the Commission to keep activity relevant and targeted.
- Ability to apply analytical thought to make sense of a complex environment, conflicting information and different perspectives.
- Create policies, plans and service provision to meet the Commission's needs based on an up-to-date knowledge of issues and relevant good practice.
- Ensures relevant issues relating to their area of responsibility is effectively fed into strategy and big picture considerations.
- Adopts a Commission-wide perspective to ensure alignment of activity and policy.
- Brings together views and perspectives of stakeholders to gain a wider picture of the landscape surrounding activities and policies.

Changing and Improving

- Understands and can identify the role of technology in public service delivery and policy implementation.
- Encourages a culture of innovation focused on adding value – gives people space to think creatively.
- Effectively captures, utilises and shares insights and views from a diverse range of stakeholders to ensure better policy development and implementation of improved performance within the Commission.
- Spots warning signs of things going wrong and provides a decisive response to significant delivery challenges.
- Provides constructive challenge to the Chief Executive and Senior Management Team on change proposals, which will affect their own business area.
- Considers the cumulative impact of their own business area on implementing change (culture, structure, delivery of service and morale).

Effective Decision Making

- Pushes decision making to the right level within their team and the Commission, not allowing unnecessary bureaucracy and structure to suppress innovation and delivery.
- Ability to weigh up data from various sources, recognising when to bring in experts/researchers to add to available information.
- Analyses and evaluates pros and cons and identifies risks in order to make sound decisions that take account of the wider context, including diversity and sustainability.
- Draws together and presents reasonable conclusions from a wide range of incomplete and complex evidence and data – with an ability to act or decide even when details are not clear.

- Identifies the main issues in complex problems, clarifies understanding or stakeholder expectations to seek the best option for the Commission.
- Makes difficult decisions by pragmatically weighing the complexities involved against the need to deliver objectives.

Leading and Communicating

- Is visible to staff and stakeholders and regularly undertakes activities to engage and build trust with people involved in their area of work.
- Clarify policies, strategies and plans, giving a clear sense of direction and purpose for them and staff.
- Stands by, promotes or defends their own and staff actions and decisions where needed.
- Confidently engages with stakeholders and colleagues at all levels within the Commission to generate commitment to goals.
- Leads by example, role modelling ethics, integrity, impartiality and the elimination of bias by supporting diversity and promoting a working environment that supports the Commission's values and code.
- Remains open and inviting of the views of others and responds despite pressure to ignore, revert or concede.
- Ability to communicate effectively, orally and in writing, and uses a range of communication tools and methods to convey messages (e.g. meetings, presentations, briefings, internet etc.)

Collaborating and Partnering

- Ability to build and maintain a strong network of collaborative relationships and partnerships across the public, private, community and voluntary sectors at a senior level and beyond (UK, Ireland, European Union) to help deliver the Commission's objectives.
- Actively builds and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests.
- Demonstrates genuine care for staff and others – build strong interpersonal relationships.
- Encourages contributions and involvement from a broad and diverse range of staff by being visible and accessible.
- Effectively manages team dynamics when working across Departmental and other boundaries.
- Actively involve partners to deliver the Commission's business outcomes through collaboration that achieves better results.
- Seeks constructive outcomes in discussions, challenge assumptions but remains willing to compromise when it is beneficial to progress.

Building Capability for All

- Ensures that individual and organisational learning and development opportunities are fully exploited in order to enhance the Commission's capability.
- Acts as a role model workplace-based learning, encouraging development and career management for staff.
- Coaches and supports colleagues to take responsibility for their own development (through giving accountability, varied assignments and on-going feedback).
- Establishes and drives intra and inter team discussions to learn from experience and adapt organisational processes and plans.
- Identifies capability requirements needed to deliver future team objectives and has the ability to manage team resources to meet these needs.
- Prioritises and acts as a role model for continuous self-learning and development, including leadership, management and people skills.

Delivering Value for Money

- Understands the financial position of their own area, and the Commission and recognises the impacts of this when delivering business objectives.
- Makes and encourages strategic choices on spend, challenges high-risk costly projects and forego nonpriority expenditure.
- Promotes and visibly demonstrates a culture of value for money in their own area/function in order to focus the Chief Executive and Senior Management Team on getting a good return for public money.
- Interprets a wide range of financial and management information and uses financial data effectively in decisions.
- Develops robust business cases, with fully costed options identifying clear advantages and/or returns on investment to assist decision-making.
- Understands and manages the risks and cost-drivers for their own areas of responsibility in the context of the Commission's strategic priority.

Managing a Quality Service

- Facilitates flexible use of resources across grades through innovative structuring of staff and resources within their own business area.
- Clarifies and articulates the diverse requirements of stakeholders and service users to support effective delivery.
- Use stakeholder and service user insights to determine and drive outcomes and quality throughout their own business area.
- Ability to translate complex aims into clear and manageable plans and determine resource requirements to support implementation.
- Maintains and improves performance by managing risks to ensure their own business area and partners deliver against defined outcomes.
- Works collaboratively with stakeholders or service delivery partners to manage, monitor and deliver against service level agreements.

Delivering at Pace

- Ability to get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations.
- Clarifies business priorities, roles and responsibilities and secures individual and team ownership.
- Adopts clear processes and standards for managing performance at all levels.
- Acts as a role model in supporting and energising staff to build confidence in their ability to deliver outcomes.
- Maintains effective performance in difficult and challenging circumstances, encouraging others to do the same.
- Reviews, challenges and adjusts performance levels to ensure quality outcomes are delivered on time, rewarding success.

Achieving Outcomes through Delivery Partners

- Works effectively with different partner organisations (in tandem with experts) to commission and source solutions to achieve the Commission's goals.
- Understands the key drivers that will influence government, the wider public, private and third organisations and the levers that can be used in negotiating/influencing contractual arrangements.
- Ability to recognise and understand the commercial tools such as pricing models, open-book accounting, supply chain management that experts can deploy to extract value from contracts.
- Interacts confidently and effectively as an intelligent, knowledgeable and highly credible customer with counterparts from delivery organisations and appropriate experts.
- Questions and challenges the value being delivered through business arrangements with delivery partners.
- Motivates improved performance by suppliers, challenges any gaps between contractual commitments and actual delivery through joint working with procurement experts.

Adjustment Requirements

If you have any adjustment requirements to enable you to participate in the selection process, please make this known on the application form provided.

Transgender Requirements

Should you currently be going through a phase of transition in respect of gender and wish this to be taken into consideration in confidence to enable you

to attend any part of the assessment process please contact Joanne Kane of Headstogether Consulting Ltd on 02890 424030. Details of this will only be used for this purpose and do not form any part of the selection process.

10. Terms and Conditions of Employment

Duration of Contract

This is a permanent, full-time post.

Start Date

The person appointed will be expected to take up duty as soon as is practicable.

Working Hours

The normal office hours are from 9.00am to 5.00pm, Monday to Friday, however there may be the requirement to work outside of these normal hours. The job requires a considerable degree of commitment, flexibility and adaptability on the part of the post holder to meet quality standards and working deadlines. He/she will maintain at all times such availability, flexibility and mobility as is necessary to the pursuance of the job.

The Commission operates its flexible working hours arrangements in line with Northern Ireland Civil Service (NICS) policies.

Probation

Satisfactory completion of a 12-month probation period is a condition of continued employment in the position.

Salary

The grade of the post is equivalent to Northern Ireland Civil Service Grade 6, with a current pay band of £58,676 - £66,075 per year.

Unless there are exceptional circumstances, the starting salary will be at the pay band minimum (ie £58,676 per year). Pay progression will be as per NICS pay policy.

Allowances

Travelling and subsistence expenses will be paid at approved NICS rates to the holder of this post when s/he is absent from the Commission's premises on Commission business.

Notice

The appointment may be terminated by either party with at least three months' notice in writing.

Holidays

In addition to the usual public and privilege holidays, currently 12 per annum, there is an annual leave allowance of 25 days (April to March) rising to 30 days on five years' continuous service.

Location

We are located at:

Fourth Floor
Alfred House
19 – 21 Alfred Street
Belfast
BT2 8ED

Pensions

The Northern Ireland Human Rights Commission operates the Civil Services Pension Scheme. Further details of the pension can be found on the Civil Services Pension website at <http://www.civilservicepensionscheme.org.uk/>

Policies

The Commission recognises the Northern Ireland Public Service Alliance (NIPSA) for the purposes of collective bargaining. It is intended that so far as is reasonably practicable the Commission will seek to mirror the policies and procedures adopted and amended from time to time by the Northern Ireland Civil Service (NICS).

Employees should refer to the NICS policies and procedures at <https://www.finance-ni.gov.uk/articles/northern-ireland-civil-service-handbook>

