

DIRECTOR OF POLICE PENSIONS AND INJURY BENEFITS

**NORTHERN IRELAND POLICING BOARD (NIPB)
CANDIDATE INFORMATION BOOKLET**

June 2022

Completed Application Forms must be returned to HeadsTogether Consulting Ltd
by no later than 12 noon (UK time) on **Monday 6th June 2022**

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FOREWORD BY THE CHIEF EXECUTIVE OF THE POLICING BOARD

The Northern Ireland Policing Board (the Board) is responsible for independently overseeing policing. Its job is to ensure for all the people of Northern Ireland the delivery of an effective, efficient, impartial, representative and accountable police service which will secure the confidence of the whole community by reducing crime and the fear of crime.

We are recruiting a suitably qualified and experienced individual to the post of Director of Police Pensions and Injury Benefits at the Board. This is a challenging post, offering, amongst other things, the opportunity to support the Board in carrying out its duties as the Police Pension Scheme Manager and in overseeing the effective management of the Injury on Duty Scheme for the Police Service of Northern Ireland.



The successful appointee will play an important part of the Board Executive Senior Management Team and will report directly to the Chief Executive.

The Board is a vibrant organisation with an active and evolving staff engagement group, and all staff can avail of the health and wellbeing activities offered by the group. Currently located in Clarendon Dock we will soon move to new premises in the Gasworks Complex offering modern, open plan work spaces which will support our continued hybrid working approach.

Thank you for your interest in this competition.



Sinead Simpson
Chief Executive

BACKGROUND

The creation of the Policing Board ('the Board') was recommended in the Report of the Independent Commission on Policing for Northern Ireland (more commonly known as the Patten Report – after its Chair, Chris Patten). The Board was formally established on the 4th November 2001.

The constitution of the Board allows for 19 Members in total, including the Chair and Vice Chair. The current Chair is Mr. Doug Garrett and the Vice Chair is Dr. Tom Frawley. Ten Board Members are elected Members of the Northern Ireland Assembly appointed under the D'Hondt principles and 9 are Independent Members appointed by the Justice Minister for Northern Ireland. Board Members are appointed for an initial period of 3 or 4 years, although they can apply for a second term.

A full list of current Board Members can be found on the Board's website at www.nipolicingboard.org.uk.

THE ROLE OF THE BOARD

The Board has a statutory responsibility to hold the Chief Constable to account for the delivery of effective, efficient and impartial policing. It draws its legislation powers from the Police (Northern Ireland) Acts 2000 and 2003. It does this principally through monthly meetings of the Board and through the work of the Board's Committees which are organised around the work of its various Directorates (see following page).

There is a significant and complex legislative framework which determines the responsibilities of the Board, both in respect of its oversight of the PSNI and also those directly applicable to the Board itself. The critical feature of these responsibilities is a duty to secure the maintenance of an effective and efficient police service.

The Board undertakes these duties by supporting the PSNI in securing the budget for policing and monitoring its expenditure; monitoring PSNI performance against the Policing Plan and key strategies; monitoring compliance with the Human Rights Act; securing continuous improvement; and monitoring the use of resources. The Board is also responsible for appointing the Chief Police Officers and Senior PSNI Staff and it is also the pension scheme manager for the PSNI and manages the processing of injury on duty awards.

THE ROLE OF THE DIRECTOR OF POLICE PENSIONS AND INJURY BENEFITS

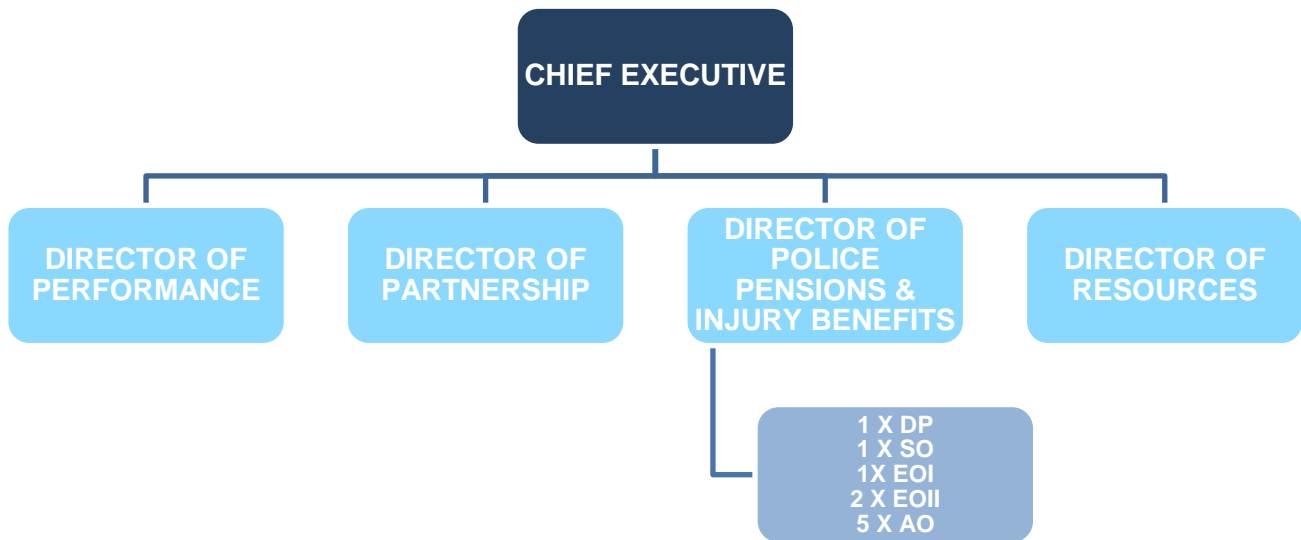
The role of Director of Police Pensions and Injury Benefits is one of four Director roles within the NIPB senior executive team, reporting directly to the Chief Executive.

The post holder plays a key role in supporting the Board to carry out its duties as the Scheme Manager for the various police pension schemes (3 in total). This role is also responsible for overseeing the effective management of the Injury on Duty Scheme for the Police Service of Northern Ireland and the post holder will be actively involved in the management of other associated legal or data protection related issues.

The Director of Police Pensions and Injury Benefits is supported by a team of approximately 11 staff at various grades from Administrative Officer to Deputy Principal.

CURRENT NIPB ORGANISATIONAL STRUCTURE

A summary structure of the Senior Team of NIPB and the Police Pensions and Injury Benefits team is shown below.



JOB DESCRIPTION

ROLE TITLE:

DIRECTOR OF POLICE PENSIONS AND INJURY BENEFITS

ACCOUNTABLE TO:

CHIEF EXECUTIVE

EXECUTIVE SUMMARY:

The Police Pensions and Injury Benefits Directorate is primarily responsible for undertaking the Board's role as the Scheme Manager of the 3 police pension schemes (each governed by separate regulations) and for the management of the injury on duty award process which is governed by a specific set of regulations, the PSNI and PSNI Reserve (Injury Benefit) Regulations 2006.

The work arising in the Directorate can be broadly split between operational casework (relating to claims under any of the schemes) and managing the Board's broader responsibilities as Police Pension Scheme Manager for the pension schemes in Northern Ireland. The post holder also has significant operational responsibility for overseeing other legal and data protection issues arising from the work of the Directorate.

KEY DUTIES:

The key duties associated with the post are set out below:

PENSION SCHEME MANAGER FUNCTIONS

- Carrying out the Police Pension Manager statutory functions; working with the Pensions Regulator and reporting on key issues to Resources and Audit & Risk Committees.
- Carrying out other duties associated with the Police Pension Board including statutory responsibility for managing and providing secretariat support.
- Procuring and managing pensions related contracts including performance management of Pensions Advisor and Police Pension Board Chair.
- Overseeing the team managing and administering "opt-in" applications for the 3x police pension schemes and getting directly involved in cases as appropriate.

INJURY ON DUTY AWARDS

- Overseeing the team responsible for managing and administering the Injury on Duty Award scheme and Ill Health Retirement applications from former and serving officers.
- Overseeing the team responsible for managing and administering bespoke awards and for managing appeals processes.
- Overseeing the team responsible for managing and administering Pension Forfeiture cases and working directly with the Department of Justice and Home Office Guidance to adapt policies in relation to same.
- Assisting the Department of Justice in the management of the appeals process to include training, doctor and new staff familiarisation, assistance on complex correspondence, and other queries.
- Managing the Selected Medical Practitioner contract.
- Representing NIPB in relation to Medical Appeal Tribunals including preparation of relevant paperwork.

GDPR/FOI/COMPLAINTS & LEGAL

- Overseeing Data Protection Act /General Data Protection Regulations requests as they relate to the above schemes.
- Preparing and submitting documentation in relation to Freedom of Information requests.
- Overseeing the operation of the NIPB Internal Dispute Resolution Procedure (IDRP) in relation to pensions including preparation of Stage 1 and 2 responses.
- Preparing and submitting documentation and responses further to Pension Ombudsman complaints.
- Management of legal cases and claims affecting the Board.

GENERAL AND CORPORATE ROLE

- Producing a monthly and other adhoc reports to various committees and presenting information as appropriate.
- Overseeing general and occasional Liquor Licensing applications.
- Working with Senior Management Team at the Board, with PSNI Professional Standards Department, and with PSNI HR & OHW, as well as the Department of Justice to secure effective processes and address emerging issues.
- General policy development to include outstanding reassessment policy.
- Advising on other legal matters as may be required by the Chief Executive or Senior Management Team at the Board.
- Managing vexatious claims and liaison with CSO as appropriate.
- Supporting the Board in the delivery of its Corporate and Business Plans.
- Providing inclusive and supportive leadership within the Directorate and more generally across the Board, as a member of the Senior Management Team and Corporate Management Group.
- Carrying out staff management duties, and addressing professional development of both self and staff.
- Building trusted relationships with Board members, staff and key partners external to the Board.

The above information provides a brief outline of duties for illustrative purposes and is not intended to be exhaustive. It is important to note that responsibilities may be subject to reasonable change to meet the evolving needs of the role and the Board, without a requirement for formal consultation.

PERSON SPECIFICATION

ELIGIBILITY CRITERIA

Applicants must be able to demonstrate through evidence on their application form and through the selection process applicable to this role that, by the closing date for applications, they have:

ESSENTIAL EXPERIENCE (tested on application form)

- A minimum of two years' experience in the last 7 years of working in a litigation or a claims management environment in a managerial role
- Demonstrable evidence of understanding the regulatory environment in relation to pensions and its wider operations and controls
- Knowledge and previous experience of working with Data Protection legislation and Freedom of Information requests
- Previous experience of managing a team of no less than 5 individuals

DESIRABLE EXPERIENCE (tested on application form)

- Previous experience of working in a similar role
- Previous experience in working in a policing environment

ESSENTIAL SKILLS (tested during selection process)

- Clear and effective communication skills both written and oral
- An ability to read and interpret complex regulations and other legal instruments and summarise and articulate key information, as appropriate
- Evidence of strong attention to detail
- Strong numerate ability
- An ability to show resilience and to balance the competing needs of competing stakeholders
- Ability to build constructive professional relationships with external stakeholders

OTHER

- The role requires a degree of travel and it is an essential requirement that the successful candidate holds a full, clean UK driving licence and has the use of a car for official business and/or is able to demonstrate some other means of meeting this criteria through some form of reasonable adjustment in the event of a disability.

SUMMARY OF KEY TERMS & CONDITIONS

GENERAL

- There is one permanent full time vacancy.
- Direct recruits of the Board are employed under Northern Ireland Civil Service (NICS) terms & conditions but are not members of the Civil Service. Direct recruits enjoy the same terms & conditions as civil servants with the exception of movement across the wider NICS by way of access to NICS promotion boards, trawls, interest circulars or transfer, which is not applicable.
- The successful applicant will be required to give 3 months' notice in the event of their resignation from the post.

SALARY

- The Director of Police Pensions and Injury Benefits is graded at NICS Grade 7 equivalent for which the salary is currently £52,026 - £55,685.
- Starting salary will normally be the minimum of the scale.

HOURS OF ATTENDANCE

- The normal working hours for the role are 42 hours gross and 37 hours net (there is an unpaid 1 hour lunch hour).

HOLIDAYS

- In addition to public and privilege holidays (currently 12 days), the annual leave allowance will start at 25 days and under current NICS terms and conditions, increase to 30 days after 5 years' service.

PENSIONS

- This is a pensionable appointment. Further information on the pension scheme is available upon request.

VETTING

- It is a condition of employment that Director posts are subject to successful vetting to Counter Terrorist Check (CTC) level.

PROBATION

- The successful applicant will be on probation for the first year of service. This appointment will not be permanently confirmed at the end of that time unless they are deemed to reach an acceptable standard in all respects including health (not withstanding any statutory obligation to make reasonable adjustments for disabled candidates), conduct, attendance and performance.

LOCATION

- The successful applicant will be initially based at the Policing Board's offices at Waterside Tower, Clarendon Dock, Belfast and from Summer 2022, at James House, Cromac Avenue, Belfast. All staff will subsequently be based at this new location. The Board operates a hybrid working arrangement that allows opportunities to work from home but the role is not suitable for full time home working.

TRANSPORT

- Applicants will be required to confirm they have access to a form of transport which permits them to meet the requirements of this post in full.

ELIGIBILITY TO WORK IN THE UK

- Applicants are required to confirm prior to taking up employment that they are eligible to work in the UK.

FURTHER INFORMATION

If you have any questions about the role or the competition process, please contact Joanne Kane, Director, Headstogether Consulting Ltd in the first instance via email joanne@headstogether.com or landline 02890 424030

ASSESSMENT PROCESS

Candidates are strongly advised to read all the sections of this Candidate Information Booklet before completing their application form.

Completed application forms and a separate equality and diversity monitoring form should be sent to the Board's HR Partner, Headstogether Consulting Ltd via the email address recruit@headstogether.com.

Please do not send paper applications. Equality and diversity monitoring forms will be detached from application forms upon receipt and registered separately.

All applications must be received at recruit@headstogether.com by no later than Monday 6th June 2022 at 12:00 noon. Applications will be acknowledged upon receipt. Unfortunately late applications cannot be processed. It is the candidate's responsibility to ensure transmission of the application form in good time.

APPOINTMENT PANEL

The information provided within the application form will be used to determine which candidates meet the required criteria to be brought forward to the next stage in the assessment process.

It is the candidate's responsibility to ensure that their responses adequately address the criteria specified and to ensure that relevant examples are provided, as appropriate. The essential and desirable experience criteria will be used for shortlisting purposes. The Appointment Panel reserves the right to enhance the selection criteria as it sees fit in the event of a large volume of applications.

Applications will be considered by the Appointment Panel which will be Chaired by Sinead Simpson, Chief Executive of Northern Ireland Policing Board. The panel will also include two Independent Board Members, Doug Garrett [also Chair of the Northern Ireland Policing Board] and Deirdre Toner.

The panel will be assisted throughout the process by Joanne Kane, Director of Headstogether Consulting Ltd acting as an independent HR advisor to the Board.

ASSESSMENT PROCESS

Shortlisted candidates will be invited to participate in an assessment day which will include delivery of a presentation on a pre-advised topic, and a competency based interview. The panel will design questions based on the shortlisting / assessment centre criteria as laid out on pages 7 of this document. These criterion based questions will also be set in the context of the Northern Ireland Civil Service (NICS) competency framework at Level 4.

Further information on the Northern Ireland Civil Service (NICS) competency framework can be found at: www.nicsrecruitment.gov.uk

It is intended that assessments and interviews for this post will take place at the Board's offices in Clarendon Dock, Belfast during w/c 20th June 2022 (the date is likely to be 23rd June although this is yet to be confirmed).

Further details will be provided to candidates invited to attend for assessment at the time.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

By completing an application form for the role of Director of Police Pensions and Injury Benefits at the Northern Ireland Policing Board candidates are consenting to their personal information, as specified on the application form, being used by Headstogether Consulting Ltd and by the Northern Ireland Policing Board for the purposes of assessing their suitability for the position applied for. The information provided will be used for this sole purpose and the viewing of the information will be confined to those who have a legitimate reason for doing so.

In the event that a candidate is successful, their application form will be transferred to their personnel file at the Northern Ireland Policing Board and may be stored confidentially in hard or soft copy format for the duration of their employment. Other applications will be retained in hard and/or soft copy format by the Northern Ireland Policing Board for a period of 12 months after which they will be destroyed.

ASSESSMENT DAY EXPENSES

The Board will pay reasonable and necessary expenses of candidates invited to the assessment day upon production of valid receipts.

KEY DATES

The timetable which follows provides the proposed dates for the selection and assessment process. These dates are provisional and may need to be changed due to unforeseen circumstances, in which case alternative dates will be provided.

Date	May 2022
23 rd May 2022	Advertisement launch and applications open
	June 2022
6 th June 2022	Application close – 12:00 noon
w/c 6 th June 2022	Shortlisting takes place and candidates notified of results. Invite to selection day is issued.
w/c 13 th June 2022	Candidates provide presentations to HeadsTogether Consulting Ltd.
w/c 20 th June 2022	Assessment day takes place to include candidates delivery of presentation and competency based interview.

REASONABLE ADJUSTMENTS

Applications from disabled candidates are welcome. Any candidates who would like to discuss reasonable adjustments to any stage of the recruitment and selection process in light of a recognised disability should contact Joanne Kane on 02890 424030 or via the email address:

joanne@headstogether.com

EQUALITY

The Board is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief, gender, disability, age, race, political opinion, marital status, sexual orientation or whether or not they have dependents. Appointments will be made strictly on merit.

EQUAL OPPORTUNITY MONITORING

Equality monitoring is the process of collecting, storing and analysing information that is relevant to and necessary for the purpose of promoting equality of opportunity between different categories of persons. This section sets out what information is collected, the reasons for doing so and what it is used for.

You should note that the Monitoring Form is regarded as part of your application and failure to fully complete and return it will result in disqualification. The Monitoring Form will be processed separately and neither the form nor the details contained in it will be available to those considering your application.

LEGISLATIVE CONTEXT

This section explains the reasons for gathering this information by setting out the legislative background.

GENDER

The Sex Discrimination (NI) Order 1976 (as amended) makes it unlawful to discriminate against an individual on the grounds of his or her sex. Information on gender is also necessary to enable the completion of the annual statutory monitoring return, as required by the Fair Employment and Treatment (NI) Order 1998.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between men and women generally.

AGE

The Employment Equality (Age) Regulations (NI) 2006 make it unlawful for employers and others to discriminate on grounds of age. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different age.

COMMUNITY BACKGROUND

The Fair Employment and Treatment (NI) Order 1998 outlaws discrimination on the basis of religious belief or political opinion. The information requested in the Community Background section of the monitoring form is required in connection with the requirements of the above Order and to enable the completion of the annual statutory monitoring return to the Equality Commission for NI.

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different religious belief and political opinion. Following guidance issued in July 2007 by the Equality Commission for NI the Board has decided to use “community background” information as a proxy for political opinion.

DISABILITY

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons with a disability and persons without. The Disability Discrimination Act 1995 (the DDA) provides protection for disabled persons against discrimination on the grounds of disability.

RACE

The Race Relations (NI) Order 1997 makes it unlawful to discriminate on grounds of colour, race, nationality or ethnic or national origin. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different racial group.

SEXUAL ORIENTATION

The Employment Equality (Sexual Orientation) Regulations (NI) Order 2003 makes it unlawful for employers and others to discriminate on the grounds of sexual orientation. In order to monitor the effectiveness of the Boards policies information is gathered on sexual orientation. Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different sexual orientation.

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 HeadsTogether Consulting Ltd. Details of this will only be used for this purpose and do not form any part of the selection process.

MARITAL STATUS AND DEPENDANTS

Section 75 of the Northern Ireland Act 1998 requires public authorities in carrying out their functions in NI to have due regard to the need to promote equality of opportunity between persons of different marital status and between persons with dependants and persons without.

USE OF MONITORING INFORMATION

Monitoring information is used to enable the Board to assess the effectiveness of its Equal Opportunities policies and to determine the impact (if any) of various policies and procedures on different categories of staff. In addition to this internal focus community background and gender information on both staff and applicants is used to complete the annual statutory monitoring return to the Equality Commission.

GENERAL INFORMATION

FEEDBACK

The Policing Board is committed to ensuring that the processes used to recruit and select staff are fair and in accordance with the principles of the Civil Service Commissioners Code. The Policing Board is committed to providing feedback in respect of decisions taken in determining eligibility/shortlisting as well as at interview. Feedback in respect of eligibility/shortlisting will be communicated automatically to those candidates who fail to satisfy any criteria. All requests for feedback are welcome.

ORDER OF MERIT

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit, with the highest scoring applicant ranked first. The Board will allocate a candidate (or candidates) to a vacancy (or vacancies) in the order listed. The order of merit is valid for one year; however, may be extended for a further period where cogent practical reasons for doing so arise.



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