

DIRECTOR OF CORPORATE SERVICES

CANDIDATE INFORMATION BOOKLET
SEPTEMBER 2026

Completed application forms must be returned to recruit@headstogether.com
by no later than 12 noon (UK time) on **30th September 2026**

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FOREWORD

BY THE CHIEF EXECUTIVE OF THE POLICING BOARD

I am delighted you are considering joining the Northern Ireland Policing Board. I have been in post for five years (although I worked at the Board previously from 2001 to 2007) and I can honestly say this is the best job I have had in my 34-year career.



Working at the Board is challenging and varied but hugely rewarding and I consider it a privilege to be at the heart of accountability for policing which is one of the most important public services in Northern Ireland.

We are currently recruiting to the post of Director of Corporate Services. This is a multi-faceted role requiring an experienced and confident people leader, capable of providing strategic direction to a range of disparate work areas including finance, corporate governance, business planning, member services, people and organisational development, estates and IT, as well as ensuring the Board embraces the opportunities offered by digital developments. All these work areas are critical to the smooth functioning of the Board and require a strong customer focus and emphasis on continuous improvement.

The main purpose of the Board is to deliver independent policing oversight in Northern Ireland and we have a vision of ensuring ***‘an efficient and effective police service contributing to a safe society which has the support, trust and confidence of the community it serves.’***

The Board is structured across a number of Directorates and while you will lead the Corporate Services Directorate you will work collaboratively with other Directors to ensure Board members are supported to deliver their statutory and other duties. At the heart of our vision is a desire to make the Board a great place to work, with engaged people, working together across Directorates to achieve our shared goals.

The successful appointee will work in a fast-paced, dynamic, and heavily scrutinised organisation, that places significant value on openness, respect, diversity and integrity. You will play an important part in the Board Executive Senior Management Team and will report directly to the Chief Executive.

The Board has a team of just over 50 staff located in the Gasworks Complex, Lower Ormeau Road which offers modern, open-plan workspaces which support our hybrid working approach. There are many benefits to attract you to a role with the Board (further detailed on page 14) but we are particularly proud of our BeYou group which was set up by the staff of the Board to ensure the health and wellbeing needs of the entire team are addressed. As a proud holder of the IIP standard we also have a strong focus on delivery of our People Plan which everyone in the organisation has had a chance to shape and which will enable us, working together, to ensure that the Board is a great place to work, where everyone is supported and enabled to bring their best selves to work.

Please take the time to thoroughly read this Candidate Information Booklet which outlines the Job Description for the role. If you believe you have the skills and experience we need and share our values and commitment to deliver independent policing oversight, we would welcome your application. If you would like further information please contact our recruitment partner, Headstogether Consulting Ltd via email recruit@headstogether.com or by telephoning 02890 424030.

Thank you for your interest in this competition.



Sinéad 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. 10 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. The current **Chair is Brendan Mullan** and the **Vice Chair is Mukesh Sharma**. Board Members are appointed for an initial period of 4 years, although they can apply for further terms.

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 legislative powers from the Police (Northern Ireland) Acts 1998, 2000 and 2003. The Board fulfills its statutory responsibilities 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.

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, which include a significant body of work to support Policing and Community Safety Partnerships as well as delivery of our own Engagement and Communication plans. 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.

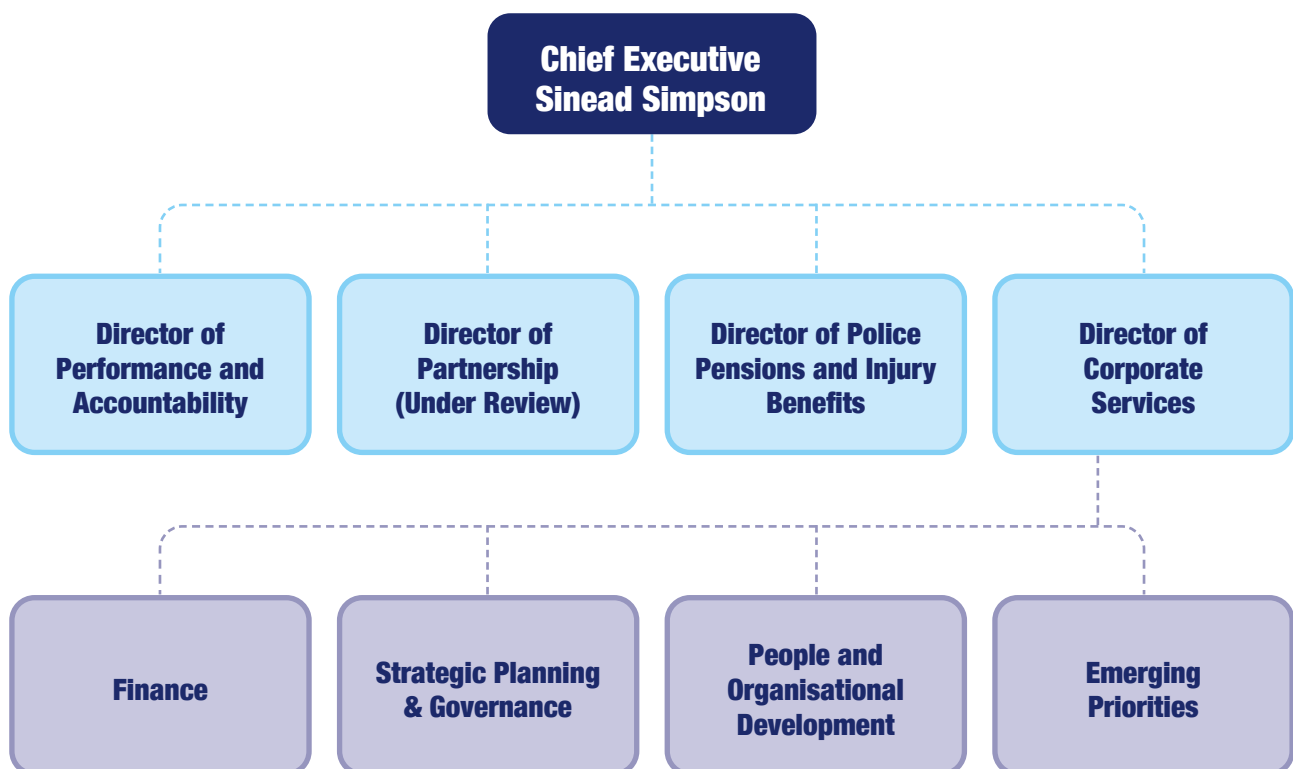
CURRENT BOARD ORGANISATIONAL STRUCTURE

The Director of Corporate Services is one of four Director roles within the Board's senior leadership team, reporting directly to the Chief Executive.

They will be supported by a team of approximately 17 staff within the Corporate Services Directorate at various grades from Administrative Officer to Deputy Principal, brigaded around four branches shown below.

The Board is undergoing a review of the senior management structure which may require changes to the span of responsibility for the Director of Corporate Services.

A summary structure of the Senior Team at the Board and the Corporate Services team is shown below.



JOB DESCRIPTION

ROLE TITLE:

Director of Corporate Services

ACCOUNTABLE TO:

Chief Executive

EXECUTIVE SUMMARY:

The Director of Corporate Services is a key member of the senior leadership team of the Board.

The role is responsible for leading and providing expert strategic advice to a multi-disciplinary team within the Board encompassing finance, IT, health and safety, estates, corporate governance, strategic planning, member services, technological developments as well as people and organisational development.

The post holder plays a lead role in supporting the accounting officer (the Chief Executive) in the discharge of their duties and will be the lead official for the Audit and Risk Assurance Committee of the Board, ensuring a robust corporate governance, risk management and assurance framework is in place.

The post holder will also be the lead official for other sub-groups associated with the duties of the role, most notably in connection with the Board's statutory role to appoint the senior team within the PSNI, and to act as the appropriate authority for senior officers in relation to misconduct matters.

The post holder is responsible for ensuring the smooth functioning of the Board and the support required by Board members to discharge their duties effectively.

The post holder may be required to deputise for the Chief Executive on occasions.

KEY DUTIES

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

ESTATES, IT AND DIGITAL DEVELOPMENT

- To ensure Board duties and responsibilities in relation to being the statutory owner of the PSNI estate are fulfilled appropriately.
- To have responsibility for the Board's own estate and associated health and safety issues and for ensuring there is an appropriate infrastructure to enable the Board to work efficiently and for continuous improvement projects to increase the Board's sustainability and other initiatives.
- To ensure that the Board's own IT arrangements are appropriately resourced, harness the most up to date technology and are subject to continuous improvement to meet the changing nature of how the Board delivers its work.
- To maintain the Business Continuity Plan.

GOVERNANCE, RISK AND STRATEGIC PLANNING

- To promote high standards of accountability and integrity in providing regular reports against the relevant objectives in the business plan to the senior management team, Board and Audit and Risk Assurance Committee.
- To discharge the role of lead official in relation to the Board's Audit and Risk Assurance Committee.
- To provide assurance to the Board and the Chief Executive that risks are properly identified and appropriately managed.
- To ensure that the Board's governance and risk management framework is up to date, compliant with best practice, communicated to and understood by staff and members, and is subject to continuous improvement.
- To take a lead role in the management and delivery of the internal audit programme.
- To take the lead role in the development of the Board's strategic/corporate plan including associated consultation and engagement programme and monitoring of performance against Board annual plans.
- To lead other projects and improvement activities to support delivery of corporate priorities and performance targets/KPIs.

FINANCE

- To ensure the effective operation and continuous improvement of the Board's finance function and operations (operating budget circa £7 million per annum).
- To provide expert advice to the Chief Executive to enable the responsibilities of the Board's accounting officer to be fulfilled, including preparation of the Annual Report and Accounts.
- To have ultimate responsibility for all aspects of Board budgets and for the fulfilment of its statutory responsibilities.

MEMBER SERVICES

- To ensure the needs of members are met to enable them to effectively discharge their duties including induction, ongoing training and other support services.
- To provide a Board secretary function including to ensure a sound system of governance is in place for the robust functioning of the Board including members' handbook, standing orders, code of conduct and other guidance, periodic effectiveness reviews, annual workshops as well as advice to the Chief Executive on Board functioning and membership.
- To support the Chief Executive as the lead official for the monthly Board meetings including scheduling and programming of public and private sessions, working with internal and external partners as appropriate.

PEOPLE RESPONSIBILITIES

- To provide strategic advice and guidance to assist Members in discharging their legal responsibilities in respect of senior PSNI officers and senior PSNI staff relating to appointment, misconduct, terms and conditions and remuneration, including providing the lead official role for the Professional Standards Committee and Senior Officer Employee Matters Group.
- To lead the Board's responses to key strategic consultations on Police remuneration and other matters such as those of the Police Remuneration Review Body and the Senior Salaries Review Body.
- To set high standards and create an environment where staff are motivated and challenged to give their best and live the Board values.
- To use resources effectively, including budget and staff, to ensure that appropriate resources are in place to deliver against the broad range of responsibilities within the corporate services directorate.
- To ensure an effective system of team briefings and engagements are in place including monthly full team briefs, regular senior leadership team meetings and annual staff workshops.
- To be an ambassador for driving the Board's vision and values.
- To oversee the team responsible for the Board's people and organisational development function and to provide innovative leadership which ensures the Board delivers against its own people strategy and organisational development plans.
- To provide strategic leadership and develop the capability of the Board's multi-disciplinary corporate services team.
- To work collaboratively with senior colleagues on the Board, senior leadership team and with other stakeholders and expert advisors in relation to wider decision making with particular emphasis on business strategy, business performance and improvement, risk management and change management.

DEPUTISING AND REPRESENTATION

- To deputise for the Chief Executive, as and when requested.
- To represent the Board in its engagements with key stakeholders as they relate to the corporate services role, up to and including senior representatives from the PSNI and other representative bodies, the Department of Justice, as well as across a range of other statutory and non-statutory bodies including local councils.

OTHER

- Maintaining and continuously developing professional knowledge and competence to provide a leading source of experience and authoritative advice on key issues.
- As noted earlier, the Board is undergoing a review of the senior management structure which may require changes to the span of responsibility for the Director of Corporate Services.

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 three years' experience¹ gained in the last seven years of discharging senior management responsibilities with an emphasis on strategic advice at a corporate level.
- A minimum of three years' senior management² experience in the last seven years of setting and achieving corporate objectives in a complex³ environment.
- A minimum of three years' senior management experience gained in the last seven years of managing a range of multi-disciplinary teams or functions.
- Excellent working knowledge demonstrated through examples being provided of governance, risk management, and regulatory compliance.

DESIRABLE EXPERIENCE (TESTED ON APPLICATION FORM)

- A finance, accountancy or broader management related qualification.
- Past experience of acting in an oversight or scrutiny role in relation to a large organisation or body.
- Past experience of working in the justice sector.

ESSENTIAL SKILLS (TESTED DURING SELECTION PROCESS)

- Strong interpersonal and leadership skills and an ability to work proactively with a variety of staff and stakeholders to achieve effective outcomes.
- Ability to analyse complex and diverse information and from that provide strategic insights to members in a variety of formats in order to guide them to make informed decisions.

1 Experience in this context is defined as taking decisions personally on strategic issues concerning the corporate body or organisation within which the individual is working.

2 Senior management experience is defined as taking decisions personally on strategic issues concerning the corporate body or organisation within which the individual is working.

3 Complex in this context is defined as an organisation delivering a wide range of objectives in different functional areas which requires a high level of collaboration with internal and 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 license 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.
- A commitment to and promotion of equal opportunities in the workplace.

GUARANTEED INTERVIEW SCHEME

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure disabled applicants, who meet the minimum essential eligibility criteria for the role they have applied for, are offered an interview. Further information on the GIS can be found [at Information for Disabled Candidates.](#)

SUMMARY OF KEY TERMS & CONDITIONS

GENERAL

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

SALARY

- The Director of Corporate Services is graded at NICS Grade 7 equivalent for which the salary is currently £61,673 - £64,469 (under review as 2026 pay award has not yet been agreed).
- Starting salary will normally be at the minimum of the scale.

HOURS OF ATTENDANCE

- The normal conditioned hours of work for the role are full-time: 42 hours per week (37 hours excluding meal breaks). As part of the role there is a requirement to attend meetings outside of normal working hours on occasions.

HOLIDAYS

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

PENSIONS

- We offer all employees an attractive pension package providing a range of valuable benefits both for the member and their dependents, providing peace of mind when it comes to planning for future retirement. Provisions also include generous ill-health, death and dependents' benefits and scope to top up pension through paying Additional Voluntary Contributions.

[More details can be obtained here.](#)

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. 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 based at the Policing Board's offices at James House, Cromac Avenue, The Gasworks, Belfast. The Board operates a hybrid working arrangement that allows opportunities to work from home, but the role is not suitable for full time home based 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 our recruitment partner, Headstogether Consulting Ltd via email recruit@headstogether.com or telephone 028 90424030.

APPLICATION AND ASSESSMENT PROCESS

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

A completed application form should be sent to recruit@headstogether.com. A separate equality and diversity monitoring form should be sent to the same address at the same time.

Please do not send paper applications as these will not be considered.

All applications must be received by no later than 12 noon on Wednesday 30 September 2026. Applications will be acknowledged by e mail upon receipt. Unfortunately late applications cannot be processed. It is the candidate's responsibility to ensure transmission of the application form in good time and before the deadline is reached.

SHORTLISTING AND APPOINTMENT PANEL

The information provided within the application form will be used by a shortlisting and appointment panel comprised of the Chief Executive, Sinéad Simpson and two independent Board Members, the current Chair of the Board, Brendan Mullan and Mukesh Sharma, the current Vice Chair, to determine which candidates meet the required criteria to be brought forward to the selection 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.

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 by the appointment panel to participate in an assessment day which is likely to include delivery of a presentation on a pre-advised topic, and a competency based interview. The process is designed to test competencies set in the context of the Northern Ireland Civil Service (NICS) competency framework at Level 4. Further information on the NICS competency framework [can be found here](#).

It is intended that assessments and interviews for this post will take place at the Board's offices in James House on 19th and 20th October 2026.

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 Corporate Services 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 (or their agents) 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. Under normal circumstances unfortunately dates cannot be changed to suit individual applicants.

Assessment Stage	Date
Applications open	14 September 2026
Applications close and shortlisting takes place	30 September 2026
Successful applicants invited to participate in process	5 October 2026
Selection process takes place	19 and 20 October 2026

REASONABLE ADJUSTMENTS

Applications from candidates with a disability 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 Headstogether Consulting Ltd on 02890 424030 or via the email address: recruit@headstogether.com

EQUALITY

EQUAL OPPORTUNITIES STATEMENT

The Board is committed to equality of opportunity in employment and welcomes applications from all suitably qualified candidates irrespective of religious belief or political opinion, gender or gender reassignment, disability, age, race, political opinion, marital or civil partnership 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 is required. 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 for shortlisting purposes.

Legislative Context

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

- **Sex**

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.

- **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 /civil partnership status and having 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 or civil partnership 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. All requests for feedback are welcome. Feedback is provided in writing only.

ORDER OF MERIT

The appointment panel will assess candidates against the selection criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The appointment 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.



Northern Ireland Policing Board

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