

# Head of City & Growth Deals

## Grade 5

£74,912 - £84,122 per annum  
(under review)

### IRC284814

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 27th January 2023.**

Please retain a copy of this booklet for your reference throughout the selection process.

### Candidate Information Booklet



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## **FOREWORD**

Thank you for your interest in the position as Head of City and Growth Deals (Grade 5) in the Department of Finance (DoF).

The Department is looking for a dynamic and impactful leader who can build strong working relationships with a range of stakeholders and demonstrate leadership to deliver outcomes in a fast moving environment.

This is a challenging leadership post which requires strong interpersonal and communication skills, relationship management skills and the ability to successfully work across organisational boundaries. The post holder will be responsible for setting the overall strategic direction of the City Deals Division through effective leadership and communication ensuring overall provision of a quality service.

If you are excited about this opportunity and if you have the experience and track record we are looking for, I do hope that you will apply.

**Neil Gibson**  
**Permanent Secretary, Department of Finance**

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## ORGANISATION

The Northern Ireland Civil Service (NICS) supports the Executive, the Assembly and the institutions of government. It works to develop and implement government policies and help deliver services to the public.

As one of NI's largest employers, the NICS employs over 23,000 staff across a wide range of disciplines and aspects of government that touch on everyone's day to day lives, managing a total annual budget in excess of £20 billion.

NICS staff work across nine departments (which range from around 300 to over 7000 staff in post) which support Ministers and the NI Executive 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. In addition, the Public Prosecution Service is staffed by civil servants and is a non-Ministerial department.

More information can be found on the website [www.nidirect.gov.uk](http://www.nidirect.gov.uk)

As a Senior Civil Servant, you will provide leadership, vision and drive and act collaboratively to deliver NICS corporate aims and departmental objectives.

While Senior Civil Servants are appointed initially to a specific post, you can expect to move to other posts at the same grade in any NICS department, providing opportunities for a wide ranging and varied career.

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## DEPARTMENT OF FINANCE

City & Growth Deals is a business area within the Public Spending Directorate of the Department of Finance (DoF) in Northern Ireland (NI).

DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to NICS departments, comprising human resources, accounting, financial management, ICT, training, accommodation, legal services and procurement.

DoF incorporates eight business areas and has approximately 3300 staff, who are located mainly in the Greater Belfast area and in Derry/Londonderry.

The overall aim of the DoF is, **“to help the Executive secure the most appropriate and effective use of resources and services for the benefit of the community”**.

In pursuing this aim, the key objective of the Department is to deliver quality, cost effective and efficient public services and administration in the Department’s areas of executive responsibility.

More details on the role of, and services provided by DoF can be found at [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk).

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## THE ROLE

### City and Growth Deals

Four City and Growth Deals have been announced covering the whole of NI, Belfast Region City Deal, Derry City and Strabane City Deal, Mid South West Growth Deal and Causeway Coast and Glens Growth Deal. There is a total funding package of £1.3bn comprised of £562m City/Growth Deals and £55m of Inclusive Future Fund funding provided by the UK government, which is match funded by the Executive as well as a £100m Complementary Fund provided by the Executive.

The DoF Permanent Secretary is the Executive's Senior Responsible Officer for the City and Growth Deals Programme. Public Spending Directorate fulfil the sponsor role for the programme, developing and agreeing the Governance and Funding Arrangements, seeking Executive agreement and leading on engagement with partners on agreeing Heads of Terms, Deal Documents, Financial Agreements and implementation plans. DoF chairs, or joint chairs, the various groups established under the Governance Arrangements and provides the secretariat function for these meetings.

The Head of City & Growth Deals (Grade 5) leads on the NI City & Growth Deals Programme and provides support to the Public Spending Director and the DoF Permanent Secretary on all aspects of the NI City and Growth Deals Programme. This will include translating the strategic priorities into outcomes, taking ownership of the delivery against these outcomes and taking quick and confident decisions at a strategic level to move things forward.

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## JOB DESCRIPTION

### Responsibilities include;

- providing advice and guidance on Governance and Funding Arrangements;
- leading engagement with local partners (Councils and Universities);
- leading for central government on development of Heads of Terms, Deal documents, Financial Agreements and Implementation Plans;
- leading engagement with NI accountable departments to develop detailed arrangements to ensure consistency of approach including funding flows, letters of offer etc.;
- liaising and with UKG partners (HMT, DLUHC and NIO) to ensure their requirements are met;
- chairing NI Working Group and providing updates to NI Oversight Group and Delivery Board;
- heading secretariat function for Delivery Board and Oversight Group;

- managing overall funding envelope including interface with NI Budget and In-year Monitoring;
- providing quarterly progress updates to SRO and updates for Executive as required;
- leading on production of public facing annual reports on each Deal, following signing of Deal document.

**The above list is not exhaustive but gives a good indication of the main duties of the post. The emphasis on particular duties will vary over time according to business needs.**

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## **PERSON SPECIFICATION**

### **Eligibility Criteria**

Applicants must, by the closing date for applications, be able to demonstrate that they have the following:

1. Direct and personal experience at senior management level\* of successfully managing working relationships with a diverse range of internal and external stakeholders, including those operating at Chief Executive level or equivalent within their organisations.
2. Direct and personal experience at senior management level\* of providing effective strategic direction and oversight in a complex\*\* and diverse organisational environment, working across local and central government;
3. Direct and personal experience at senior management level\* of effectively leading and managing substantial and complex\*\* programmes of work or projects against demanding deadlines, within an environment of competing priorities.

\* In a Civil Service context this would be expected to involve engagement with Ministers, Senior Officials and Departmental Boards. In the Private and other sectors this would be expected to involve engagement with decision makers at Executive Board Level.

\*\*Complex, in this context, is defined as an organisation delivering a wide range of objectives, which requires a high level of collaboration with multiple categories of stakeholders, including politicians.



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## **PERSON SPECIFICATION**

### **Application Sift**

Only the employment history and eligibility sections will be made available to the selection panel. Applicants should note that if a large number of applications are received, the panel may carry out an initial sift, assessing only information provided against eligibility criterion 1. For each of those applications sufficiently satisfying eligibility criterion 1, the panel will then consider the written evidence provided against the other criteria, taking forward only those candidates that best meet all criteria. Applicants should therefore provide the necessary relevant evidence against each specific criterion; the panel will not “read across” application forms to determine eligibility from evidence detailed under another criterion.

### **Shortlisting Criterion**

In addition, applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the Panel will carry out an objective evaluation of the information provided by candidates in response to eligibility criterion 1 of the eligibility criteria. This will be completed on a scored basis and only the highest scoring applicants will proceed to interview.

The Panel will complete this assessment against the information provided by applicants in the application form only.

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## **PERSON SPECIFICATION**

### **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 Applicants](#)

If you wish to apply under the GIS, you must declare this on your application form. Shortlisting criteria will not apply to GIS applicants.

If you do not wish to apply under the GIS, but do require us to make reasonable adjustments during the recruitment process, you should provide details on your application form. We will consider all requests for reasonable adjustments for any stage of this recruitment process. Details of any disability are only used for these purposes and do not form any part of the selection process.

If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be asked to outline any reasonable adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

## RECRUITMENT PROCESS

### The Merit Principle

In accordance with the Civil Service Commissioners' Recruitment Code, appointments to the NICS are made under the 'merit principle', where the best person for any given post is selected in fair and open competition. Further information on the Civil Service Commissioners can be found at [www.nicscommissioners.org](http://www.nicscommissioners.org).

### Selection Panel

Deirdre Toner  
Civil Service Commissioner (Chair)

Neil Gibson  
Permanent Secretary, Department of Finance

Joanne McBurney  
Deputy Secretary, Department of Finance

### Timetable

Date	Stage
<b>9th January 2023</b>	<b>Advertise</b>
<b>27th January 2023</b>	<b>Closing date for applications</b>
<b>9th February 2023</b>	<b>Eligibility sift</b>
<b>7th and 9th March 2023</b>	<b>Interview</b>

Please note these are indicative dates only

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## **SELECTION PROCESS**

### **Eligibility Sift**

After the closing date, all applications will be carefully considered and evaluated by the selection panel on the basis of the written evidence provided against the eligibility criteria. Only the employment history and eligibility sections will be made available to the panel. The selection panel will assess the applications in response to the criteria, taking forward those candidates that best meet the criteria.

### **Presentation and Interview**

As part of the selection process candidates will be required to make a presentation lasting 7 minutes. The title of the presentation will be provided to candidates in the invitation letter to interview. The panel will also ask follow up questions after the presentation.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day on the interview. Applicants may bring prepared speaking notes into the interview to deliver the presentation. No other visual aids or handouts are permitted.

The presentation will be assessed against Seeing the Big Picture and Collaborating and Partnering.

In the interview which follows the presentation, the Panel will further assess candidates against the skills and experience set out in the Person Specification, assessing the leadership behaviours of the following competences:

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## **SELECTION PROCESS**

### **Delivering Results:**

Achieving Outcomes through Delivery Partners.

### **Setting Direction:**

Making Effective Decisions.

### **Engaging People:**

Leading and Communicating.

The Panel will score and list those suitable for appointment in order of merit. Candidates need to reach the minimum standard across all competences in the assessment process in order to achieve the pass mark.

Information on the NICS leadership behaviours and competences (skills, knowledge and behaviours) can be found [here](#).

These indicators are not designed to be comprehensive, rather to give an understanding of what is expected of NICS leaders.

**It is intended that interviews for this post will take place in Belfast.**

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## **TERMS AND CONDITIONS**

There is one full time vacancy. This is a permanent appointment to the Senior Civil Service (SCS), the NICS top leadership and management resource. Further appointments may be made using the merit list should this position become vacant within the lifetime of the competition, which is one year.

### **Secondment**

Consideration will be given to filling this position by secondment of the successful candidate from their current employer. “Secondment” means a voluntary transfer from a permanent employer for a fixed period which does not sever the employment relationship of the person seconded with the permanent employer.

The duration will be agreed by all parties prior to the start of any secondment. A secondment would be on a candidate’s current terms and conditions of service.

It is advisable that candidates interested in a secondment option make their employers aware that, under NICS secondment arrangements, the successful candidate will remain an employee of their current employer. The necessary administration arrangements will be agreed with the Department and the employer before a secondment arrangement commences.

### **Location**

This post will be based in Clare House, Airport Road, Belfast.

The post holder will be expected to attend the office in line with business needs. A style of working, which blends working at home (and remotely) with working in the office, will be considered in the context of the NICS ‘Hybrid Working’ policy.

## TERMS AND CONDITIONS

### Salary

Salary will be within the range £74,912 - £84,122 (under review).

The successful candidate can expect to be placed at the minimum point of the payscale, although a higher starting salary within the range may be available if he/she has exceptionally relevant skills/experience. If the successful candidate is an existing NI civil servant, starting pay on promotion/transfer to a new substantive grade will apply.

In order to comply with the disclosure requirements in our Annual Accounts, we may be required to disclose details of the total remuneration, including any taxable benefits in kind and pension benefits for this post in our annual accounts. Further information may be disclosed in line with any future disclosure requirements relating to the senior management of departments. It is a condition attaching to the appointment to any SCS post in NI that appointees agree to these disclosure requirements.

A successful candidate will, on appointment, become a member of the SCS. As a member of the SCS the post holder may be transferred to other posts at the same level.

### Pensions

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

For 2022/23, employer contribution is 34.2% of salary and the employee contribution is 7.35% of salary between £56,400.00 and £153,299.99.

More details can be obtained from the website [www.finance-ni.gov.uk/civilservicepensions-ni](http://www.finance-ni.gov.uk/civilservicepensions-ni) or if you are unable to access the website please contact Civil Service Pensions at Waterside House, 75 Duke Street, Londonderry, BT47 6FP

Tel: 02871 319000

Email: [cspensions.@finance-ni.gov.uk](mailto:cspensions.@finance-ni.gov.uk)

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## **TERMS AND CONDITIONS**

### **Holidays**

In addition to public and privilege holidays, currently 12 days, the annual leave allowance will be 30 days.

### **Hours of Work**

The normal conditioned hours of work are full-time: 37 hours net per week Monday to Friday. In common with all SCS appointments, the post-holder may be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

### **Travel**

Access to a form of transport will be required in order to fulfil the responsibilities of this post.

Travel throughout NI will, in normal circumstances, be required on a regular basis and travel nationally and internationally may also be required.

### **Vetting**

An appointment will be dependent on the individual satisfying the vetting requirements for the post. The level of vetting required for this post is Basic.

### **Probation**

Confirmation of appointment will be dependent upon the satisfactory completion of a probationary period of 1 year. If performance, conduct or attendance during this period is not satisfactory the appointment may be terminated.

### **Career Development**

The NICS is committed to career development and offers attractive career prospects across a wide variety of roles and professions. Career development is an integral part of the performance management system. Personal Development Plans identify learning and



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## TERMS AND CONDITIONS

development needs with a view to enhancing skills and capabilities. NI Civil Servants have access to a wide range of internal job opportunities, including secondments with external organisations and are encouraged and supported in proactively managing their career.

### **Conflict of Interest**

It is a basic requirement of all Civil Servants that their private activities should not bring them in to conflict with their official duties.

Conflict of Interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings which affect the department's business directly or indirectly. Therefore to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business.

As such, to protect employees and the department from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

The successful candidates will also be required to sign a Register of Interests. To ensure openness and transparency, registers of interests of senior officials and board members of public bodies should be made available/published. Further information can be found by clicking the link below.

**[www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodof0721att.pdf](http://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodof0721att.pdf)**

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## **TERMS AND CONDITIONS**

### **Further Information**

Applicants wishing to learn more about the post before deciding to apply may telephone Barry Armstrong , 028 90816830 or email [\*\*barry.armstrong@finance-ni.gov.uk\*\*](mailto:barry.armstrong@finance-ni.gov.uk)

If you have any questions about the recruitment process, or you require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: [\*\*recruitment@hrconnect.nigov.net\*\*](mailto:recruitment@hrconnect.nigov.net)

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## HOW TO APPLY

Please register to this vacancy and complete an online application form

<https://irecruit-ext.hrconnect.nigov.net>

### **Please note:**

- When completing the online application, your information is saved as you move through the pages. You may leave the application at any time, providing you have clicked on the 'Save & Continue' button. Once your application has been submitted the option to edit will no longer be available.
- The session timeout for the online application is 40 minutes, if you do not save or change page within this time you will automatically be logged out and any unsaved work will be lost.
- You must click SUBMIT once you have finished your online application. You will receive an acknowledgement email. Please contact HRConnect if you do not receive an acknowledgment email within 24 hrs.

### **Help with making your application:**

If you require any documentation in an alternative format, you should contact HRConnect on 0800 1300 330 or email [recruitment@hrconnect.ni.gov.uk](mailto:recruitment@hrconnect.ni.gov.uk)

Should you require it, you can get advice or assistance from local disability employment organisations. To find out more about local disability employment organisations contact Northern Ireland Union of Supported Employment (NIUSE), an umbrella group for individuals and organisations promoting opportunities for people with disabilities to access and maintain employment, email [info@niuse.org.uk](mailto:info@niuse.org.uk), tel. 0044 (0)28 71 377709, text phone 0044 (0) 28 71 372077.

The closing date for receipt of completed applications is 12 noon on Friday 27th January 2023.

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## **FURTHER INFORMATION**

### **NICSHR PRIVACY NOTICE**

NICSHR are committed to protecting your privacy. HRConnect manage job applications on behalf of NICSHR, in line with the NICSHR privacy notice available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk)

#### **Changes in personal circumstances and contact details**

HRConnect will issue electronic competition communications. Please check your email account regularly, including junk mail folder, to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Please ensure you inform HRConnect immediately of any changes in personal circumstances.

### **DISABILITY REQUIREMENTS**

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact HRConnect.

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## **FURTHER INFORMATION**

### **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 HRConnect. Details of this will only be used for this purpose and do not form any part of the selection process.

### **DOCUMENTATION**

Identification documents to satisfy the Nationality and Security requirements of the post will be required. You should ensure that the required documents are readily available. Guidance on Nationality requirements is available via [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk).

### **RIGHT TO WORK AND NATIONALITY REQUIREMENTS**

We must ensure that you are legally entitled to work in the United Kingdom and satisfy the Nationality requirements for appointment to the NICS. Applicants must be either:

- i. UK national; or
- ii. National of a Commonwealth country; or
- iii. National of the Republic of Ireland; or
- iv. EEA national with settled status under the EU Settlement Scheme; or
- v. Relevant EEA or Turkish national working in the Civil Service; or
- vi. Relevant EEA or Turkish national who have built up the right to work in the Civil Service; or
- vii. Certain family members of the relevant EEA & Turkish nationals

## FURTHER INFORMATION

### SECURITY

For this post in the NICS the level of vetting is Basic. For this check you will be required to provide the following:

#### 1. BASELINE PERSONNEL SECURITY STANDARD

- a. Your passport OR
- b. A document verifying your permanent National Insurance number (e.g. P45, P60 or National Insurance card) AND your birth certificate which includes the names of your parents (long version).
- c. A specimen signature at any assessment event and have this validated against passport, driving licence, application form etc.

Further information regarding the Baseline Personnel Security Standard, including other acceptable documents is available via [www.gov.uk](http://www.gov.uk). Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

We will organise a Criminal Record Check on all applicants to be carried out by AccessNI. The category of AccessNI check required for this post is;

#### Basic Disclosure Certificate

You should not put off applying for a post because you have a conviction. We deal with all criminal record information in a confidential manner, and information relating to convictions is destroyed after a decision is made. Further information regarding policy on the recruitment of ex-offenders and the vetting process is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) in Recruitment Policy and Procedures manual.

Security Policy for AccessNI Disclosure Information is available at [www.nicsrecruitment.org.uk](http://www.nicsrecruitment.org.uk) under Useful Information.

The AccessNI code of practice can be accessed via [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni)

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## **FURTHER INFORMATION**

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment.

Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

Criminal Record information is subject to the provisions of the Rehabilitation of Offenders (NI) Order 1978.

### **EQUAL OPPORTUNITY MONITORING FORM**

Please note the Equal Opportunities monitoring section of the application form is mandatory in order to submit an application.

For guidance on completing the Monitoring Form and to read the NICS Equal Opportunities Policy Statement

please refer to the DoF website [www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)

Applications from women, young people (people under the age of 35), people with a disability and people from minority ethnic communities are particularly welcomed for this post.

The Northern Ireland Civil Service is an Equal Opportunities Employer. All applications for employment are considered strictly on the basis of merit

### **FEEDBACK**

The NICS 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. We are consequently committed to providing feedback in respect of decisions taken at each stage of the recruitment process.

**THIS CANDIDATE INFORMATION BOOKLET DOES NOT FORM PART OF CONDITIONS OF EMPLOYMENT**

