

**Candidate Information Booklet**

**Deputy Head of Culture, Engagement & Development**

**IRC287291**

Completed Application Forms must be returned to HRConnect no later than 12 noon (UK time) on Friday 2nd December 2022

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Communication between HRConnect and you

HRConnect will issue competition communications electronically. Please ensure you check your email account regularly, to make sure that you don’t miss any important communications. There may be a requirement to issue competition communications by post.

Please update us with any changes to your email address and home address to ensure you are fully informed at all times.

Equal opportunities

Agri-Food and BioSciences Institute (AFBI) is an equal opportunities employer and has been awarded the Bronze Charter Mark in recognition for our commitment towards Diversity and Inclusion in the workplace. All appointments will be made strictly on the basis of merit. If you have any queries with regard to this recruitment process or require any documentation in an alternative format, please contact HRConnect via email [[Recruitment@HRConnect.nigov.net](mailto:Recruitment@HRConnect.nigov.net)](mailto:NICS@HRConnect.nigov.net) or call 0800 1 300 330. We will be happy to assist you.

**We would particularly welcome applications from females and those from a Roman Catholic background.**

Feedback -AFBI is committed to providing feedback to assist the development of current and future applications.

# Recruitment overview

Thank you for your interest in our organisation. At AFBI you will find a fantastic team spirit and a commitment to the development of both you and your skills so that you can choose to have a long-term career with us.

This Candidate Information Booklet offers specific information to applicants.

Please read this document carefully in advance of submitting your application and retain it for reference throughout the recruitment process.

At AFBI, we take great pride in the work we undertake. All AFBI employees are appointed on merit on the basis of fair and open competition.

We wish you every success in your application!

**Important dates** - It is intended that interviews for this post will take place in AFBI HQ, Newforge Lane, Belfast during week commencing Monday 2nd January 2023.

**Compulsory documentation** - It is compulsory that all candidates invited to attend an assessment and/or interview, bring sufficient identification. Your attendance may not be permitted in instances where identification cannot be shown.

You want to change the world. So do we.

[Agri-Food and BioSciences Institute (AFBI)](https://www.afbini.gov.uk/introducing-afbi) is a leading provider of scientific research and services to government, non-governmental organisations and commercial organisations. We are sponsored by our key stakeholder, the Department of Agriculture Environment and Rural Affairs (DAERA).

Our customers include a range of local, national and international commercial companies, Northern Ireland and UK Departments, Agencies and associated bodies in the European Union.

As a leading institute of research, we tackle the complex challenges of our industry through purpose-driven science. We are a community with a common goal: to leave the world better than we found it. Are we ambitious? Definitely. Are our ambitions achievable? Absolutely. AFBI has been defying scientific boundaries to create measurable, scalable and enduring solutions to agri-food and marine science complexities in Northern Ireland - and beyond - since 2006.

We are delighted that you are considering joining us.

Of all the many factors that come together to make AFBI what it is, nothing is more important than our employees. Every area of our service delivery is underpinned by a number of dedicated teams working in synchrony to ensure the provision of scientific excellence. Across our four divisions, every team member, from those on the scientific front to those working behind the scenes in one of our offices, plays an essential role in delivering our long tradition of excellence, whilst helping to propel future discoveries.

Together we are better.

Our People Vision is to:

Attract, empower and grow purpose-driven staff with the passion and capability to pursue excellence, embrace technology and cultivate innovation and change.

This is how we do great science.

Great people. Great science.

# About Finance and Corporate Affairs Division (FCAD)

Finance and Corporate Affairs Division is based primarily at AFBI headquarters, Newforge Lane, Belfast but with staff deployed at some of the larger sites.

It supports the AFBI Chief Executive and the Executive Management Team (EMT) in securing and deploying the financial, people and infrastructure resources of AFBI. The division has a key role in ensuring that AFBI is an efficient, effective, sustainable and accountable organisation with high standards of governance.

FCAD also includes the Research Support Office which identifies research, funding and commercial opportunities.

FCAD Branches

* Corporate Affairs
* Corporate Projects
* Finance
* Governance and Performance
* People & Culture
* Research Support and Corporate CommunicationsAbout the People and Culture Branch

The People & Culture Branch in AFBI is a collaborative team of professionals dedicated to:

* Valuing, encouraging, and supporting a diverse AFBI workforce;
* Continually improving individual and organisational effectiveness;
* Anticipating and meeting the changing needs of the workforce;
* Championing career and professional growth;
* Guiding and maintaining a healthy and positive work environment;
* Enhancing support services through innovative and creative staff engagement methods.

We do this because our goal is to maintain a high-performance workforce and ensure compliance with employment law and best practice.  The People & Culture branch strives to play its part in driving the delivery of the Organisations business plan through its people. We do this by ensuring we attract and develop a highly talented and motivated international workforce whilst creating a culture in which our people thrive.

To deliver this the People & Culture Branch is structured into four key business areas:-

* **Workforce and Succession Planning** – provides administrative support and advisory services for all recruitment procedures and future succession planning. This includes internal and external recruitment exercises, including, agency appointments and temporary promotion opportunities.
* **People Operations** – provides support for AFBI staff on all aspects of terms and conditions of employment, from hiring to retiring. The duties also include responsibility for disciplinary procedures. The team also has responsibility for end-to-end employee relations matters.
* **Engagement and Development** – delivers internal training interventions, sets annual corporate training events and provides administrative support for all aspects of learning and development, including the engagement of work experience students. This team leads on performance management across the organisation.
* **Culture and Diversity –** delivers the AFBI Health & Well-Being and Diversity & Inclusion Strategies across the Organisation. In addition, this area provides administration of all Equality obligations under Section 75 of the Northern Ireland Act to ensure that equality of opportunity and good relations are central to policy making, policy implementation and review.

The People and Culture Branch has also engaged the services of an external HR service provider (HRConnect) to deliver the transactional / day-to-day routine administrative tasks.

# Job Background

The post holder will **support the Head of People and Culture to manage and coordinate the strategic and operational activities of the team.** The main duties of the post are outlined below.

**JOB PURPOSE:**

Take the lead and champion the development of workforce strategies which promote organisational improvements across all areas of people management, to include employee engagement, health and wellbeing and learning and development.

**MAJOR DUTIES:**

* Provide HR guidance and support in relation to restructuring projects and conduct job evaluations when required.
* Provide support and guidance to senior leaders on all aspects of learning and development initiatives to support business initiatives and enhance internal staff development.
* Champion staff engagement and health and wellbeing and develop approaches for continuous improvement.
* Work in partnership with senior leaders to understand the strategic challenges and ensure the AFBI People Strategy aligns.
* Champion diversity and inclusion through the development of strategies and action plans.
* Take the lead on Section 75 Equality initiatives and compliance reporting.
* **Provide training, in HR related topics.**

**Generalist Role**

* **Provide specialist advice and guidance to managers and staff, regarding interpretation and application of HR policies and procedures.**
* Provide advice and guidance on a range of complex employee relations cases including working in partnership with Trade Union representatives to ensure the effective development of positive employee relations.
* Conduct staff wellness assessments and provide guidance when required.
* **Assist with the ongoing review of the AFBI People Strategy and support the building and maintaining of the AFBI HR corporate brand.**
* **Act as the HR lead on organisation wide work projects and teams, as assigned.**
* Ensure up to date and accurate statistics and systems are maintained and produce regular corporate reports for the senior team.
* Contribute to the development of and monitor performance of branch plans and key performance indicators to ensure the effective and efficient management and development of the HR function.
* Assist in the management of responses to requests for information under Data Protection, Freedom of Information or other legislation.
* Deputise for members of the team as required.

**Staff Management**

* Lead and develop direct reports and provide coaching and mentoring across the HR team to ensure continuous improvement.
* Ensure effective absence and performance management of staff in line with AFBI policies and procedures.
* Ensure safe, secure and suitable working environments which are health and safety compliant.
* Ensure compliance with GDPR regulations.

**This list is not exhaustive and the successful candidate will be required to carry out other duties as allocated by management.**

# Job Information and Employee Benefits

A reserve list will exist and will be held for a period of 12 months from the date of interview, to cover any similar vacancies which may arise.

**Salary**

Currently the salary for the post will be within the range £39,748 - £42,639 within which pay increases will be on an incremental basis provided staff performance reports are satisfactory.

Starting salary will be at the minimum of the scale.

**Working Hours**

The successful candidate will normally be required to work 5 days each week, totalling 37 hours. AFBI operates a flexi working system.

**Location**

The successful candidate will be based at AFBI Newforge, 18a Newforge Lane,

Belfast, BT9 5PX, however, they may, on occasion, also be expected to work at other sites in Northern Ireland as required.

Hybrid working can also be considered.

**Travel**

The post will require access to a form of transport which will permit the successful candidate to meet the requirements of the post in full.

**Pre-employment checks**

Pre-employment checks consist of a qualification check and an AccessNI check. The security check required for this post is basic level. HRConnect will provide your details to Experian who will undertake this check. This is a two-part process during which all communications will be issued to you electronically.

**Annual Leave**

In addition to the usual public and privilege holidays, there is an annual leave allowance of 25 days, increasing to 30 after five year’s satisfactory service.

**Probationary Period**

The post holder will serve 12 months’ probation in the new post. This will commence from the date of appointment. At the end of the probation period a formal review will be conducted.

**Professional Development**

We believe in our employees and understand the importance of investing in ongoing development. Support for professional development will always be considered.

**Employee Benefits**

AFBI offers employees an unrivalled benefits package. For further information please click [here](https://www.afbini.gov.uk/sites/afbini.gov.uk/files/publications/AFBI%20Employee%20benefits%20v3.0_0.pdf).

**Further Information**

Further Information about the post may be obtained from Fiona Campbell, AFBI Head of Human Resources on 028 9025 5657.

For information on how the recruitment process will be managed and for further recruitment and selection resources, please click [here](https://www.afbini.gov.uk/careers-afbi).

For information on our equal opportunities, please click [here](https://www.afbini.gov.uk/equality-diversity-inclusion).

### Eligibility Criteria

Applicants must, by the closing date for applications provide evidence in their application form which demonstrates that they satisfy the following essential criteria.

1a. Hold membership of the Chartered Institute of Personnel and Development (CIPD) at a minimum of Chartered member level and have 2 years post qualification HR experience in the last 8 yearsoperating at a supervisory level\* within a medium size organisation\*\*.

**OR**

1b. Have 5 years HR experience operating at a supervisory level\* within a medium size organisation\*\* and hold a Level 5 CIPD qualification.

**AND**

1. Have taken the lead at supervisory level\* in at least two of the following:
2. **Development of strategic capability framework to strengthen a workforce in support of business need.**
3. Implementation of staff engagement initiatives to increase levels of staff engagement.
4. Management of diversity and inclusion programmes and how they intertwine with other processes within an organisation.
5. Provided advice and or managed cases on at least 3 of the 5 areas below:
   * grievances
   * disciplinary
   * performance management
   * capability and
   * equality cases

1. Demonstrable experience of building constructive, positive and collaborative partnerships with a diverse range of stakeholders, including senior management, to effectively deliver significant organisational objectives.
2. Demonstrable experience of effective verbal and written communication that influenced a major decision or achieved a significant negotiation using meaningful analysis of HR management information.

**Further clarification**

\* Supervisory managementexperience is defined as experience gained in at least the 3rd tier of management of the organisation e.g. reporting directly to a Senior Manager and, in the case of existing Civil Servants or other public sector employees be at least at Staff Officer Grade or equivalent.

\*\* Medium sized organisation defined as having 250+ staff.

NB: Level 5 CIPD as per Regulated Qualifications Framework (RQF) for England and Northern Ireland

**SHORTLISTING CRITERIA**

In addition, applicants should be aware that after an eligibility sift, should it be

necessary to shortlist candidates to go forward to interview, the following

shortlisting criteria will be used, in the order listed:

1. The requirement at eligibility criterion 2 will increase to at leastthree or moreof the areas listed.
2. The requirement at eligibility criterion 2 will increase to all of the areaslisted.

The Panel will complete this assessment against the information provided in the application form in response to eligibility criterion 2.

In providing evidence for both eligibility and shortlisting criteria it will be essential that candidates draw upon specific examples of work they have undertaken to illustrate the extent to which they possess the experience and skills required. It will not be sufficient simply to list the duties and responsibilities of posts held.

Relevant or equivalent qualifications: give the type of qualification and date awarded (the date awarded is the date on which you were notified of your result by the official awarding body). If you believe your qualification is equivalent to the one required, the onus is on you to provide the panel with details of modules studied etc so that a well-informed decision can be made.

# **Please note:**

* **You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.**
* **It is not sufficient to simply list your duties and responsibilities.**
* **The panel will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained.**
* **If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.**
* **ONLY the details provided by you in your application form (the employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.**
* **Further information on the Core Competences for this grade can be accessed through** [**www.nicsrecruitment.org.uk**](http://www.nicsrecruitment.gov.uk)

### PERSON SPECIFICATION

This position is analogous to Deputy Principal Level in the NICS.

Candidates will be expected to demonstrate the skills and competencies set out in the Essential Criteria. In addition, they will also be required to demonstrate competency in Professional Knowledge & Skills pertaining to this post together with the skills and competencies set out in the Northern Ireland Civil Service (NICS) competency framework at Level 3 for the purpose of personal and professional development.

Selection panels will design questions to test the applicant’s knowledge and experience in each of the above areas and award marks accordingly.

**You should refer to the behaviours listed under level 3 of the relevant competence areas.**

To view the NICS Competency Framework, please click [here](https://irecruit-ext.hrconnect.nigov.net/resources/documents/n/i/c/nics-cf.pdf).

### Interview Criteria

In addition to satisfying the eligibility criteria and shortlisting criteria (if applicable) applicants will also be expected to display the following qualities and skills at interview-

1. **Professional Knowledge & Skills**

* **Applies HR knowledge and skills to the areas of workforce, succession planning and talent management.**
* Applies HR knowledge and skills to areas of managing complex employee relations and attendance issues.
* Maintains an up-to-date knowledge of developments in HR and best practice.

**Marks available: 30 Minimum Standard: 18**

1. **Seeing the Big Picture**

Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with, and supports, organisational objectives and the wider public needs. For all staff, it is about focusing your contribution on the activities which will meet Departmental and Programme for Government goals and deliver the greatest value.

**Marks available: 10**

1. **Changing & Improving**

People who are effective in this area are responsive, innovative and seek out opportunities to create effective change. For all staff, it is about being open to change, suggesting ideas for improvements to the way things are done, and working in ‘smarter’, more focused ways.

**Marks available: 20 Minimum Standard: 12**

1. **Delivering at Pace**

Effectiveness in this area means focusing on delivering timely performance with

energy and taking responsibility and accountability for quality outcomes. For all staff, it is about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.

**Marks available: 10**

1. **Making Effective Decisions**

Effectiveness in this area is about being objective, using sound judgement, evidence and knowledge to provide accurate, expert and professional advice. For all staff, it means showing clarity of thought, setting priorities, analysing and using evidence to evaluate options before arriving at well-reasoned, justifiable decisions.

**Marks available: 10**

1. **Leading & Communicating**

At all levels, effectiveness in this area is about leading from the front and communicating with clarity, conviction and enthusiasm. It is about supporting principles of fairness of opportunity for all and a dedication to a diverse range of citizens.

**Marks available: 10**

Total marks available: 90

Overall pass mark: 54 (60%)