

Director of Rating Policy Senior Civil Service Grade 5

Department of Finance (DoF), Land & Property Services

£75,464 - £84,674 per annum (under review)

IRC300476

Completed application forms must be returned to HRConnect no later than **12 noon (UK time) on Friday 3rd May 2024.**

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 of Director of Rating Policy (Grade 5) in Land & Property Services (LPS) within the Department of Finance (DoF). Our mission is to deliver excellence and innovation in all our services which play a vital part in supporting the delivery of public services and contributing to the economy of Northern Ireland.

As Director of the Rating Policy Division, the successful candidate will lead a team which develops policy and prepares legislation on the domestic and non-domestic rating systems in Northern Ireland. The successful candidate will also provide advice to the Finance Minister and DoF Permanent Secretary.

As a member of the LPS Management Board, you will help LPS deliver its strategic and corporate objectives. You will work closely with the Director of Valuation and the Director of Revenues and Benefits to ensure the efficient operation of the end to end rating system and the effective delivery of any reforms to rating policy introduced by the Finance Minister and the Executive. You will also have an important role in building and maintaining good relationships with local government and business sectors.

In a climate of continuing financial constraints and high expectations from customers and stakeholders, LPS is seeking an experienced, dynamic and committed person who has the ability to grasp the complexities of rating policy. We are looking for a person who will be providing advice on complex policy matters, developing policy on important matters of public interest and developing legislation.

This position offers a significant opportunity to deliver results that will make a real difference to Northern Ireland.

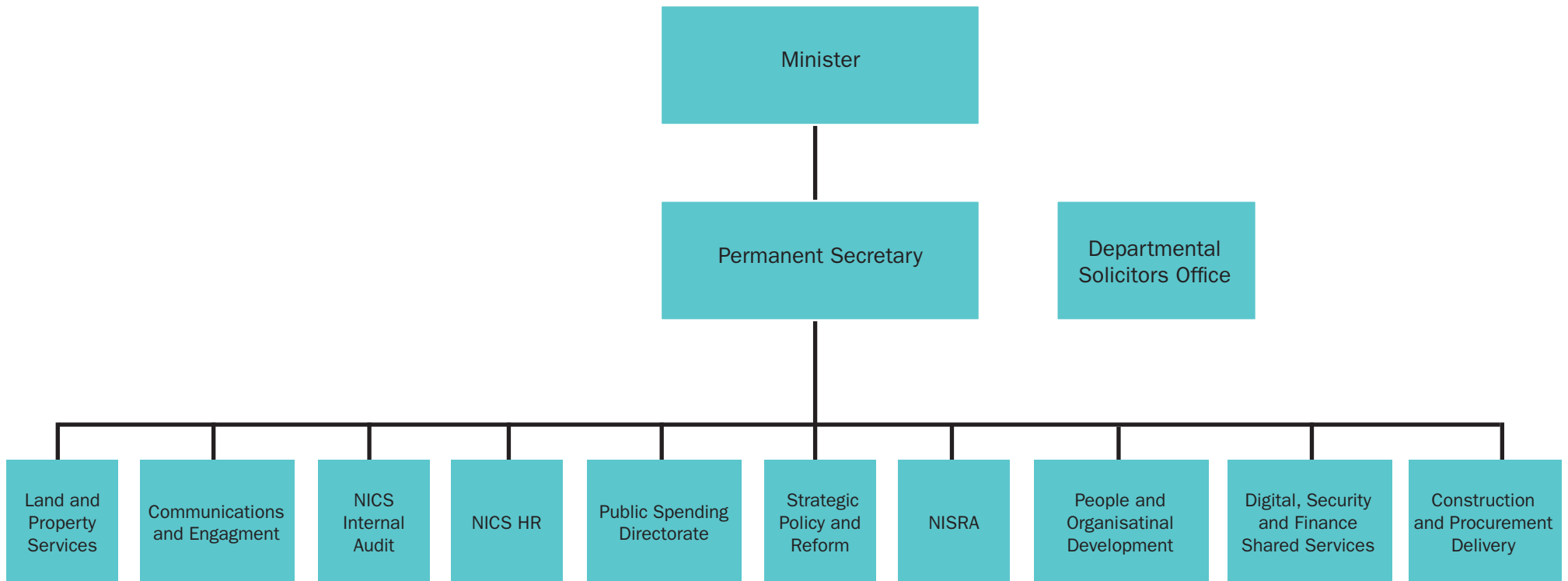
I hope you find the information within the Candidate Information Booklet helpful.

SHARON MAGEE
CHIEF EXECUTIVE
LAND AND PROPERTY SERVICES

CONTEXT - THE ORGANISATION

- DoF has a wide range of functions including the strategic management of public expenditure and the delivery of a range of central services to Northern Ireland Civil Service (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. Our senior organisation chart is below:

DEPARTMENTAL SENIOR ORGANISATION CHART



LAND AND PROPERTY SERVICES

Land & Property Services (LPS) is a division of the Department of Finance (DoF) that delivers a wide range of land and property services and products. It has a total annual budget of approximately £67 million and employs around 1,200 staff who are based in five locations across the Northern Ireland. The organisation has over one million interactions with citizens, customers and other stakeholders each year.

LPS is organised into seven Directorates:

Revenue and Benefits Directorate bills, collects and recovers rates and administers the various rate reliefs for businesses and domestic ratepayers.

Valuation Services Directorate provides a valuation of all properties which are subject to rates and maintains the Valuation Lists, which are the basis for levying regional and district rates. The Directorate also provides a full range of valuation services to the public sector in Northern Ireland.

Land Registry Directorate administers four distinct registers: the Land Registry, which guarantees the validity of the legal title; the Registry of Deeds, a

system that records the existence and priority of deeds relating to land which is not registered in Land Registry; the Statutory Charges Registry, which enables public authorities to register statutory restrictions against land; and the Ground Rents Register, which enables registration of certificates of redemption of ground rent.

Ordnance Survey is Northern Ireland's national mapping organisation. It creates, maintains and disseminates definitive and authoritative geospatial data.

Digital Services Directorate provides the ICT and data support services which underpin LPS' operations.

Corporate Services Directorate is responsible for the corporate services which support LPS' operations such as: internal communications; customer insight and service design; workforce planning; information management; corporate correspondence and complaints handling; accommodation; strategic and business planning; corporate governance; and statistics and analysis.

LAND AND PROPERTY SERVICES

Rating Policy Directorate (RPD) is a high profile policy and legislation unit which was incorporated into LPS in January 2019. The Directorate's core function is the development of policy and preparation of legislation on the domestic and non-domestic rating systems in Northern Ireland. In recent years RPD responded to the pandemic by widening its remit and expertise to include policy and legislation on the Localised Restrictions Support Scheme and other Covid-19 grants, and other areas of the Covid-19 emergency response such as Business Tenancies.

Key corporate objectives for 2024/25 include:

Annual rating cycle: Ensure that all necessary secondary legislation required for the annual operation of the rating system is delivered on time and to standard.

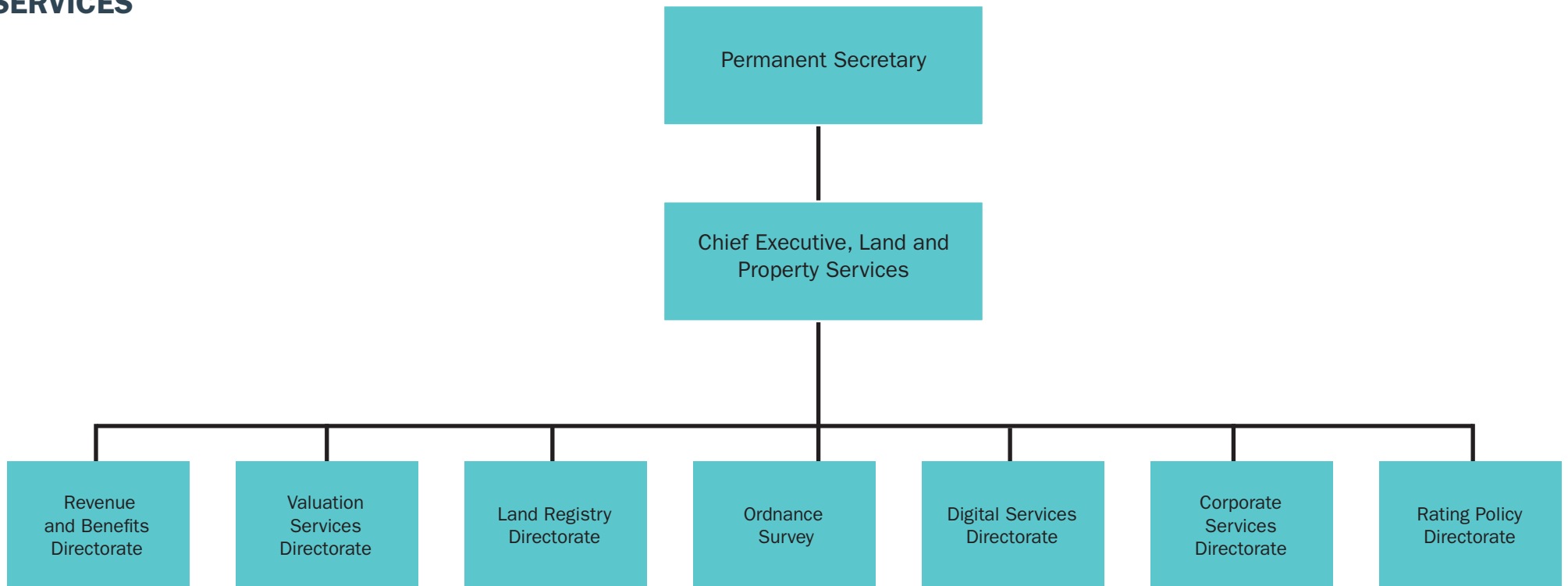
Reval 2026: Ensure that all necessary secondary legislation required to support the non-domestic Revaluation that will take effect in April 2026 is delivered on time and to standard.

Rate Rebate Scheme: Roll out improvements resulting from the internal review of the Rate Rebate Scheme.

You can find more information about LPS and our work at <https://www.finance-ni.gov.uk/land-property-services-lps>.

**LAND AND
PROPERTY
SERVICES**

Land and Property Services Senior Organisation Chart



DIRECTOR OF RATING POLICY ROLE

Job Purpose

This is a demanding and pressurised post requiring proven skills in leading a team to produce high quality work within very tight timescales and working collaboratively with key delivery partners and stakeholders. The post holder must have excellent leadership, interpersonal and communication skills and a proven ability to provide advice on complex policy matters and developing policy on important matters of public interest. They must have the ability to grasp the complexities of rating policy.

The Director:

- Is responsible for developing, communicating and evaluating a wide range of policies and legislative proposals to maintain the rating system in Northern Ireland. It requires a hands on approach to a constantly evolving policy and legislative programme which is crucial to sustaining Northern Ireland's only devolved tax and the revenues on which both the Executive and District Councils depend.

- Needs to react at pace to changing circumstances and develop policies and legislative proposals in areas which arise at short notice. As a member of the LPS Management Board the Director must provide leadership at both Corporate and Directorate level and to work collaboratively with other Directors to ensure the delivery of LPS's targets.
- Is a key adviser to the Chief Executive of LPS, the Permanent Secretary of the Department of Finance and the Minister of Finance on the full range of rating matters. The successful applicant will be required to provide comprehensive and objective advice and briefing, often at very short notice.

DIRECTOR OF RATING POLICY ROLE

Main Duties and Responsibilities

The main duties and responsibilities include:

Policy and legislation

- Development of policy and advice to the Minister of Finance on all aspects of non-domestic rating.
- Lead responsibility for taking forward the ongoing reform of business rates and local government arrangements, reliefs, and exemptions, following the Department's 2019 review of business rates and 2023 consultation on revenue raising matters.
- Development of policy and advice on domestic rating and the Rate Rebate Scheme.
- Deal with correspondence to Minister and LPS on Rating Policy, including drafting responses to Assembly Questions, and provide input to Ministerial briefings.
- Providing Ministerial submissions, briefings and responses on rating policy matters in accordance with Private Office guidelines.

Communication and partnership working

- Engage with the 11 district councils and a wide range of external stakeholders and business representative bodies, chartered surveyors, and other professional groups in all aspects of the rating system.
- Influence stakeholders and delivery partners through engagement and collaborative working to deliver efficient and effective delivery of rating policies.
- Provide support to the Minister in meetings with internal and external stakeholders.
- Liaise with senior post-holders in the English, Scottish and Welsh governments on all matters of rating policy.
- Engage with central finance colleagues and LPS colleagues on all aspects of rating policy.
- Work closely with LPS Valuation and LPS Revenues & Benefits Directorates on the design and implementation of new strategic and operational rating policies and reforms.

DIRECTOR OF RATING POLICY ROLE

Leadership

- Provide corporate leadership, management and direction and developing the strategic direction for RPD in line with the overarching LPS strategic framework.
- Provide leadership, management and direction within the Directorate to maintain a focus on key strategic outcomes and ensure departmental, corporate and directorate key performance targets are met, in accordance with customer service standards.
- Engage Directorate staff to deliver high quality work in a pressurised environment.
- Ensure the effective and efficient management and delivery of all tasks associated with RPD.

Governance

- Monitor and evaluate the performance of RPD to achieve all Departmental, Corporate and Divisional business objectives.
- Ensure RPD meets governance and accountability requirements and adheres to risk management, data protection and other security policies.
- Manage RPDs budget and staff.
- Ensure implementation of NICS/Corporate policies within the Directorate, particularly Health & Safety, Absence Management, Performance Management, Information Management including General Data Protection Regulations (GDPR), Document and IT Security and File Disposal.
- Ensure that RPD investigates and responds within the appropriate timeframes to FOI requests, citizen enquiries, MP/MLA and Ministerial correspondence, formal complaints and general enquiries.

This list is not exhaustive but covers the main duties of the post. The emphasis on particular duties will vary over time according to business needs.

PERSON SPECIFICATION

You must provide evidence in your application form to demonstrate how you meet the following criteria:

1. a) At least three years' experience in a senior management role* of working on the formulation, implementation and review of policy and/or legislation**.

OR

b) At least three years' experience in a senior management role* of managing complex rates revenue or rates valuation matters.

2. A proven track record of successfully building and maintaining constructive relationships with key external stakeholders to deliver strategic outcomes.

3. Experience of leading and managing a high performing team to deliver strategic or corporate objectives subject to external scrutiny.

The following additional clarification is provided:

For Criterion 1, candidates are asked to demonstrate their experience of **either** 1 a) **or** 1 b).

* **Senior Management role** means a level at which you personally took decisions, or were party to decisions on strategic issues concerning the corporate body or organisation with which you worked either as an employee or advisor. For current Civil Servants, the experience must have been gained at Grade 7 (or an analogous grade) or higher.

** **Legislation** means either primary or secondary legislation.

SELECTION PROCESS

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**. When completing the initial sift, the panel **will not “read across”** application forms, to determine eligibility from evidence detailed under another criterion. 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.

Shortlisting

Following a sift of all applications, should it be necessary to shortlist candidates to go forward to interview, shortlisting will be undertaken on the basis of the strength and quality of the evidence provided against criterion 1.

SELECTION PROCESS

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

Selection Panel

Sinead Burns
Civil Service Commissioner (Chair)

Ian Snowden
Permanent Secretary, Department for the Economy

Sharon Smyth
Deputy Secretary, Department of Finance

Timetable

Date	Stage
15th April 2024	Advertise
3rd May 2024	Closing date for applications
w/c 10th June 2024	1st stage interview

Please note these are indicative dates only and may be subject to change.

SELECTION PROCESS

Throughout the process, candidates will be assessed against the skills and experience set out under Person Specification, mapped against the leadership behaviours of the NICS competency framework: Setting Direction, Engaging People and Delivering Results.

The selection process will assess candidates against the NICS competency framework at **level 5**. Information on the NI Civil Service 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 our leaders.

Presentation

As part of the selection process candidates will be required to make a presentation relevant to the responsibilities of the post lasting no longer than 7 minutes. This will be followed by questions from the panel. Candidates will be advised of the presentation topic in the invitation to interview letter.

Applicants should fully prepare their presentation in advance of the interview as no preparation time will be provided on the day of interview. Applicants may bring notes only into the interview to deliver the presentation. No other visual aids or handouts are permitted other than a clip board if required.

Please note that presentations are to be delivered without the use of hand-outs or electronic devices unless as part of a reasonable adjustment, however, you are welcome to use prompt cards.

The presentation will be used to assess the '**Seeing the Big Picture**' competency.

Interview

Following the eligibility sift and, if necessary, shortlisting, the selection process for this position will comprise an interview with the selection panel, which will further assess candidates against the skills and experience set out in the Person Specification, assessing the leadership behaviours of the following competences:

SELECTION PROCESS

- **Making Effective Decisions**
- **Collaborating and Partnering**
- **Delivering at Pace**
- **Changing and Improving**
- **Leading and Communicating**

The panel will score and list those suitable for appointment in order of merit. Candidates need to reach the minimum standard of 60% across all competences in the assessment process, in order to achieve the pass mark.

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

TERMS AND CONDITIONS

Terms and Conditions

There is one full time vacancy. A merit list will be compiled but only used should this position become vacant again within the lifetime of the competition, which is one year.

The successful candidate, on appointment, will become a member of the Senior Civil Service.

Secondment

Consideration will be given to filling this post 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. All parties will agree the duration 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 Civil Service 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

The post is based in Lanyon Plaza in Central Belfast. The post holder will be expected to attend the office regularly 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 ‘New Ways of Working’ policy.

TERMS AND CONDITIONS

Salary

Salary will be within the range £75,464 - £84,674 (under review).

The successful candidate can expect to be placed at the minimum point of the pay scale, although a higher starting salary within the range may be available if they have exceptionally relevant skills/experience. If the successful candidate is an existing member of the NI Civil Service (NICS), starting pay on transfer to a new substantive grade will apply.

To comply with the disclosure requirements in both the Department's Annual Accounts, we will 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.

Pensions

We offer 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 top up pension through buying added pension.

The current employer contribution is 34.2% of salary and the employee contribution is 7.35% of salary between £58,000.00 and £153,299.99.

More details can be obtained from the website 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

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 will be required to work outside their normal conditioned hours, where necessary, to fulfil the demands of the post.

Travel

This post will require the holder to travel on official duty. The successful applicant must have access to a form of transport which will enable them to fulfil their responsibilities in full. In addition, the post holder may be required to travel to other parts of the United Kingdom and Ireland on official duty.

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 Security Check (SC).

Probation

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

Career Development

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 development needs with a view to enhancing skills and capabilities. NI Civil Servants are encouraged and supported in proactively managing their career.

TERMS AND CONDITIONS

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. To ensure openness and transparency, registers of interests of senior officials will be made available/published – for further details see below:

[Dear Accounting Officer letters \(DAOs\) 2021 | Department of Finance \(finance-ni.gov.uk\)](#)

Further Information

For an informal and confidential discussion about any aspect of this role, or the recruitment process, please contact Sharon, the by email at sharon.magee@finance-ni.gov.uk

If you or require any documentation in an alternative format, you should contact HRConnect on 0800 1 300 330 or email: recruitment@hrconnect.nigov.net

HOW TO APPLY

Please register to this vacancy and complete an online application form via www.nicsrecruitment.org.uk

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

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, 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 3rd May 2024.

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

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.

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.

FURTHER INFORMATION

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.

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. Please note ALL applicants for external recruitment will be subject to a Nationality validation check. You must therefore be:

- (i) a UK national; or
- (ii) a National of a Commonwealth country; or
- (iii) a National of the Republic of Ireland; or
- (iv) an EEA national with settled status under the EU Settlement Scheme; or

(v) a relevant EEA or Turkish national working in the Civil Service; or

(vi) a relevant EEA or Turkish national who has built up the right to work in the Civil Service; or

(vii) certain family members of the relevant EEA & Turkish nationals

ALL candidates are required to state their nationality in the Right to Work and Nationality Requirements response box in Part 1 of your application form.

Further guidance on Nationality requirements is available via www.nicsrecruitment.org.uk

The individual will still be required to meet the necessary immigration rules and hold the necessary right to work. The NICS may, however, be able to assist with the right to work through the UK visa sponsorship scheme. Further information on right to work can be found here. Should you believe this is applicable to you, please detail in the text box on your application form below country of birth that you will require an exemption to the Civil Service Nationality rules, and for the issue of sponsorship to be considered. For further detail on the UK visa sponsorship scheme please click here.

FURTHER INFORMATION

Security

For this post in the NICS the level of vetting is Security Check (SC). For this check you will be required to provide the following:

- 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.

We will organise a Criminal Record Check on all applicants to be carried out.

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 in Recruitment Policy and Procedures manual.

Those applicants who are being considered for appointment will be contacted by HRConnect, normally after interview/test, and will be asked to complete the 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.

FURTHER INFORMATION

2. Counter Terrorist Check (CTC): as point 1 plus check of Security Service records.

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.

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

Feedback

We are 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**

