# Information pack for the post of Senior Corporate Services Officer – OSSC0424

## These are the documents that you require to apply for this post.

1. Information Booklet: Job description and personnel specification.
2. Application Form: This is to be completed and returned based upon the information contained in the booklet.
3. Monitoring Form: The form is to be returned along with the application form.



**Information Booklet**

**Ref: OSSC 0424**

**Senior Corporate Services Officer**

**Completed applications must be delivered no later than 12.00 p.m.,**

**Monday, 6 May 2024**

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6. **BACKGROUND TO COMHAIRLE NA GAELSCOLAÍOCHTA**

Comhairle na Gaelscolaíochta was established in August 2000 under a Memorandum of Association which set out the charity's objectives and powers, and is governed by its Articles of Association. The Department of Education established the organisation to promote, facilitate and encourage Irish-medium Education in Northern Ireland in a coordinated, planned, educationally efficient and cost effective manner. In April 2012, CnaG was appointed as a non-departmental public body. The charity receives most of its funding from the Department of Education.

The charity's mission is to promote, facilitate and encourage all aspects of Irish-medium education by:

(1) To assist and advise in the planning of the growth and development of the sector, which covers the provision of support and advice to parents in relation to the establishment of schools, to participate in area planning.

(2) To promote the benefits of those involved in schools and to promote standards of best practice within schools.

(3) Maintain ongoing engagement with other bodies and represent their views in order to promote Irish-medium education. These bodies include the Department of Education; the Education Authority; the Council for Curriculum, Assessment and Examinations; The Council of Catholic Maintained Schools and other educational organisations.

Comhairle na Gaelscolaíochta is an equality employer which welcomes applications from the Protestant community and women. All applications for employment are considered on merit only.

1. **JOB DESCRIPTION**

Job title: Senior Corporate Services Officer- Permanent Contract

Reports to: Chief Executive

The Senior Corporate Services Officer supports the Chief Executive and Board of Comhairle na Gaelscolaíochta (CnaG) with lead responsibility for maintaining and developing the organisation’s business planning, reporting and infrastructure services.

A key emphasis over the next 12 months is strengthening governance, financial structures, procurement and business reporting systems.

The Senior Corporate Services Officer is responsible for the management of:

* Corporate and charity governance;
* Business planning and risk management;
* Financial planning, procurement and costing of business case proposals;
* Corporate support services including oversight of information technology (IT), business processes and intelligence, human resources (HR), facilities management and health and safety.

**Job description**:

**Corporate Governance, Procurement, Finance, Business Cases and Risk Management**

* Ensuring, in tandem with the Chief Executive/Accounting Officer (CEO/AO), that governance and legal responsibilities of the organisation are met.
* Supporting the Board of Directors (BoD) and its subcommittees through the development of agendas, papers, minutes, action tracking and managing the annual cycle of activity.
* Support the staff team to manage its activities, ensuring agendas, papers, minutes and actions are recorded and undertaken.
* Responsible for working closely with the Chief Executive/(AO) and other staff to ensure business cases are developed, executed and evaluated in line with organisational protocols and public sector guidelines.
* Work collaboratively with colleagues individually and collectively to provide practical, evaluative and creative input to the development of opportunities and projects that are costed and sustainable.
* Work collaboratively with senior colleagues to develop and implement systems and processes for monitoring business and organisational performance.
* With the Chief Executive/(AO), coordinate activities and prepare timely performance management reports (e.g. staff, Board and project appraisals).
* Ensure internal processes and procedures enable best practice in team working and business delivery; this includes bringing formality to the operational planning and decision-making process and ensuring the efficient use of business resources e.g. creating standard ways of working including procurement, preparing business cases and their approval, project management processes, evaluation and documentation.
* Oversee the development and management of organisational procurement so as to adhere to public sector procurement policies and procedures and enabling the achievement of value for money to be clearly demonstrated,including all agreements and contracts with suppliers; ensuring services are properly procured and delivered to agreed standards and budget targets, and regularly reviewed to ensure continued best value for money.
* Specifically, apply the principles of economic appraisal and evaluation, with appropriate and proportionate effort to all decisions and proposals concerning spending or saving organisation’s resources.

**Finance**

* Lead responsibility for ensuring Comhairle na Gaelscolaíochta (CnaG) effectively manages its statutory and financial management obligations.
* Ensure compliance with CnaG Non-Departmental Public Body (NDPB) financial conditions within the Management Statement Financial Memorandum (MSFM) including Department of Education (DE) as appropriate.
* Work with the Chief Executive and other staff to improve financial good practice and embed a collective culture of high financial standards within the entire organisation.
* Ensure budget setting and timely monitoring is intrinsically linked to operational and project plans, business cases, project evaluations, reporting and the overall organisational activity.
* Prepare and submit annual and monthly out-turn statements and various cash forecasts to the Department of Education (DE) and provide supplementary information as required.
* Ensure adherence to Department of Finance (DoF) regulations, including public pay remit approvals;
* The day-to-day financial administration of the organisation including Payroll and the managing of the organisation’s financial accounts on QuickBooks accounting software;
* Line management of staff responsible for administrative and functional support.

**Human Resources (HR)**

* Procure, maintain and manage an external independent HR contract.
* Work with HR consultant and the Chief Executive to ensure appropriate codified HR policies and processes are in place, regularly reviewed and adhered to by the organisation.
* Provide logistical support for the recruitment, appointment and induction of employees.
* Monitor staff and management development, ensuring that appropriate training is procured, undertaken and recorded, with an emphasis on organisational learning.
* Lead on revising and updating contracts with suppliers and staff.
* Regularly review and document Comhairle na Gaelscolaíochta management appraisal processes, including performance with the Board, Chief Executive and line managers.
* Manage day to day HR queries supported by HR, record-keeping, and monitoring.
* With the Chief Executive, work in partnership on projects to aid continuous improvement and implement improvement programmes e.g. changes to working practices, organisation changes and business ‘excellence’ programmes.

**Communications and Stakeholder Engagement**

* With the Chief Executive and Board of Directors (BoD), ensure the development of the organisation brand is aligned to its charitable objects, vision and strategy.
* Ensure Comhairle na Gaelscolaíochta effectively communicates, prioritises and promotes its key messages, services and products to improve awareness, engagement and support across multiple platforms.
* Be responsible for the appropriate procurement of Communications support and infrastructure e.g. website, internet and social media outsourced services.

**Risk management**

* Perform the role of the in-house specialist adviser on effective risk management, including risk level assessment and mitigation processes.
* Ensure Comhairle na Gaelscolaíochta risk registers are up to date, risk actions recorded, evaluated and actioned.
* Report on risk to the Chief Executive, Board, Finance, Audit Risk and Assurance Committees, to inform decision-making and risk management.
* Ensure Comhairle na Gaelscolaíochta’s Conflict of Interest policy is regularly reviewed and updated as necessary.
* Ensure all Conflict of Interest protocols are implemented and evidenced with up to date documentation.
* Arrange or deliver risk training across the organisation, ensuring staff and Board understand their responsibilities in managing and mitigating risk at all levels.

**IT and website support**

* Manage procurement of value for money contracts with suppliers and contract performance.
* Work with Comhairle na Gaelscolaíochta staff to ensure systems are suitable for organisational needs.
* Ensure all IT security controls continue to be implemented, including on Comhairle na Gaelscolaíochta’s internal financial accounting software.
* Ensure alignment with guidance on the Information Commissioner’s website.

**Facilities management**

* Coordinate with landlords to ensure the office is secure and safe and emergency/recovery contacts are in place.
* Ensure there is appropriate furniture, equipment and consumables.

**Health and Safety**

* Act as the named responsible Officer for Health and Safety in line with legislative and regulatory requirements.
* Ensure there are appropriate policies, procedures and guidelines for health and safety and that this is audited and actioned on a regular planned basis.
* Lead on review and development of action plans for health and safety policy and operational practice and ensure this is carried out.

**Organisation Policies & Procedures**

* Ensure the organisation has appropriate policies and processes in place, including finance, risk management, procurement, employment, health and safety, whistle-blowing, ICT and social media, and that these are reviewed regularly and communicated to the staff.
* In collaboration with the Senior Advocacy and Policy Officer, draft and introduce new policies and processes as required, keeping abreast of changes in law and practice which may affect these.

**Data protection**

* Act as the Data Protection Officer for Comhairle na Gaelscolaíochta and take responsibility for ensuring organisational data is protected and managed in accordance with the law.
* Ensure appropriate policies, guidance and training is in place.
* Information Management – Freedom of Information
* Ensure Comhairle na Gaelscolaíochta’s GDPR policy is up to date, compliant with current legislation, and regularly monitored to ensure it continues to be fully implemented and embedded across the organisation.
* Ensure the Records Management Policy is regularly reviewed, updated and fully implemented.

The Senior Corporate Services Officer is expected to contribute to the vision for the organisation, enact the values and promote the positive culture which the organisation embodies. They will be able to work in a fast-paced environment, be flexible, and able to work both independently and effectively in a team. They will be comfortable working at a strategic level and capable of supporting the Board and its committees. As Comhairle na Gaelscolaíochta is a small organisation, the Senior Corporate Services Officer will also be required to undertake related administrative tasks.

1. **Person Specification**

**Skills and experience**

**Essential:**

**Skills**

1. Educated to degree or post-graduate standard in a relevant subject and/or relevant professional qualification e.g. business/financial/corporate/leadership management.
2. With in-depth understanding of financial stewardship/governance, business/financial planning, procurement, budget management and risk management.
3. Knowledge and experience of applying principles and practices around good governance and meeting statutory/legislative requirements within a community/voluntary/statutory agency setting.
4. Evidenced professional understanding of the full range of corporate services (IT, finance, HR, facilities, communications).
5. Interpersonal and communication skills - Ability to build staff relationships, motivate others and work effectively with individuals with competing agendas across the organisation and external stakeholders/partners.
6. A high level of drive, enthusiasm and passion for managing and improving corporate services.

**Essential:**

**Experience**

**Leadership, and management and governance**

1. At least 5 years’ experience in a senior executive/management role advising senior colleagues and decision makers, to include:

* Experience of working with and supporting the governance levels of an organisation, including ensuring organisational reporting and statutory obligations are met.
* Experience of financial planning, recording and reporting, operation of an accounting software and payroll package, and to include liaison with external auditors to produce Annual Accounts.
* Experience of HR Management, Health & Safety Management and Line Management.
* Experience of procurement and managing contracts with external suppliers.
* Experience of managing IT systems.

**Desirable Criteria**

1. A professional qualification in accountancy.
2. A working knowledge of the Irish language, or a commitment to acquire sufficient fluency within an agreed time period.
3. A track record of developing strong internal and external relationships and networks to support organisational development and progress.
4. Strong organisational, and project management skills, including ability to promote collaborative staff working practices across projects with conflicting demands and deadlines.
5. Strategic thinking and negotiation skills within a team working environment.
6. Excellent understanding of the role of IT systems in underpinning effective business processes and communications, and experience of implementing systems.
7. Understanding and experience of working with experts in communication, website and social media.
8. Commitment to equality, diversity and inclusion and understanding of how this applies to own role.

**\*\*\* The working language of Comhairle na Gaelscolaíochta is Irish therefore, in the event that the successful candidate does not have a working knowledge of the Irish language, any offer of employment is subject to the following terms and conditions:**

**Language Learning objectives:**

* **That a concerted effort is made to learn the Irish language based on the following targets under the Common European Framework of References for Language Learning (attached):**
* **Level A2 by the end of Year 2;**
* **Level B1 by end of year 3;**
* **Level B2 by end of year 4; and**
* **Level C1 (in the spoken language only) by the end of year 5.**

**Support and advice will be provided by Comhairle na Gaelscolaíochta to assist with the learning process including the allowance of an average of one hour of working time per week throughout the year (50 hours p.a.) to assist with the learning process.\*\*\***

Please note that:

• You must ensure that you provide evidence of your experience in your application form, and state the length of experience, samples and dates as required;

• Equivalent qualifications: state the type of qualification and the date of award (the award date is the date on which the official awarding body informed you of your result). If you consider that your qualification is equivalent to that sought, it is your responsibility to provide the panel with data so that an informed decision can be made. The selection panel must be able to see original certificates at the interview.

• It is not sufficient to provide a list of your duties and responsibilities.

• The selection panel will not form any opinions based on the title of the applicant's position or the nature of the organisation regarding the skills and experience gained.

• If you do not provide sufficient details, including the appropriate dates required to meet the eligibility criteria, the selection panel will reject your application.

**Note: You must clearly indicate on your application form how and to what extent you meet each of the essential criteria.**

1. **Main Details of the Post**

**DURATION OF THE CONTRACT**

This is a **permanent position**  which is conditional on a satisfactory completion of a six-month probationary period. If the jobholder is unable to maintain the standard of performance, behaviour or attendance at a satisfactory level during this time, CnaG may terminate the contract during or, at the end of the probationary period.

**SALARY**

The salary within the band will be £43,421 - £46,464 (*NJC*) 35-38). In accordance with the conditions of the National Joint Council - *NJC*).

**WORKING HOURS**

The normal working week is 36.25 hours.

The successful candidate will also be required to attend after-work events and also at weekends, as required.

**HOLIDAYS**

In addition to 12 statutory days, the holiday allowance will be 26 days per year.

**LOCATION/TRAVEL**

The successful candidate will be based between the CnaG offices in Áras na bhFál, Belfast and the home. The successful candidate will be asked to travel on official duties in this position; it may be required occasionally to have access to a form of transport which will enable him/her to carry out his/her duties.

The mileage allowance will range from 46.9p to 65.0p per mile. The amount received will depend on two different factors: the occasional use of the car; and the size of the car's engine.

**PENSION:**

Pension will be available from the Northern Ireland Local Government Officers’ Superannuation Committee (*NILGOSC*) Scheme. This pension scheme is called the Local Government Pension Scheme (the Scheme) and is a defined benefit pension scheme.

**PRE-APPOINTMENT CHECKS**

Pre-appointment checks will not be carried out prior to the commencement of the role.

1. **ASSESSMENT PROCESS**

Applicants who meet the required criteria will progress to the first stage of the assessment process and be invited for an interview.

Following an assessment process, the panel will select the individual solely on merit.

**MORE INFORMATION**

**Submitting the Application Form**

* The applicant must complete **all** parts of the application form before his/her application can be contested. If this is not done, he/she may be disqualified.
* The application and monitoring form must be returned to the Recruitment Team to [oifig@comhairle.org](mailto:oifig@comhairle.org).
* They can be returned if you wish to:  **Comhairle na Gaelscolaíochta, Áras na bhFál, 202 Falls Road, Belfast BT12 6AH**.
* Your application (and letter, if you wish) must be delivered no later than: 12.00 p.m., Monday, 6 May 2024.



#### Application Form

**Ref: OSSC 0424**

**Senior Corporate Services Officer**

Applicants must complete the form in legible letters with black ink.

If more space is needed, you can attach additional pages.

**Closing date for receipt of applications:**

**12.00 p.m., Monday, 6 May 2024**

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| **Part 1: Personal Details** |

**Title**

**First name**

**Second name(s)**

**Surname**

**Former surname(s)**

**(if applicable)**

**What you are usually called**

**Address**

**Town**

**County**

**Postcode**

**Country**

**Date you transferred to**

**the address**

**National Insurance Number**

**Town of Birth**

**Country of Birth**

**Specify how you can be contacted during working hours:**

**Email Address**

**Mobile Phone**

**Telephone**

|  |
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| **Section 2: Education and Employment History** |

**Education**

Further / Higher Education (including 3rd level qualifications)

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **Tp** | **College / University** | **Degree/Certificate and Results** |
|  |  |  |  |

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| --- |
| **List additional training or qualifications you have completed that are relevant to the job.** |
|  |

**Employment History (Start with your current/most recent employer)**

|  |  |  |
| --- | --- | --- |
| **EMPLOYEE DATES**  **(FROM / TO)** | **EMPLOYER'S NAME AND ADDRESS** | **JOB TITLE** |
|  |  |  |

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| **Section 3: Essential and Desirable Criteria** |

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| **Applicants must meet all the criteria set out in the information booklet by the closing date.**  **Specify how you meet the required criteria in the box below. You must provide clear evidence in the form of samples and dates. Add an additional page if necessary.** |
|  |

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| **Section 4: Further Information** |

**Equality of Opportunity**

CnaG is committed to equal opportunities and all applications for employment will be considered on a merit basis. CnaG welcomes applications from all suitably qualified candidates regardless of religion, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether they have dependants or not.

**Adjustment requirements for Test / Interview / Offer of Appointment**

As an equal opportunities employer, we want to ensure that all applicants are given the opportunity to interview or test as best they can. We want to be able to consider any reasonable adjustment you may need in the event that you are also offered an appointment.

Please let us know if you require any adjustment or reasonable accommodation to enable you to attend a trial/interview or accept an offer of employment. **We will only inform test administrators and the selection panel how much information they need to run the test or interviews.**

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**Other Information**

**If you are appointed, how much time will you need before you can start the job?**

|  |  |
| --- | --- |
| Available without delay |  |
| 1 week |  |
| 2 weeks |  |
| 1 month |  |
| More than 1 month |  |

**How were you informed about the job? (answer in box below)**

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| --- |
|  |

**Testimonials**

Please provide us with the name, address and telephone number of two referees (one of whom should have had knowledge of your current employment) so that we can contact them before the interview to get references.

**First Referee**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Profession \_\_\_\_\_\_\_

Email \_

**Second Referee**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Profession \_\_\_\_\_\_\_

Email \_

|  |
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| **Section 5: Instructions for submitting an application** |

**COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM IN THE APPLICATION PACKAGE.**

**The completed application and monitoring form must be returned to Comhairle na Gaelscolaíochta via the email address** [oifig@comhairle.org](mailto:oifig@comhairle.org)**.**

**Alternatively, To Comhairle na Gaelscolaíochta, Áras na bhFál, 202 Falls Road, Belfast BT12 6AH.**

**Your application must be delivered no later than: 12.00 p.m., Monday, 6 May 2024.**

**Candidate monitoring questionnaire.**

**Private and Confidential.**

Post:.. Senior Corporate Services Officer Reference number :OSSC 0424\_\_\_\_

Comhairle na Gaelscolaíochta is an equal employer. We do not discriminate for religious reasons or political views. We practice equality of opportunity in employment and choose the most suitable person for the job.

To demonstrate our commitment to equality of opportunity in employment we must monitor all candidates in accordance with the Fair Employment and Treatment (NI) Order 1998.

Regardless of whether they actually practice a religion, most people are perceived to be members of either the Protestant or Catholic communities. So we are asking you to express your community background in the form of a tick in the appropriate box.

**I am a member of the Protestant community (\_\_\_\_\_\_\_\_\_)**

**I am a member of the Catholic community (\_\_\_\_\_\_\_\_\_\_)**

**I am not a member of either community**

**Protestant or Catholic (\_\_\_\_\_\_\_\_\_\_)**

**Let us know your gender Female (\_\_\_\_\_\_\_\_) Male (\_\_\_\_\_\_\_\_\_)**

If you do not complete this questionnaire we must make a determination based on the other information in the application form.

NB. It is a crime by legislation to knowingly give false answers to these questions under the Fair Employment (Monitoring) Regulations (NI) 1999.

Would you like to complete the questionnaire and return it to Comhairle na Gaelscolaíochta.