

DIRECTOR OF HR & GOVERNANCE (INTERIM)

EXPRESSION OF INTEREST INFORMATION PACK

**Closing date:
5pm, 23 July 2025**

INTRODUCTION

Thank you for your interest in this role.

CCMS (The Council for Catholic Maintained Schools) is an arms length body of the Department of Education and is the managing authority for over 40% of schools in Northern Ireland.

CCMS's founding aim is to raise standards and we are focussed on providing exceptional support and leadership to, as well as empowering and challenging, our schools so that they achieve these outcomes.

In this important and high profile role you will provide strategic leadership to the Council, and be responsible for a range of internal and school facing HR & governance functions that are critical to children's education.

You will also work with other stakeholders to shape educational strategy and policy in areas such as industrial relations, professional development and workforce planning.

We are seeking expressions of interest from dynamic individuals with strong leadership and communication skills, the ability to think strategically and deliver results, and build relationships.

As part of a committed, values-driven team, you will use your initiative to help deliver our organisational priorities, whilst embracing innovation and driving improvement in service delivery.

CCMS is made up of individuals from a diverse range of backgrounds, united by our core purpose of raising standards and giving each child the best start in life. As an equal opportunities employer, we welcome applications from all suitably qualified persons.

If you feel you have the skills, experience and qualities required then we would be delighted to receive your submission.

Yours sincerely,

Bishop Donal McKeown
Chair



The role

JOB TITLE: Director of HR & Governance

RESPONSIBLE TO: Chief Executive

SALARY: £62,152 – £68,929 p.a. (to be reviewed in line with NJC agreements)

TERM: Temporary (until 31 January 2026 or until the appointment of a permanent post holder)

STARTING DATE: Candidates should be aware the Council is seeking individuals to commence as soon as possible.

Context

As a member of the Senior Leadership Team, Directors are responsible for working flexibly and collaboratively with the Chief Executive and others to support the achievement of the Council's underlying aim of raising standards.

The role will have specific responsibility for developing strategy and policy for internal/corporate, and school-facing, Human Resources and Governance functions; and the management of associated services.

You will work in partnership, internally and externally, and play a pivotal role in managing industrial and employee relations at system and school level.

You will seek to maximise opportunities to transform and improve the organisation's work at a time of broader, system change and collaborate with senior officials across the Department of Education, the Education Authority and other bodies to shape and influence policy and practice.

In accordance with Section 75 of the Northern Ireland Act (1998), the Director is expected to promote Good Relations, Equality of Opportunity and have due regard for Equality Legislation at all times.

Duties & Responsibilities

Corporate Leadership

Responsibilities include:

- Establishing and communicating the vision and strategic direction for the directorate and Council,
- Providing effective leadership to the organisation, its staff and the sector.
- Leading corporate and business planning and ensuring achievement of these plans.
- Contributing to strategic transformation at an organisational and system level
- Leading by example and motivating staff, creating an inclusive environment which values diversity, encourages learning and development, celebrates achievements and acts where performance needs to be improved.
- Reporting, and providing professional advice internally and externally as necessary.
- Leading the work of assigned committees.
- Achieving maximum effectiveness and efficiency, using digital platforms wherever possible.
- Managing strategic relationships.
- Securing and managing with probity, organisational resources.
- Representing the organisation on external working groups/project/programmes.
- Ensuring that the Council meets its statutory and legal duties.
- Representing and deputising for the Chief Executive as required.
- Supporting CCMS's recruitment and selection process.
- Any other duties commensurate with the role which may be required.

HR

Duties will include:

- Developing and delivering Human Resources strategies, policies, procedures and services on behalf of the organisation and to schools, that:
 1. support the achievement of the organisation's mission and duties
 2. promote positive industrial relations
 3. empower effective leadership
 4. encourage and promote harmonious, inclusive and diverse workplaces
 5. meet present and future workforce needs
 6. embrace innovation and efficiency
 7. promote continuous development and efficient use of public funds
 8. ensure procedural, regulatory and legislative compliance
- Leading the strategic planning, ensuring operational delivery and managing performance of services for the teaching and corporate workforces including:
 1. Employee and industrial relations
 2. Workforce planning
 3. Recruitment and retention
 4. Employee engagement, reward and recognition
 5. Equality, diversity and inclusion
 6. Organisational and personal development
 7. Attendance and wellbeing
 8. Performance management
 9. Restructuring, redundancy and redeployment.
- Representing the organisation in engagement and negotiations with Trade Unions and other bodies and, where appropriate, arbitrating and mediating in disputes/complex employee relations cases.
- Working in collaboration with other bodies and organisations to develop and embed HR policy and practice that supports harmonious industrial relations and the raising of standards.

Governance

Duties will include:

- Developing and embedding governance arrangements and capacity within the corporate body and schools, that:
 1. support the achievement of intended outcomes while acting in the public interest.
 2. promote effective management and control.
 3. promote integrity, transparency and accountability.
 4. ensure legal and regulatory compliance.
- Leading the strategic planning, ensuring operational delivery, and managing performance of the organisation's corporate services including:
 1. Information Governance
 2. Finance & Procurement
 3. Audit & Risk
 4. Business Continuity & Emergency Planning
- Ensuring that the Council operates in accordance with its governance arrangements and relevant legislation or procedures; including Managing Public Money NI.
- Providing the Council, Committees, Members, Trustees, Officers, Department, Governors and school leaders, as appropriate, with support and advice on governance matters.
- Overseeing the preparation of the accurate and timely preparation of the Annual report, Governance statement(s), Annual Review of effectiveness and financial accounts.

Personnel Specification

Qualifications, Experience and Knowledge

Essential

Candidates **must** meet the following essential criteria at the closing date for applications:

1. A degree or equivalent third level qualification.
2. A minimum of two years' experience at a senior level in an organisation, or a service/function within an organisation, of significant size[1] leading **at least one of the following**:
 1. Human Resources
 2. Governance
3. Have substantial experience of:
 - delivering strategic objectives
 - collaborating with, and influencing, others at a senior level.
 - leading people and managing resources.
 - working within rigorous governance and accountability frameworks.
4. Access to a form of transport to meet the requirements of the job.

Desirable

The following criterion may also be applied:

5. A HR qualification.

[1] An organisation/function within an organisation with an annual budget of at least £1 million and 20 employees.



Skills and Behaviours

Candidates will be expected to evidence the following:

1. Strategy

- Setting vision and direction with an orientation to innovate and drive change.
- Prioritises and makes decisions effectively with strong analytical skills.
- Ability to influence, negotiate, advocate and advise on strategic issues.
- Delivering strategy and policy at a senior level.
- Provision of professional advice to a Chair, Board or Commission on issues of strategic importance.

2. Leadership

- Leads by example with integrity.
- Motivates, challenges and inspires people.
- Resilient, adaptable and dynamic.
- Management of multi-disciplinary teams
- Ability to foster and embed a positive organisational culture and values.

3. Working with others

- Builds effective working relationships with internal and external stakeholders through engagement, negotiation and influence.
- Communicates effectively.
- Managing complex and difficult situations, across conflicting agendas, and an ability to bring about solutions and secure agreement
- Political acumen.

4. Delivery

- Focused on customer needs and outcomes.
- Committed to review, improvement and innovation.
- Capable of handling complexity and ambiguity.
- A track record of excellence, delivering results on time, within budget and to a high standard.
- Good ICT skills.
- Highly developed analytical skills.
- Efficient management of resources.

Terms & Conditions

Salary

The salary range for this post is £62,152 – £68,929 p.a. pro-rata (Under review in line with NJC agreements).

The annual increase to include revalorisation and progression as recommended by CCMS, in line with public sector pay policy.

Upon appointment the postholder will enter the pay range at the minimum. If the current salary of the successful applicant in their substantive post is higher than the minimum, they may be offered a starting salary capped at their current salary plus 1%. The starting salary cannot breach the maxima of the salary range.

In order to advance under the performance element of pay progression a level of satisfactory performance and delivery of objectives must be attained. An individual who must have been in post for a period of at least 6 months at the date of annual performance appraisal comes due to be eligible.

Term

Temporary (until 31 January 2026 or until appointment of a permanent postholder). Secondments will be considered.

Candidates should be aware that the Council is seeking an individual to commence as soon as possible. Recruitment of the post on a permanent basis will commence in summer 2025. Appointment to the interim position does not preclude individuals from applying for the permanent position.

Hours

This is full-time post, 36.25hrs per week. The post-holder will be required to work flexibly in order to carry out the duties of the role. Applicants should expect some evening and weekend work.

Pension Scheme

The CCMS pension scheme is provided through NILGOSC. All employees are automatically enrolled if their contract of employment is for more than 3 months. For further information on NILGOSC visit: <http://www.nilgosc.org.uk/>

Annual Leave

The post attracts 28 days per year annual leave increasing to 34 days after 5 years' service. In addition there is normally a further 12 public and statutory holidays in any leave year.

The leave year extends from 1 April in one year to 31 March the following year. As a new entrant, you will be entitled to leave proportionate to the completed months of service during your first year of entry.

Location

The post is currently substantively located at CCMS Headquarters in Lisburn. Hybrid working is available subject to organisational policy and agreement by Council after 3-6 months of appointment.

Other Benefits

Employee Benefits Scheme – Vivup.

Travel & Subsistence

Officers can claim travel and subsistence in line with the Council's agreed travel and subsistence policy, the overriding principle of which is to fairly reimburse employees for those expenses wholly, exclusively and necessarily incurred in undertaking their work in the employment of CCMS.

- Wholly: the entire expense is for a work related purpose
- Exclusively: there is no personal advantage in incurring the expense
- Necessarily: the individual's job could not be performed properly without incurring the expense

CCMS participates in the National Fraud Initiative (NFI) in which the majority of public sector bodies share information to assist in the prevention and detection of fraud. This involves sharing of information on the payment of salaries and other expenses.

Application Process

To express an interest in the post, please submit a CV evidencing how you meet the requirements for the role (*see personnel specification*) to:

angela.armstrong@ccmsschools.com

Please quote the job title & reference:

DHRG, HQ/2507/003

You must include details of your current role, employer, salary and notice period.

Candidates who are experiencing difficulties submitting a CV because of a disability should contact Heather Alexander by telephone on 028 92013014 or by emailing heather.alexander@ccmsschools.com.

**Closing date = 5pm on
23 July 2025**

Applicants should be aware:

- Information received after the closing date will not be considered.
- It is applicants' responsibility to provide the information required and to demonstrate how, and to what extent, they meet the requirements of the role.
- The Council reserves the right to shortlist only those applicants it believes best meet the requirements of the role.



Selection Process

1. Initial Eligibility Check

All CV's will be screened to check that candidates meet the eligibility requirements.

2. Shortlisting

A desktop shortlisting will be completed.

3. Interview

Candidates will be asked to attend a for a interview w/beginning 4 August (tbc).

Any offer of employment will be subject to a satisfactory criminal record check. References may also be sought.





Equality & Safeguarding

Equality

CCMS is committed to equality of opportunity and all applications for employment will be considered on the basis of merit. CCMS welcomes applications from all suitably qualified candidates irrespective of belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants. The Council has identified under-representation of the Protestant community and disabled people at this level and would particularly welcome applications from those people.

Safeguarding

Posts involving working with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Applicants invited for assessment/interview will be required to provide proof of relevant qualifications and identity.

Applicants must disclose if there is any reason why they cannot work in regulated activity (as defined by AccessNI). For further information on regulated activity please refer to the AccessNI website www.nidirect.gov.uk/accessni.

Any offer of employment is subject to a satisfactory criminal record check and references.

Commitment to Public Service

All Council Officers should be fully committed to the core values and aims of the Council and will be required to adhere to the 7 Principles of Public Life, commonly known as the “**Nolan Principles**”:

- **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Holders of public office should be truthful.
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.
- **Selflessness** – Holders of public office should act solely in terms of the public interest.
- **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
- **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this

Officers and members also bear an obligation to disclose important information and should disclose any information which may be of relevance, have any bearing, or negative impact on, or be related to, Council business. This information should be brought to the attention of the Chair, CEO or a representative immediately.

WANT TO KNOW MORE?

For more information on the work of CCMS visit our website at www.ccmsschools.com

If you need assistance with the application process, please contact:
heather.alexander@ccmsschools.com.

If you would like to know more about the role itself, please contact:
Alison.Russell@ccmsschools.com.



CCMS

Phone: 028-9201-3014

Write: Linen Hill House, 23 Linenhall Street, Lisburn, BT28 1FJ

