



Recruitment Administrator

Independent Commission for Reconciliation and Information
Recovery (ICRIR)

Closing Date: 7th June 2026 at 11:59pm

Contents

Welcome

Who We Are

**About the
Role**

**Person
specification**

**Recruitment
Process**

Benefits

**Diversity &
Inclusion**

Contact Us

Welcome! Fáilte! Fair fa ye! Croeso!



The Independent Commission for Reconciliation and Information Recovery (ICRIR) has been set up to provide information to families, victims and survivors of Troubles-related deaths and serious injury, and to work towards reconciliation for all parties.

I accepted the role of Chief Commissioner because I believe this is worth doing. All those affected by the Troubles/Conflict need the legacy of the past to be properly dealt with. Previous attempts to address this have failed but that doesn't mean we can simply give up.

The importance of reconciliation is known by all those who have been affected by the Troubles and its legacy. For each and every person, that will mean something different. I want the Commission to best serve the people of Northern Ireland and beyond.

I believe we have a real opportunity here to deliver the answers that people are looking for. To do this, we need to build an independent organisation that's founded on integrity, expertise, and fairness.

Best wishes,

Sir Declan Morgan, Chief Commissioner

Who we are

The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been established to recover information about Troubles-related deaths and serious injuries to families, victims, and survivors and to promote reconciliation.

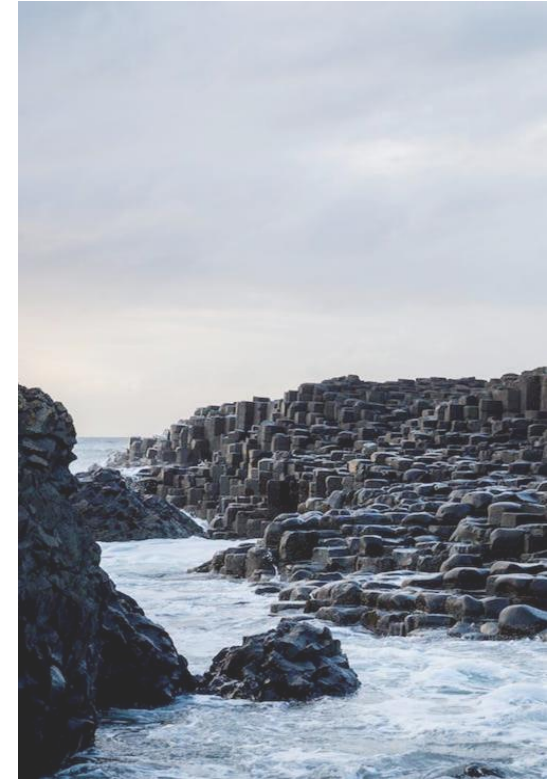
We are building the Commission and hiring more staff now that we have begun receiving cases.

We are building a values-led organisation. We operate with integrity, impartiality, openness, accountability, and respect, as set out in our Code of Conduct. This is reflected in our fair and open recruitment processes. We encourage people to join us across all backgrounds, communities and faiths to help us deliver.

The Commission is primarily based in Belfast, with further operational sites in Northern Ireland and London. Travel to all locations will be required, but hybrid working arrangements will help us support a range of flexible working patterns. This is an exciting opportunity to join an organisation with a unique and vital remit.

The Commission is formed of seven Commissioners, the Chief Commissioner, Sir Declan Morgan, the Chief Executive Officer, Louise Warde Hunter and the Commissioner for Investigations, Peter Sheridan, as well as four Non-Executive Commissioners to provide challenge and scrutiny to the executive team.

The Findings Team supports the Chief Commissioner in producing and publishing high quality written reports and is led by the Head of Findings, Claire Welch.



ICRIR's Code of Conduct

- Integrity
- Impartiality
- Openness
- Accountability
- Respect

The Commission's work will:

- Investigate deaths and other serious Troubles-related incidents, where requested, including deciding whether a criminal investigation should be part of the investigation.
- As part of investigations, give the opportunity for individuals to make personal statements on how the incidents have affected them.
- Require that any information necessary for our work is provided by PSNI, the security services, the Northern Ireland Office or any other public body and require that any person comes to the Commission to provide information.
- Use police powers, where appropriate, including to secure evidence, arrest, and question suspects.
- Produce and publish reports setting out the findings that have been determined from the investigations and addressing questions that have been raised by those making the request.
- Refer deaths and other serious Troubles-related incidents to prosecutors, where appropriate.
- Produce a record of deaths that were caused by incidents during the Troubles, and strive, through all it does, to promote reconciliation.

In addition to its principal objective to promote reconciliation, the Commission has agreed that a trauma-informed approach should be taken in all its work and that it should follow three essential principles:

- Compliance with the European Convention on Human Rights (ECHR);
- Respect for the principles of the 1998 Belfast Good Friday Agreement; and
- Focus on providing useful information to those affected by the Troubles.

Our Team

- **Director of People & Culture** has overall responsibility for providing strategic Human Resources leadership to cultivate and sustain the Commission's values-led culture. This role is responsible for aligning the people strategy with organisational goals and driving initiatives that foster a diverse, inclusive, and high-performing workplace.
- **Head of HR Operations** is a strategic role focused on developing HR strategy, organisational design, and implementing remuneration policies. This role is responsible for leading the HR Operations team, focusing on recruitment, pay and reward, and workforce planning, ensuring compliance with employment laws and regulations while promoting a diverse and inclusive environment.
- **Resourcing Delivery Manager** leads and motivates a resourcing team to deliver volume, rolling, and ad-hoc recruitment campaigns. This role is responsible for building strong relationships with hiring managers and senior stakeholders to provide effective resourcing solutions. This role supports strategic workforce planning by identifying risks, opportunities, and future skills needs as well as contributing to the delivery of a high-quality HR service in a fast-growing organisation, offering broad career development.

About the role

Job Title

Resourcing Onboarding Administrator

Number of roles

1

Salary

£31,000

Location

Belfast or London

Our main operational base is Belfast, with an operational site in London. Staff are split across our London and Belfast Offices; therefore, some travel may be required as will regular attendance in the office. You may also work from your home address, in line with the Commission's approach on hybrid working and with the agreement of your line manager.

Working Pattern

Full time and flexible working

Contract Type

Two year fixed term

Security Level

Willingness to be assessed against the requirements for CTC clearance, if not already cleared.

Closing Date

Sunday 7th June 2026 at 11:59pm

Interview Date

Anticipated w/c 22nd June 2026

The Role

We are recruiting a **Recruitment Administrator** to be part of the Independent Commission for Reconciliation and Information Recovery (ICRIR). You will play a key role in ensuring the Commission has the right mix of skills and capabilities to deliver the Commission's objectives.

The Recruitment Administrator will play a key role in ensuring the smooth and effective transition of successful candidates from offer through to their start date. You will support the delivery of a high-quality onboarding service across a range of recruitment campaigns, including volume recruitment, rolling campaigns, and ad-hoc projects, helping the organisation meet its resourcing needs.

You will build positive and professional relationships with candidates, hiring managers, and internal stakeholders, supporting candidates throughout the onboarding journey and ensuring all pre-employment requirements are completed accurately and on time. Working closely with the wider Recruitment and HR teams, you will coordinate activity across vetting, IT, estates, payroll, and finance to enable a seamless start for new employees.

Reporting to the Resourcing Delivery Manager, you will contribute to the effective planning, coordination, and continuous improvement of onboarding processes. You will maintain accurate data and produce timely onboarding metrics to support operational delivery, service improvements, and evidence-based decision making.

You will be joining a growing HR function within a high-profile organisation carrying out vital work. This role offers an excellent opportunity for an organised and motivated individual to develop their HR career, gain experience across end-to-end onboarding activity, and contribute to the delivery of a professional, customer-focused HR service for a diverse workforce.

Key Responsibilities

The key responsibilities of this role include (but are not limited to):

- Managing and coordinating the onboarding process for successful candidates via the Applicant Tracking System (Eploy), ensuring a smooth and timely transition from offer acceptance to start date.
- Acting as a key point of contact for new starters throughout the onboarding process, providing clear guidance, updates, and support to ensure a positive and professional experience.
- Working collaboratively with the recruitment team and hiring managers to gather onboarding requirements, confirm start dates, and support the seamless handover from recruitment to onboarding.
- Liaising closely with Corporate Services and external partners, including vetting, IT, estates, payroll, and finance, to ensure all pre-employment and set-up requirements are completed accurately and on time.
- Coordinating pre-employment checks, including right to work, references, vetting, and any role-specific compliance requirements, ensuring all checks are completed in line with organisational policy.
- Preparing and issuing provisional offers, contracts, and onboarding documentation, and tracking progress through to completion.
- Maintaining accurate and up-to-date candidate records, ensuring all data is handled confidentially and in compliance with data protection legislation.
- Supporting the wider Recruitment Team and HR function with administrative duties and ad-hoc project work as required.

Our staff are split across both our London and Belfast offices; therefore, occasional travel may be required to attend key events. However, you will not be required to travel regularly.

Person Specification

Essential

- At least 1–2 years' experience of providing onboarding, recruitment, or HR administrative support within a high-volume, in-house recruitment or people services environment.
- Strong collaboration skills, with the ability to build effective working relationships with hiring managers, HR colleagues, and internal and external service providers.
- Excellent verbal and written communication skills, with the ability to draft clear correspondence and respond professionally to a range of candidate and stakeholder queries via email, telephone, and in person.
- Proven ability to manage multiple tasks and balance competing deadlines, while maintaining a high level of attention to detail and accuracy.
- Experience of working with HR systems or Applicant Tracking Systems to maintain accurate records and track onboarding activity.
- Competent IT skills, including the effective use of Microsoft Office applications, particularly Outlook, Word, and Excel
- Ability to demonstrate the values set out in the ICRIR Code of Conduct.
- Willingness to be assessed against the requirements for CTC clearance, if not already cleared.

Desirable

- Onboarding experience
- CIPD qualified
- Experience of using Eploy

We welcome the unique contribution diverse applicants bring and do not discriminate based on culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our Recruitment Process

All applications for employment are considered strictly on the basis of merit. This job description should not be taken as constituting conditions of employment. You should consider if you can meet the values in the ICRIR Code of Conduct, especially in relation to any conflicts of interest that you might have. More information can be found at [ICRIR Code of Conduct – Independent Commission for Reconciliation & Information Recovery](#).

Additional information received after the closing date will not be considered. Failure to provide sufficient information in support of an application prior to the closing date will not be considered as grounds for an appeal if an applicant is not shortlisted for interview.

The selection and interview process will consist of two stages as detailed below:

Stage 1: Sift

Your application will be reviewed by a blended panel.

Please provide a CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.

You will be asked 4 questions within your online application which the sift panel will use to determine your suitability for the role.

Stage 2: Interview Successful candidates who meet the required standard at sift will be invited to attend interview in our Belfast or London Office (based on their location)

At this stage, candidates will also be asked to complete a draft Declaration of Interest.

At your interview, you will be assessed on how your skillset and experience align with the essential and desirable criteria of this role.

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetables provided under the about this role section. Please note dates may be subject to change and we reserve the right to close the job earlier than advertised.

Outcome

Please note that if you are successful in your application, you will be asked to list any interests you have which may be relevant to this role and consider any potential conflicts of interest. Your provisional offer will also be subject to right to work checks, providing two satisfactory references and obtaining the relevant security clearance level. A formal offer will then follow. Please do not provide notice to your employer until the formal offer has been accepted.

If you have any questions or would like an informal chat about the role before applying, please contact:

recruitment@icrir.independent-inquiry.uk

Disabled Candidate Interview Scheme

We are committed to being an inclusive employer with a diverse workforce. We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page. Please let us know if this applies to you when submitting your application. If you need any reasonable adjustments to take part in our selection processes, please contact:

recruitment@icrir.independent-inquiry.uk

Merit List

If we identify more appointable candidates than we currently have posts available, we will hold applicant details on a reserve list from which further appointments can be made for a period of 12 months. This may include roles at a lower pay band.

If you don't want to be added to the reserve list, please contact:

recruitment@icrir.independent-inquiry.uk

Expected Timeline

The anticipated timetable is as follows:

Advertisement Closing Date	7 th June 2026 at 11:59pm
Stage 1: CV and application	w/c 8 th June 2026
Stage 2: Interview	w/c 22 nd June 2026
Interview Outcome	July 2026

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

Benefits of working for the ICRIR

As an employee of the ICRIR, you will have access to a wide range of benefits. These include:

- ✓ **Investment in You.** Whatever your role, we take your career and development seriously and want to enable you to build a successful career. You will benefit from development opportunities, the opportunity to take bespoke training and study leave where applicable, as well as the opportunity to take secondments.
- ✓ **Flexible ways of working,** including a blend of office and home working and options for working compressed hours arrangements.
- ✓ A **supportive work environment,** with access to occupational health services, wellbeing support and disability friendly policies.
- ✓ A **positive work life balance.** We offer 30 days of annual leave in addition to 10 bank holidays observed in Northern Ireland from Day 1. In addition, you can take paid special leave for volunteering commitments up to 5 days per year.
- ✓ **Family Friendly Policies,** with generous maternity, paternity, adoption and shared parental leave notably more than the statutory minimums, including paid leave for prenatal and preadoption appointments, as well as paid compassionate and emergency leave. We also offer paid leave in the event of miscarriage and loss of a child.
- ✓ **High occupational sick pay** notably above statutory minimums (1-month full pay, 1 month half pay, rising to 4 months full pay, 4 months half pay in your 5th year with ICRIR).
- ✓ **Tax-free charity donations,** interest free loans and salary advances via payroll
- ✓ **Travel and subsistence** where you are required to travel for work commitments with us.

Pension Package

ICRIR operates the Northern Ireland Local Government Officers' Superannuation Scheme. This is a defined benefit scheme with a generous employer contribution rate that allows you to save while you are working to enable you to enjoy a pension when you retire and peace of mind when it comes to planning for your future retirement.

Benefits of the NI local government pension scheme include:

- ✓ Main defined benefit pension scheme, providing a pension payable for life with no investment uncertainty.
- ✓ Choice of a tax-free lump sum.
- ✓ Generous employer contribution rate.
- ✓ Able to nominate anyone for a tax-free lump sum in the event of your death.
- ✓ Option to take early retirement.
- ✓ Tax relief on all your pension contributions.

You can find further information about the scheme on www.nilgosc.org.uk/members

FAQs

Is this role suitable for part-time working?

This role is available for full-time only.

Will the role involve travel?

There is no requirement for regular travel to our London Office, however, on occasion.

Where will the role be based?

The post is based in Belfast City Centre.

Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

What are the nationality requirements for this role?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality. (*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.) For further information on whether you are eligible to apply, please visit Gov.UK.

What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact:

recruitment@icrir.independent-inquiry.uk

Do you offer an interview scheme for disabled candidates?

We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person

Specification page. Please let us know if this applies to you when submitting your application.

Is security clearance required?

Yes. If successful you must hold the required security clearance or be willing to obtain the required security clearance for this role. Information about the vetting process can be found [online](#).

What do I do if I want to make a complaint?

The law requires that selection is on merit on the basis of fair and open competition. If you feel your application has not been treated in accordance with this and our values, and you wish to make a complaint, contact recruitment@icrir.independent-inquiry.uk in the first instance.

What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might give rise to a conflict of interest. You should consider the policy [ICRIR Code of Conduct – Independent Commission for Reconciliation & Information Recovery](#) and if you believe that you may have a conflict of interest, before submitting your application please contact recruitment@icrir.independent-inquiry.uk

Data Sharing

We will ensure that we will treat all personal information in accordance with data protection legislation, including the General Data Protection Regulation and Data Protection Act 2018.

The legal basis for processing your personal data

Processing is necessary for the performance of a task carried out in the public interest.

Personal data are processed in the public interest because understanding employee experiences is important to inform decisions taken to improve these experiences, and ultimately organisation performance.

Sensitive personal data is personal data revealing racial or ethnic origin, political opinions, religious or philosophical

beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

The legal basis for processing your sensitive personal data

Processing is necessary for reasons of substantial public interest for the exercise of a public body: it is important to know if groups of staff with specific demographic characteristics have a better or worse experience, so that appropriate action can be taken to level this experience.

Processing is of a specific category of personal data and it is necessary for the purposes of identifying or keeping under

review the existence or absence of equality of opportunity or treatment between groups of people with a view to enabling such equality to be promoted or maintained.

Please note if you are successful in your application, your sensitive personal data will be used as part of the on-boarding process to build your employee record.

For further information please see the [ICRIR Privacy Notice - Job Applicants - Independent Commission for Reconciliation & Information Recovery](#)



Diversity and Inclusion

We value and support all our people and are committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures, and experiences.

We are a new organisation and are using this opportunity to build a supportive and inclusive culture. We will develop strong and proactive staff networks, special leave policies for hospital appointments, reasonable adjustments put in place for those who need them, and diversity talent programmes to help everyone, irrespective of background, to achieve their potential.

We want all our people to feel valued for who they are, and we are confident that you will find the Independent Commission for Reconciliation and Information Recovery a warm, welcoming and inclusive place to work.

Disabled Candidate Interview Scheme

We are committed to being an inclusive employer with a diverse workforce. We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page. Please let us know if this applies to you when submitting your application.



If you need any reasonable adjustments to take part in our selection processes, please contact us recruitment@icrir.independent-inquiry.uk