



# Data Processing Lead

Independent Commission for Reconciliation and Information Recovery (ICRIR)

Closing Date: 5<sup>th</sup> May 2026 at 11.59pm

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# Welcome! Fáilte! Fair fa ye! Croeso!



## **A Commission that serves the people of Northern Ireland**

The Independent Commission for Reconciliation and Information Recovery (ICRIR) is being 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. The people of Northern Ireland and all those affected by the Troubles 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 new Commission to be designed in the way that best serves the people of Northern Ireland.

The High Court has now confirmed that the Commission is independent and is capable of carrying out investigations which are compliant with the European Convention on Human Rights.

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**



As Commissioner for Investigations at the ICRIR, I am committed to leading passionate, committed and independent investigative teams which put people, shared understanding and reconciliation at the heart of our work to find answers to the many unanswered questions that so many people have about the Troubles.

My teams will conduct all investigations effectively, regardless of their type or complexity, by being open-minded, professionally curious, and identifying and following all lines of inquiry. We have unique investigative powers to recover information about deaths and serious injuries for victims, survivors and their families, and we will use these to obtain evidence without fear or favour wherever it may be held, recognising the importance of a trauma-informed approach.

I am seeking to build teams of talented and experienced professionals with a range of skill sets and experience to help victims of the Troubles, their families and wider community find the answers they deserve.

Three essential principles will inform the Commission's approach to all investigations: compliance with the ECHR; respect for the principles of the 1998 Belfast Good Friday Agreement; and focus on providing useful information to those affected by the Troubles. Some investigations will result in the referral of conduct to prosecutors if there is sufficient evidence that it constitutes a criminal offence, and some will result in conclusions or accountability for wrongdoing on the balance of probabilities, but in all cases those who make requests of the Commission will be supported, informed and treated fairly with sensitivity. This is underlined by the values underpinning all our work at the ICRIR: Integrity, Impartiality, Openness, Accountability and Respect

**Peter Sheridan**  
**Commissioner for Investigations**

## Who we are

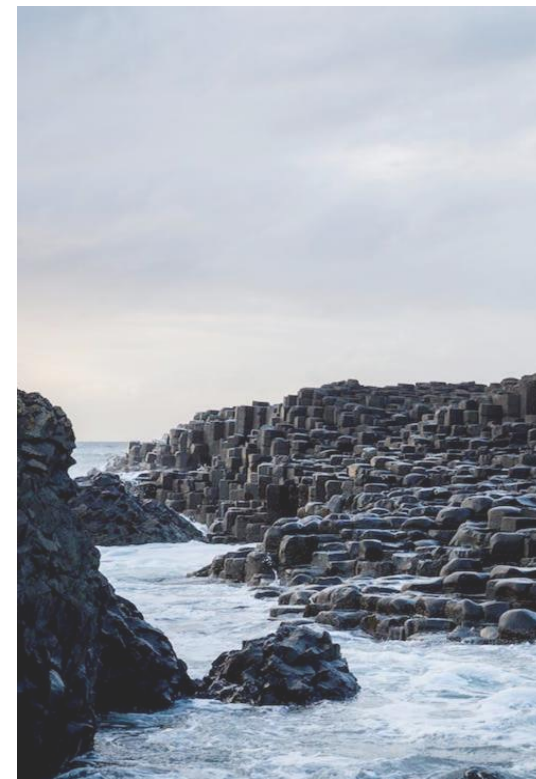
The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been established to recover information about Troubles-related deaths and serious injuries to families, victims, and survivors and to promote reconciliation.

We are building the Commission and hiring staff to undertake preparatory work designing how the Commission will work and then to begin receiving cases from this summer.

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 will be based in Belfast and 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, Tristan Pedelty and the Commissioner for Investigations, Peter Sheridan, as well as four Non-Executive Commissioners to provide challenge and scrutiny to the executive team.



### 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 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 investigations

The Commission has been set up to investigate deaths and serious injury during the Troubles, with an emphasis on providing information to victims, survivors and families, including seeking to answer any specific questions they have. It will

produce authoritative reports setting out the circumstances of the case, giving victims, survivors and families the opportunity to make a public statement about the impact of the events on them.

We are embedding a trauma-informed approach in how the Commission undertakes its investigations. We are not a traditional law enforcement body and are able to follow different practices where these will better support victims, survivors and families. We are seeking talented, empathetic and committed individuals who have relevant experience, and are looking for the opportunity to do things differently.

We will undertake our work in three main stages, through three interlocking teams:

- **Stage 1: Support.** This is the start of an individual's journey with the Commission. Our dedicated Case Support staff will help individuals and families better understand how the Commission may be able help them (and what it will not be able to do), the different options available to them and the information the Commission will need to move to the next stage. While this is the first stage of the journey, that support will be available throughout the entire process. This team will provide a single point of contact and consistent, objective support for the requesting individual and family throughout their time with the Commission. They will respond to any questions and provide people with the space, time and information to make decisions that are right for them and the information recovery outcomes they seek.
- **Stage 2: Information Recovery.** In this next phase, a team of investigators will gather information and evidence and seek to answer the questions the requesting individual and family have raised. The team will need a range of skill sets, to comb through archives, interview witnesses and secure evidence. Investigators will work across a range of different cases at any one time to maximise progress and efficiency. Each investigation will be overseen by a Senior Investigative Officer. Our investigators will be able to require access to all material from any previous fact-finding and determination processes, as well as all material held by the state, no matter how sensitive. They may also undertake new investigative work. Investigative teams will follow defined terms of reference for each investigation, which will start with a scoping exercise, based on the approach for review of cold cases. This will inform the Commissioner for

Investigation's decision on which of three investigative routes will be most appropriate for the case. All three routes will embed the features required for an ECHR compliant investigation:

- **Family-focused investigations:** Investigators will aim to answer specific questions raised by the requesting individual and family by accessing to records and all relevant material as well as carrying out targeted interviews and requiring further information under their statutory powers. This type of investigation may be most appropriate where work has already previously been undertaken to look into the circumstances of the death / serious injury – for example there may already have been a successful prosecution or inquest but this process didn't answer what the individual or family wanted to know.
  - **Culpability-focused investigations:** investigators will aim to establish all the circumstances of the death or other harmful conduct and answer specific questions related to this raised by the requesting individual and family. The Commission will assess all information held by other organisations and seek additional evidence from witnesses and persons of interest. The Chief Commissioner will make findings based on the balance of probabilities.
  - **Liability-focused investigations:** as well as aiming to answer specific questions raised by the requesting individual and family, investigators will try to establish all the circumstances of the death or serious harm and collect evidence to a standard that would support prosecution.
- **Stage 3: Findings.** The Chief Commissioner is responsible for the production of reports at the conclusion of investigations. In this work, they are supported by the Findings and Reports Unit. An officer from the unit will be assigned to each investigation from an early stage and will independently challenge the direction of investigative work. As the investigation nears its conclusion, the Commissioner for Investigations and team will present their evidence to the Chief Commissioner who will assess and evaluate it to determine findings. Further investigative work may be requested. Reports will be produced to record the findings that have been made and to seek to address the requesting individual or family's questions.

## Our Team

- **The Chief Commissioner** has overall responsibility for leading and setting the strategic direction of the Commission to enable it to achieve its overarching aims and objectives. He is responsible for the production and publication of final reports. He will be supported by a Findings and Reports Unit who, under his supervision, will support in preparing reports. The Chief Commissioner chairs the Commission’s **Board** which provides challenge, scrutiny and insight to enable the Executive Committee and wider team do its vital work.
- The **Chief Executive Officer** leads the efficient and effective running of the organisation, ensuring that it discharges its functions in line with all legal requirements and that staff are galvanised to work in support of the Commission’s mission. They are the Accounting Officer for the organisation but do not take operational decisions on investigations or reports.
- The **Commissioner for Investigations** leads the Investigations Directorate (covering the Case Support and Information Recovery teams) and is designated with the full powers and privileges of a constable. They are responsible for taking decisions about accepting a request and for how the investigations are conducted. The Commissioner for Investigations will oversee a trauma-informed approach through all investigative work and will be supported by three Assistant Commissioners.

Commissioner for Investigations		
Assistant Commissioner for Investigations: Support Lead	Assistant Commissioner for Investigations: Information Recovery Lead	Assistant Commissioner for Investigations: Information Recovery Lead
A team of trained case support officers as well as experts to provide advice on trauma and safeguarding matters	A multi-disciplinary team of investigators working on a range of cases each supervised by a Senior Investigative Officer	A multi-disciplinary team of investigators working on a range of cases each supervised by a Senior Investigative Officer

## About the role

### Job Title

Data Processing Lead – Serious Crime Indexing

### Number of roles

Multiple roles available

Roles can be based in Belfast or London.

### Salary

£41,000

### Location

Our main operational base will be Belfast, with an operational site in London. Staff are split across both the London and Belfast Offices; therefore, regular travel will 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, part time and flexible working. The role may include occasional out-of-core-hours working.

### Contract Type

Permanent and Temporary Contracts are available. Secondment arrangements from other organisations will also be considered with their approval, including employer pension contributions.

### Security Level

Minimum SC – and a willingness to be assessed against the requirements for DV clearance, if not already cleared.

### Closing Date

5<sup>th</sup> May 2026 at 11.59pm

### Interview Date

Expected week commencing 18<sup>th</sup> May 2026

## The Role

We are recruiting **Data Processing Lead** to be part of the new established independent Commission for Reconciliation and Information Recovery (ICRIR). Data Processing Lead will work within the Commissions Major Incident Rooms (MIRs) and on a bespoke Case Management System, managing the input and indexing of the documentation that is generated and received during an ICRIR investigation, raise any actions in line with established procedure and maintain oversight of a number of investigations. This role will also have responsibility for ensuring all documentation has been processed correctly, maintaining accurate records across all indexes, ensuring the system is searchable for all users, all investigative links are created and that any areas of concern with regards to progress, priorities and standards are brought to the attention of the Senior Investigative Officer (SIO), Major Incident Room Office Manager (OM) and Team Supervisors.

The end-to-end journey of an investigation is all about the people who will eventually benefit from information recovery. At every stage requesting individuals or families must be able to understand what is happening and what progress is being made. A key difference to the Commission's approach is that a request must be made before the Commission can carry out its investigations. These requests can include specific questions that the requesting individual or family wish to see addressed during the investigative work. We will seek answers to questions by examining all existing material, including that which might not have been disclosed or made public during any previous fact-finding.

The post sits within the Investigations Directorate in the Commission. Headed by the Commissioner for Investigations, Peter Sheridan, you will form part of the Major Incident Room Team, reporting to the Major Incident Room Manager. The Directorate will be multi-disciplinary with a mix of backgrounds and skills and team members will be expected to work together to set a new and unique culture reflecting the Commission's mission and values.

## Key Responsibilities

- Process and index documentation relating to ICRIR investigations into deaths and incidents of serious harm which occurred during the Troubles.
- Maintain knowledge of local and national guidance and legislation relating to the role; the investigative process and related guidance; understand Major Incident Room Standardised Administration Procedures (MIRSAP); and changes and updates to the Case Management System (as required).
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role, including all applicable legislation, national and local policies and guidance relating to the handling, processing and storing of documentation and data.
- Contribute to the development of an inclusive environment which values diversity, encourages learning and development and identifying and acting where capabilities need to be improved.
- Recognising and finding different ways to achieve reconciliation and restorative justice.

# Person Specification

## Essential Criteria

- Experience of the investigative process or conducting police or professional investigations.
- Knowledge and experience of Major Incident Room roles and procedures.
- Good communication skills.
- Able to produce clear and concise reports and other documents within best practice procedures.
- Skilled in the use of relevant specialist IT packages, e.g. HOLMES/CLUE systems and databases. (Training will be provided on the ICRIR Case Management System).
- Strong team working skills.
- Able to proactively develop effective working relationships with colleagues, partners, and other stakeholders.
- Able to break down a complex problem into component parts and determine appropriate action in investigations.
- Able to appropriately prioritise and plan own workload.
- Demonstrate the values set out in the ICRIR Code of Conduct.
- Willingness to undergo DV security vetting if not already in place. Minimum vetting is SC (Security Cleared).

## Desirable Criteria

- Experience of criminal investigations in Northern Ireland.
- Understanding of Government Protective Marking Scheme (GPMS) documentation and how Case Management Systems are affected by this process.

# The 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 against the Person Specification above 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.

Please also provide a statement of suitability (max 800 words) setting out your key skills and experience against the essential criteria listed in the person specification. Please indicate your location preference for the role – either Belfast or London.

## Stage 2: Interview

Successful candidates who meet the required standard at sift will be invited to an interview held via video conference or face-to-face.

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.

You can apply for this post through [recruitment@icrir.independent-inquiry.uk](mailto:recruitment@icrir.independent-inquiry.uk).

### **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](mailto: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](mailto:recruitment@icrir.independent-inquiry.uk)

### **Merit Lists**

These roles are for our merit list, and successful candidates will be notified and asked to commence vetting in preparation for any upcoming posts. Candidates can remain on this merit list up to 2 months. This may include roles at a lower pay band.

## Expected Timeline

The anticipated timetable is as follows:

<b>Advertisement Closing Date</b>	5 <sup>th</sup> May 2026 at 11.59pm
<b>Stage 1: CV and Statement of Suitability</b>	Internal sift, w/c 11 <sup>th</sup> May 2026
<b>Stage 2: Interview</b>	Expected w/c 18 <sup>th</sup> May 2026
<b>Outcome</b>	Expected End May/early June 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 5<sup>th</sup> 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](http://www.nilgosc.org.uk/members)

## FAQs

### Is this role suitable for part-time working?

This role is available for full-time, or flexible working arrangements (including job share partnerships).

### Will the role involve travel?

Regular travel to and presence at the Belfast HQ will be required if you are not Belfast based.

### Where will the role be based?

The post can be based in Belfast or London. Whichever office you choose to be based in, weekly travel to our other office may be required to support delivery of key objectives. Relocation costs will not be reimbursed, however, travel costs between Belfast and London can be reclaimed as an expense.

### 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](mailto: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](mailto: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 [HRenquiriesICRIR@icrir.independent-inquiry.uk](mailto:HRenquiriesICRIR@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 [GDPR Privacy Notice](#).



## 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](mailto:recruitment@icrir.independent-inquiry.uk)