

Legal Assistant

Independent Commission for
Reconciliation and Information
Recovery (ICRIR)

Closing Date: 14th June 2026 at 11:59pm

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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.

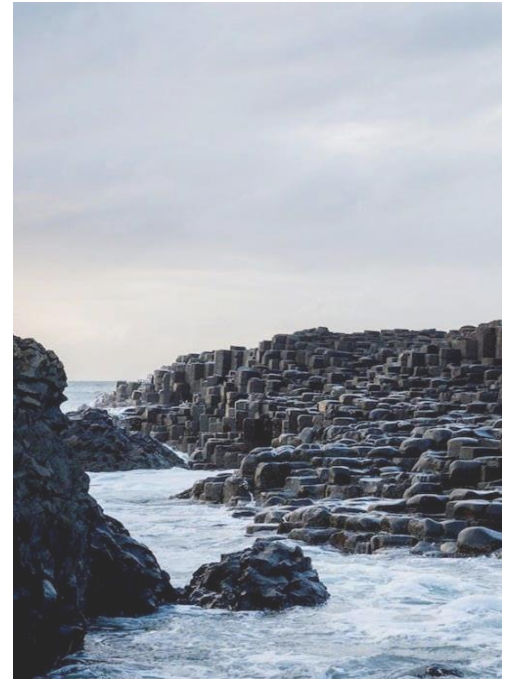
The Commission is primarily based in Belfast, with further operational sites in Northern Ireland and London. Travel to all locations will be required, but hybrid working arrangements will help us support a range of flexible working patterns. This is an exciting opportunity to join an organisation with a unique and vital remit. The organisation is entering a key period of preparation for transition to the Legacy Commission, including planning for operationalisation of new powers, legislation and capabilities.

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.

We are committed to creating a diverse and inclusive workplace. We welcome applications from all communities and backgrounds, including underrepresented groups. We value diversity in our workforce as it enhances our ability to serve the communities of Northern Ireland and the United Kingdom.

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.

About the role

Job Title

Legal Assistant

Band

1

Salary

£31,000 - £34,000

Location

Belfast

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, part time and flexible working. The role may include occasional out-of-core-hours working.

Contract Type

This role is offered on a 1-year fixed term contract. Secondment or loan arrangements from other organisations will also be considered, including employer pension contributions.

Security Level

Willingness to be assessed against the requirements for SC clearance, if not already cleared. Candidates may join the organisation under CTC clearance and progress to SC clearance.

Closing Date

Sunday 14th June 2026, 11.59pm

Expected Interview Date

Week commencing 29th June 2026

The role

The Legal Assistant will provide high-quality legal administrative and support services to the Litigation team in the General Counsel's Directorate within the Independent Commission for Reconciliation and Information Recovery (ICRIR).

The role supports the delivery of independent, effective, and legally compliant advice across civil litigation, public law matters, investigations, and statutory functions.

This includes assisting with case preparation, preparation and issuing of legal documentation, and the administration of legal processes in a complex and sensitive environment. A high degree of professionalism, attention to detail, time management to adhere to strict court deadlines and organisational capability, as well as excellent team working skills are all pre-requisites for this role.

Key Responsibilities

1. Legal Support

Prepare digital briefs for instructed Counsel

Prepare court bundles, disclosure lists and bundles, and evidence files in readiness for hearing

Support defence of litigation and public law/judicial review proceedings and also assist with the issuing of said proceedings, where required,

File court documents and manage court fees

Organise consultations and attend meetings, preparing the necessary notes and minutes

Support responses to statutory disclosure and information requests

Deliver legal papers to counsel instructed as and when required

2. Case Support and File Management

Maintain case management systems and legal records efficiently

Manage electronic and manual filing systems in compliance with UKGDPR

Monitor legal deadlines such as court timetables and statutory obligations and maintain the court diary system, as required

Ensure documentation is accurate, complete, accessible, and securely stored in accordance with UK GDPR and our Directorate's data

destruction policy Support lawyers in progressing litigation/public law/judicial review matters

3. Administrative Support

Provide general administrative support (document production, correspondence, scheduling)

Liaise effectively and on a timely basis with internal colleagues, external legal advisors, courts, and stakeholders

Arrange meetings, prepare agendas, and take accurate minutes

Assist with financial administration, including fee

processing, requesting payment and liaising with Procurement and Finance colleagues regarding same and cost tracking via a case management system

4. Compliance and Governance

Ensure compliance with legislation, including data protection/UKGDPR and human rights law

Maintain confidentiality and handle sensitive information appropriately

Support Commission governance, audit, and accountability requirements

Maintain accurate records and audit trails of legal decisions

5. Stakeholder Engagement

Act as a point of contact for internal colleagues for routine legal enquiries for the Litigation Team

Communicate professionally with colleagues, clients, and external stakeholders

Provide guidance on legal processes and procedures to internal colleagues

6. Continuous Improvement

Contribute to service development and improvement initiatives

Maintain awareness of legal and public sector developments

Participate in internal Commission training

Person Specification

Essential Criteria

- Minimum 2 years' administrative experience in a legal office environment
- Experience working in a fast-paced environment with strict deadlines
- Collaborative team worker
- Knowledge of legal processes and legal documentation
- Strong organisational and prioritisation skills
- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- Ability to handle confidential and sensitive information
- CTC clearance required with a willingness to apply for UKSV SC clearance if not already obtained

Desirable Criteria

- Experience in public sector, regulatory, or investigatory environments
- Knowledge of public, administrative, or regulatory law
- Experience supporting litigation in one or more of the following areas: employment law matters, judicial reviews, and/or inquests
- Experience managing large-scale disclosure exercises

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

You will be asked to complete three questions in your application form which will be used to sift applications. You should also upload your CV setting your career history, with key responsibilities.

Stage 2: Interview

Successful candidates who meet the required standard at sift will be invited to attend an interview in our Belfast offices.

Please note, the interview will consist of situational and competency-based questions and candidates should familiarise themselves with how to answer giving STAR responses (the panel will be looking for the scenario, the task to be completed, the action you took and the result/outcome)

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.

Candidates proceeding to interview will be asked to complete a Declaration of Interest form. **Please note, candidates will not be able to attend interview without having completed the Declaration of Interest form.**

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 Lists

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

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 the 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

The 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 on a full-time basis, flexible working arrangements may be considered where operational demand permits

Will the role involve travel?

Regular travel to and presence at the Belfast HQ will be required if you are London based and regular travel to and presence at the London HQ will be required if you are 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, travel to our other office will 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 and residency requirements for this role?

To be eligible for employment to this role **you must be a British national or hold dual nationality which includes British nationality**. You must also meet the residency requirements for the DV clearance level (10 years) as set out in [Security Checks - Home Office Careers](#).

For further information on whether you are eligible to apply, please visit [Security Checks - Home Office Careers](#) and [DV - Guidance Pack for Applicants - 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 here: [United Kingdom Security Vetting: clearance levels - GOV.UK](#).

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

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 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.

We understand that the application process can be daunting. We offer the opportunity for prospective applicants to have an informal conversation with our hiring managers. This is to provide more information about the role, discuss any accommodations needed, and answer any questions you may have.

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