



# Reports and Findings Assistant

Independent Commission for Reconciliation and Information Recovery (ICRIR)

Closing Date: Tuesday 14<sup>th</sup> April 2026

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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 are building an independent organisation that's founded on integrity, expertise, and fairness.

Best wishes,

**Sir Declan Morgan, Chief Commissioner**



## A Message from the Director of Reports and Findings

Thank you for your interest in this exciting and rewarding role. Since becoming operational on 1 May 2024, the Commission's caseload has continued to move at pace. This role comes at an important time as the Commission transitions to become the Legacy Commission, offering the opportunity to support, shape and steady the Reports and Findings Team through this next phase of our work.

This is an opportunity to join an experienced, motivated and committed team as we deliver this historic work. You will work with me, the Chief Commissioner and my Reports and Findings Team to produce and publish written reports that make findings about all the circumstances of every death or instance of harmful conduct that the Commission has investigated.

I am looking for candidates with:

- Strong analytical ability
- Effective verbal and written skills
- Proven ability to collaborate

I look forward to receiving your application.

**Claire Welch, Director of Reports and Findings**

## Who We Are

The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been created for families, victims, and survivors of Troubles-related deaths and serious harm. Amongst our statutory duties we recover information, produce and publish reports and promote reconciliation. This is an exciting opportunity to join an organisation with a unique and vital remit.

We are 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 from 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.

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 Reports and Findings Team supports the Chief Commissioner in producing and publishing high quality written reports at the conclusion of every investigation and is led by the Director of Reports and Findings, Claire Welch. When the Commission transitions to become the Legacy Commission, the Reports and Findings Team will continue its work to support the Independent Panel of Judges to produce their reports.

## The Commission's role is to:

- 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 and our reports

The Chief Commissioner is responsible for the production and publication of reports at the conclusion of each investigation carried out by the Information Recovery Team under the direction of the Commissioner for Investigations. In this work, the Chief Commissioner is supported by the Director of Reports and Findings and the Reports and Findings Team.

When the Commission transitions to become the Legacy Commission, the Reports and Findings Team will continue its work to support the panel of Independent Judges to produce their reports.

The Reports and Findings Team is made up of:

- The Director of Reports and Findings
- The Deputy Director of Reports and Findings (new role, under recruitment)
- Senior Reports and Findings Officers
- Reports and Findings Officers
- Reports and Findings Assistants (being recruited)
- A Legal Delivery Manager and team of paralegals

A Reports and Findings Officer from the team is allocated to each investigation once it is accepted by the Information Recovery Team. They work collaboratively with the investigation team as the investigation progresses. This allows them to remain sighted on the direction of investigative work. The role of the Reports and Findings Team is to:

- work alongside the investigations team during the investigation;
- engage with the case support team to reflect the needs and preferences of families in our work;
- assess, evaluate and analyse the evidence presented by the Commissioner for Investigations and his team at the end of each investigation;

- write a report that makes findings, on the balance of probabilities, based on the totality of the evidence;
- share draft reports with those entitled to make representations on its content before publication; and
- support the publication of the final report.

Where the evidence allows, the reports will explain all the circumstances of the event that led to the death or serious harm, record the findings that can be made and answer the requesting individual's questions. The standard of proof we apply is the balance of probabilities.

## Reports and Findings Assistant (RFA)

### Number of roles

Multiple roles

### Band

2

### Salary

£37,000

### Location

Our primary operational base is in Belfast, with an additional site in London. Staff are distributed across both offices, and applications are welcomed for either location. Travel to London and Belfast will be required. In line with the Commission's hybrid working policy, you may also work from your home address, subject to agreement with your line manager.

### Working Pattern

Full time, although applications for part time and flexible working are also encouraged.

### Contract Type

This role is offered on a permanent contract, but fixed-term contracts and secondment arrangements from other organisations will be considered.

### Security Level

Successful candidates will be required to obtain Security Clearance for the role. This can be a lengthy process and candidates should familiarise themselves with the requirements of the SC process prior to applying. Existing SC clearance is desirable.

### Closing Date

Tuesday 14<sup>th</sup> April 2026 at 11.59pm

### Interviews

Anticipated w/c 18<sup>th</sup> May 2026

## The role

We are recruiting Reports and Findings Assistants to be part of the Independent Commission for Reconciliation and Information Recovery (ICRIR), as part of the Reports and Findings Team.

The role comes at an important time as the Commission transitions to become the Legacy Commission.

In this role you will work as part of a dedicated team supporting the Chief Commissioner (and the Independent Panel of Judges when the ICRIR becomes the Legacy Commission) to discharge their statutory duty to produce and publish reports.

The Reports and Findings Team is responsible for testing and analysing the evidence at the conclusion of each investigation, making findings, and writing reports that record those findings consistently in the Commission's style. The team also manages the statutory representations process.

This is a challenging and rewarding role. We are seeking a committed person with a keen eye for detail who can work in a trauma-informed way. You will need to be objective, able to use sound judgment and knowledge to analyse high volumes of evidence to assist with the production of quality written reports and ensure that robust processes are consistently applied. You will thrive in a culture of continuous learning and improvement, based on feedback and honest self-assessment.

Reports are the product on which the Commission will be judged and will be closely scrutinised. In this role you will ensure, together with your team, that they are produced to a very high standard, deliver real value to requesting individuals or families, and support the Commission's principal objective of promoting reconciliation.

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.

## Key Responsibilities

- Review and organise documentary evidence and data relevant to the work of the Reports and Findings Team and present it in a preferred format to assist the drafting of reports, fact-checking and ensuring accuracy.
- Support the team's work by writing initial drafts of reports or parts of reports, prepared to the house style.
- Support Reports and Findings Officers by using judgment and reasoning to make recommendations and suggestions about what findings can be made in individual cases, including where evidential gaps or inconsistencies exist.
- Work with and provide support to Reports and Findings Officers at meetings and case reviews, deputising in their absence when requested.
- Provide administrative and proofreading support to the Reports and Findings Team.
- Provide support during the statutory representations process, including making recommendations to the team, preparing and indexing any annexes to reports, assisting with disclosure to eligible individuals and public authorities.
- Liaise with internal colleagues and external bodies/stakeholders/relevant authorities where necessary.

- Ensure deadlines and quality measures are adhered to.
- Ensure compliance with all relevant policy, procedures, and guidance. Key policies include managing the disclosure of sensitive information; compliance with report-writing guidance; safeguarding; representations; and the approach to publication.
- Build and maintain strong working relationships with senior members of the Reports and Findings Team and, through them, the Chief Commissioner. Ensure the Chief Commissioner and Director of Reports and Findings' preferences are reflected throughout your work.
- Establish and maintain constructive, professional relationships with other key teams across the Commission, including the Case Support Team, Information Recovery Team, General Counsel, Support and TRIM Team and Strategic Advisory colleagues.
- Help to create an inclusive environment which values diversity, encourages continuous learning and development, and welcomes feedback. · Support the Findings team in carrying out any other duties that the team may reasonably require.

## Person Specification

### Essential Criteria

- Strong written and verbal communication skills, including the ability to draft in a clear, structured and impactful way, accessible to diverse audiences.
- Strong ability to analyse, challenge, evaluate and weigh up multiple sources of evidence to draw out key points, reach balanced findings and support the drafting of high quality, accessible and accurate reports.
- Proven ability to collaborate effectively across directorates and engage with a wide range of stakeholders, including senior leaders.
- Excellent attention to detail, including experience of identifying and challenging inaccuracies and inconsistencies in written material.
- Resilience and the ability to remain focused, organised and effective in fast-paced and changing environments with shifting priorities.
- Strong organisational and administrative skills.
- Demonstrate the values set out in the ICRIR Code of Conduct.
- Willingness to undergo SC security vetting if not already in place.

### Desirable Criteria

- Experience of writing in a sensitive context.
- Experience of working in legal, human rights, policy, or advocacy roles, whether in public, private, or third sector settings.
- Experience of working with the bereaved, victims and survivors.
- Experience of family engagement or transitional justice.
- An understanding of investigations methodology and police processes.
- Knowledge and understanding of the context within which the Commission operates.
- Editing and/or proofreading experience.

- Existing SC security clearance.

## 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 three stages as detailed below:

### Stage 1: Sift

Your application will be reviewed against the essential criteria in the first instance and may also use the desirable criteria to inform the final shortlist.

In your online application, you will be asked a series of questions, and the panel will use your responses to support the shortlisting process.

### Stage 2: Exercises and Interview

Successful candidates who meet the required standard at sift will be invited to complete a written exercise and an interview. If there is a large volume of candidates, the written exercise may form part of the initial sift.

For candidates proceeding to interview, candidates 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.**

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.

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**

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](mailto: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. We also offer generous flexitime and Time Off In Lieu (TOIL) 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](http://www.nilgosc.org.uk/members)

## FAQs

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

This role is available for full-time, part-time and flexible working arrangements.

### Will the role involve travel?

Regular travel to and presence at the Belfast HQ and London office will be required.

### Where will the role be based?

The post can be based in Belfast or London. Regular travel to our Belfast office will be required to support delivery of key objectives.

### 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
- and 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.)

**Please also note the UK residency requirements for SC clearance.**

For further information on whether you are eligible to apply, please visit [gov.uk](http://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 set out in the job description or be willing to obtain the required security clearance for this role. Please ensure you familiarise yourself what information about the vetting process, found online, before applying.

### **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)

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