



People Systems and Data Manager

Independent Commission for
Reconciliation and Information
Recovery (ICRIR)

Closing Date: 31st May 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 are building 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 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 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, given 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.

People Systems and Data Manager

Number of roles

1

Band

4

Salary

£59,000 - £70,350

Location

Belfast

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 CTC for the role and may be required to attain SC clearance. This can be a lengthy process, and candidates should familiarise themselves with the requirements of the SC process prior to applying. Existing CTC/SC clearance is desirable.

Closing Date

Sunday 31st May 2026 at 11:59pm

Interviews

Anticipated 17th/18th June 2026

The role

The People Systems and Data Manager is responsible for leading the organisation's HR information systems (HRIS), workforce analytics, and data governance functions. The role delivers high-quality insight, statutory reporting, and compliance assurance to support strategic decision-making across the organisation.

The post holder will have oversight of the Monitoring Officer, ensuring robust governance, transparency, and statutory compliance — including duties under Section 75 of the Northern Ireland Act 1998. They will oversee the provision of accurate equality, workforce, and governance data required to meet corporate, legal, and regulatory obligations.

Key Responsibilities

HR Systems Management

- Lead on the selection, optimisation, and development of HR information systems.
- Oversee system upgrades, testing schedules, user acceptance testing (UAT), and implementation.
- Manage data structures, user access, permissions and workflows.
- Work with HR systems and IT teams to improve data structures, reporting capability, and analytics tools
- Deliver training and technical guidance to HR and operational colleagues.
- Lead HR digital transformation and analytics projects.
- Identify opportunities to enhance processes, automate workflows, and modernise HR systems.
- Act as liaison with software suppliers and technical support teams.

Data Management & Workforce Analytics

- Collecting, analysing and interpreting complex employee data and workforce metrics.
- Ensure accuracy, completeness, and integrity of HR data across all systems.

- Produce high-quality workforce dashboards, identifying trends, patterns and anomalies in data for the Leadership Team, Board and People Committee.
- Analyse organisational data on recruitment, absence, turnover, performance, workforce representation, and equality categories.
- Provide analytical insight to develop and implement data driven strategies, policy development, resource planning, and organisational plans.
- Lead collaboration between HR, governance, ICT, and senior management teams to strengthen organisational assurance.

Advisory Lead

- Act as a trusted advisor to senior HR leaders and the Leadership Team, providing clear, evidence-based insights and recommendations.
- Support the evaluation of HR initiatives and organisational change programmes through data-led impact assessment.
- Contribute to the development of the People Strategy by grounding proposals in insight and analysis.
- Engage with internal stakeholders including ICT, Finance, senior leaders, operational managers, and governance teams.
- Provide expertise on HR data, reporting, equality monitoring, and system capabilities.

Monitoring Officer Oversight & Statutory Compliance

General Governance Responsibilities

- Work in collaboration with the Equality Officer to ensure:
 - compliance with statutory reporting requirements,
 - proper handling of governance queries,
 - robust evidence provision for internal and external audits,
 - adherence to corporate risk, assurance, and governance frameworks.
- Ensure the Equality Officer receives accurate and timely HR data and analytical support.

Section 75 (NI Act 1998) Oversight

The People Systems and Data Manager is accountable for ensuring that Section 75 duties are supported through accurate HR data, systems, and governance processes, delivered through and with the Recruitment Team.

Responsibilities include:

- Ensuring HR systems capture complete and accurate equality monitoring information aligned to Section 75 categories.
- Oversight of equality data reporting, including trend analysis and workforce-based insights.
- Co-ordinating the Equality Officer in the production of statutory Section 75 annual progress reports.
- Supporting screening exercises and Equality Impact Assessments (EQIAs) with robust workforce data.
- Monitoring workforce representation, recruitment outcomes, and progression trends to identify inequalities or areas requiring intervention.
- Contributing to the development and monitoring of the organisation's Equality Scheme and Section 75 Action Plan.
- Ensuring all HR data-related processes meet the requirements of equality legislation and good relations duties.

HR Policy, Compliance & Governance

- Provide data-driven insights to inform the development and review of HR policies.
- Ensure organisational compliance with GDPR, FOI, Section 75, and all HR-related statutory obligations.
- Support audit processes by providing validated data, evidence, and analytics.

Person Specification

Essential Criteria

- Proven experience managing HR systems and large-scale workforce data.
 - Strong analytical, statistical, and reporting capability.
 - Knowledge of Section 75 obligations and equality monitoring practices.
 - Understanding of GDPR, data protection, and governance frameworks.
 - Strong communication and stakeholder-engagement skills.
 - Experience within the Northern Ireland public sector or equality-regulated environment.
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- **Desirable Criteria**
 - Experience supervising staff or providing functional leadership.
 - Experience with EQIA processes or statutory equality reporting.
 - Skills in Power BI, SQL, or other analytics tools.
 - Relevant professional qualifications in HR, data analytics, or project management.

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: Interview and Presentation

Successful candidates who meet the required standard at sift will be invited to complete an interview including a presentation.

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.

The successful candidate will be subject to right to work checks, providing two satisfactory references **and** obtaining the relevant security clearance level before a formal offer is made. 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. 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

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 DV clearance.

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 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

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 a better or worse experience have, 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