

Reader/Receiver Major Incident Room

Independent Commission for
Reconciliation and Information
Recovery (ICRIR)

Closing Date: 11th January 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 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/Conflict. 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 and resiliency - 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/Conflict, 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/Conflict. 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 more staff now that we have begun receiving cases.

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

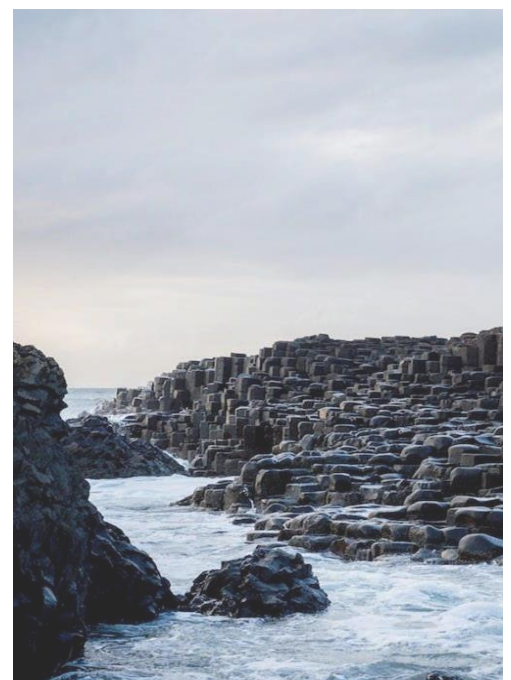
The Commission is primarily based in Belfast, with further operational sites in Northern Ireland and London. Travel to all locations will be required, but hybrid working arrangements will help us support a range of flexible working patterns. This is an exciting opportunity to join an organisation with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

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

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.

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, and will give 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, he is supported by the Head of Findings, Claire Welch, and her Findings Team.

A Findings Officer from the team will be assigned to each investigation once it is accepted by the Information Recovery Team and will independently challenge the direction of investigative work.

As the investigation nears its conclusion, the Commissioner for Investigations and his team will present their evidence to the Chief Commissioner and the Findings Team, who will then assess and evaluate it to determine findings.

Further investigative work may be requested by the Findings Team. Draft reports will be shared with eligible respondents to allow for a

statutory 30 day period of representations, following which the final written report will be published.

The report will record the findings that have been made on the balance of probabilities and will seek to answer the requesting individual'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 is supported by the **Head of Findings** and her Findings Team who, under their supervision, will produce written reports of their findings. The Chief Commissioner chairs the Commission's Board which provides challenge, scrutiny and insight to enable the Executive Leadership Team 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 **Head of Findings** leads the team that supports the Chief Commissioner to assess the evidence presented by the Commissioner for Investigations and his team, and to make findings, on the balance of probabilities, based on that evidence. She sets the direction for the team and ensures quality standards are maintained, as well as meeting with requesting individuals, and escalating internal matters with the Assistant Commissioners for Investigations. She is a member of the Executive Leadership Team.

About the role

Job Title

Reader/Receiver Major Incident Room

Band

3

Salary

£46,000

Location

Our main operational base is in Belfast, with an operational site in London. Travel between London and Belfast will be required as will regular attendance in the office. There may be occasions when you can work remotely, 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

Contract Type

This role is offered on a permanent contract. Full time and part time roles are available.

Security Level

Willingness to be assessed against the requirements for SC clearance, if not already cleared. Some roles may also be asked to undergo Developed Vetting and STRAP in due course.

Closing Date

11th January 2026, 11.59pm

Interview Date

February 2026

The role

We are recruiting experienced **Reader/Receivers** to receive, read, and identify key lines of enquiry. Effectively manage document classification and process accordingly and appropriately prioritise and action all material relating to ICRIR case work.

The MIR functions as the central hub of any investigation, through which every piece of information gathered by investigators, analysts and any other agencies is passed through. It serves as the core from which all information is analysed, and strategies are formulated to ensure no avenue of enquiry is missed. It manages a register of information which must be accurately monitored throughout, ensuring each investigator has the most up to date knowledge on any one investigation. It is also a key component for research, strategy formulation and guidance from the beginning of an investigation right through to the end and possibly through the prosecution system should a prosecution be sought. The first point of contact for all this information is the role of Receiver, once they have analysed and checked the information it is passed to the Data Processors to index ensuring the information is accessible and searchable both on the information and investigative side of the case management system, which in the case of the Commission is CLUE.

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 requesting individuals' 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 MIR sits at the heart of any investigation and all documents relating to any investigation are passed through the MIR ensuring no lines of enquiry are missed. The Directorate is 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

- Receive and read all documentation submitted to the incident room, highlight all priority content to be indexed and identify any High Priority Actions that are required to be raised.
- Attend all briefings held by the SIO relevant to case work and ensure tasks are raised accordingly.
- Indicate to the registration officer (if separate role) the appropriate priority of the document that is High, Medium or Low in accordance with SIO or MIR policy.
- Share any relevant or high priority documentation directly with the SIO and/or analytical team.
- Assist enquiry team with any enquiries related to searching of the system and identifying any outstanding lines of enquiry.
- Ensure all documentation is submitted in the correct format and is searchable.
- Ensure that all tasks are completed correctly before being shown complete on the system.
- Liaise with enquiry team that all documents submitted have a source to show their origin.
- Ensure disclosure principles are applied so that each case has its own document where possible so as not to overlap with other cases.
- Liaise with Case Support Team ensuring both the Information side and Investigation side are updated with key information.

We are happy to discuss the role and answer any questions you may have. Please feel free to contact us for an informal conversation by emailing us at recruitment@icrir.independent-inquiry.uk

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.

Person Specification

Essential Criteria

Qualification

- Experienced investigators with a confirmed working knowledge of Major Incident Room (MIR) procedures, particularly within multiple and/or series case management situations, including identifying evidence for court.

Essential Criteria

- Have an ability to develop and maintain knowledge and understanding of policy and legislation relating to Major Incidents
- Have well developed interpersonal and communication skills with an ability to engage and involve stakeholders.
- Have an ability to make decisions, use discretion and sound judgement and manage associated risks.
- Have comprehensive IT skills, knowledge and experience of HOLMES and CLUE case management systems.
- Have the highest levels of integrity and be able to manage information sensitively and diplomatically and in accordance with policy.
- Demonstrate the values set out in the ICRIR Code of Conduct.
- Willingness to undergo SC security vetting if not already in place.

Desirable Criteria

- Knowledge of, or experience of investigations in, Northern Ireland.

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 criterion listed in the Person Specification above.

Please provide a CV setting out your career history, with key responsibilities and achievements. You will be asked to provide reasons for any gaps.

Stage 2: Exercise and Interview

Successful candidates who meet the required standard at sift will be invited to interview. As part of this interview process, candidates may be given some written information to review and make a short 10 minute presentation at the start of the interview. 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)

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.

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

Expected Timetable

The anticipated timetable is as follows:

Advertising Closing Date	11th January 2026, 11:59pm
Stage 1: CV and application	w/c 19th January 2026
Stage 2: Presentation & Interview	Expected February 2026
Outcome	Expected February 2026

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 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.

Where will the role be based?

The post can be based in London. Weekly travel to our Belfast office may be required to support delivery of key objectives. 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

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

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