



# Band 2 Executive Secretariat Support

Independent Commission for Reconciliation and Information  
Recovery (ICRIR)

Closing Date: 31<sup>st</sup> May 2026, 11:59pm

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## Welcome! Fáilte! Fair fa ye! Croeso!



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

The Independent Commission for Reconciliation and Information Recovery (ICRIR) has been set up to provide information to families, victims and survivors of deaths and serious injury related to Troubles/Conflict, and to work towards reconciliation for all parties.

I accepted the role of Chief Commissioner because I believe this is worth doing. The people of Northern Ireland and all those affected by the Troubles/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/Conflict and its legacy. For each and every person, that will mean something different. I want the new Commission to be designed in the way that best serves the people of Northern Ireland.

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

I believe we have a real opportunity here to deliver the answers that people are looking for. To do this, we need to build an independent organisation that's founded on integrity, expertise, and fairness.

Best wishes,

**Sir Declan Morgan, Chief Commissioner**



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

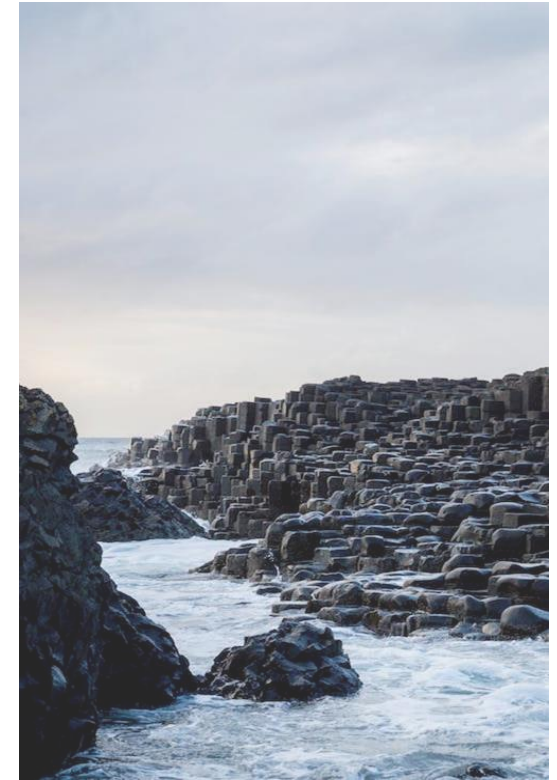
The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been established to recover information about Troubles/Conflict-related deaths and serious injuries to families, victims, and survivors and to promote reconciliation.

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 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/Conflict-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/Conflict-related incidents to prosecutors, where appropriate.
- produce a record of deaths that were caused by incidents during the Troubles/Conflict, 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 and resiliency - informed approach should be taken in all its work and that it should follow three essential principles:

- Compliance with the ECHR;
- Respect for the principles of the 1998 Belfast Good Friday Agreement; and
- Focus on providing useful information to those affected by the Troubles/Conflict.

## Our Team

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

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

## About the role

### Job Title

Band 2 Executive Secretariat Support

### Number of Roles

2 (1x Belfast & 1x London)

### Salary

£37,000

### Location

Our main operational base is Belfast, with an operational site in London. Staff are split across our London and Belfast offices; therefore, regular travel will be required as will regular attendance in the office. Home working may be considered on occasions subject to operational requirements and in line with the Commission's approach on hybrid working and with the agreement of your line manager. These roles can be based in Belfast or London.

### 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 temporary promotion.

### Security Level

Willingness to be assessed against the requirements for CTC clearance, if not already cleared.

### Closing Date

Sunday 31<sup>st</sup> May 2026, 11:59pm

### Interview Date

Anticipated to be 25<sup>th</sup> June 2026

## The Role

We are seeking a dynamic and high-performing administrator to join the Independent Commission for Reconciliation and Information Recovery as Band 2 Executive Secretariat Support.

This role offers an exciting opportunity to work at the centre of this fast paced organisation, providing quality administrative support to senior leaders within the Commission. Situated within the Commissioners & Secretariat team, this role will benefit from working closely with senior leaders across all the independent Commission's areas of operation.

The Commissioners & Secretariat team consist of the Commission's Board and Executive Secretariat teams. The Board Secretariat are responsible for facilitating decision-making and oversight through the Commission's governance framework. This includes the coordination of a number of governance forums, including the ICRIR Board and all supporting committees. The Executive Secretariat are responsible for supporting the Commissioners and Executive team in the effective undertaking of their duties, including diary management, travel arrangements and other administrative support. The team also provide support to the Commission's wider Senior Leadership Team. The team is led by the Chief of Staff.

This role will offer candidates ample opportunities for development in a fast-paced, yet highly supportive environment. As Band 2 Executive Secretariat Support you will be required to adapt to the individual requirements of senior leaders, effectively prioritise your workload, and develop an in-depth understanding of the operations of a complex organisation, whilst playing a crucial role in ensuring the smooth and effective operation of its functions. You will be encouraged to forge positive relationships with colleagues throughout the organisation to ensure a broad awareness of the Commission's activities and how these might impact the work of the team.

## Key Responsibilities

- Working with the wider Commissioners & Secretariat team to deliver considered and proactive support for the Commission's senior leaders, ensuring an in-depth understanding of their individual priorities.
- Daily diary management for multiple individuals, including scheduling, identifying and rectifying conflicts, sending invitations and sharing agendas. Swiftly actioning and adapting any changes to schedules.
- Preparing and actioning travel arrangements and accommodation, ensuring value for money and compliance with the independent Commission's policies.
- Booking meeting rooms, and where necessary, sourcing catering and external venues for larger meetings.
- Depending on the specific role requirements, duties may also include:
  - Supporting senior leaders in managing their delegated budgets through the processing of invoices and liaising with the Finance team.
  - Acting as a Local Information Manager, progressing FOI requests and managing online and offline records and files.
  - Monitoring Directorate inboxes and allocating emails received appropriately and in a timely fashion.
  - Develop, monitor, implement and evaluate administrative practices, systems and procedures to optimise efficiency and effectiveness.
  - Providing broader administrative and logistical support in line with business area requirements.

We are happy to discuss the roles and answer any questions you may have. Please feel free to contact us for an informal conversation about the role and our organisation.

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

- Two years of experience working as an administrator, with similar responsibilities to those outlined in the 'Key Responsibilities' section.
- Demonstrable ability to plan, manage and prioritise a varied and complex workload effectively, whilst working in a fast paced and dynamic environment.
- Strong attention to detail and an ability to present and communicate information in an accessible and convenient way, to align with senior leaders' preferences.
- Ability to communicate confidently and appropriately with senior stakeholders, both internal and external.
- Good understanding of maintaining confidentiality and handling of information appropriately.
- Demonstrate the values set out in the ICRIR Code of Conduct.
- Willingness to be assessed against the requirements for CTC clearance, if not already cleared.

## Desirable Criteria

- Experience utilising Microsoft Outlook for diary management.
- Experience with online file sharing platforms, including Microsoft SharePoint.
- Existing CTC clearance (or above).

# Our 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.

## Stage 1: Sift

You will be asked at application stage to complete four questions. Your responses will be used to sift applications.

Please provide a CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.

Where appropriate, please indicate your location preference for the role – either Belfast or London.

## Stage 2: Interview

Successful candidates who meet the required standard at sift will be invited to an MS Teams interview.

At this stage, candidates will also be asked to complete a draft Declaration of Interest.

At your interview, you will be assessed on how your skillset and experience align with the essential and desirable criteria of this role.

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the timetables provided under the about this role section. Please note dates may be subject to change and we reserve the right to close the job earlier than advertised.

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

## Outcome

Please note that if you are successful in your application, you will be asked to list any interests you have which may be relevant to this role and consider any potential conflicts of interest. Your provisional offer will also be subject to right to work checks, providing two satisfactory references and obtaining the relevant security clearance level. A formal offer will then follow. Please do not provide notice to your employer until the formal offer has been accepted. If you have any questions or would like an informal chat about the role before applying, please contact [recruitment@icrir.independent-inquiry.uk](mailto:recruitment@icrir.independent-inquiry.uk)

## Disabled Candidate Interview Scheme

We are committed to being an inclusive employer with a diverse workforce. We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page. Please let us know if this applies to you when submitting your application. If you need any reasonable adjustments to take part in our selection processes, please contact [recruitment@icrir.independent-inquiry.uk](mailto:recruitment@icrir.independent-inquiry.uk)

## Merit Lists

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)

## Expected Timeline

The anticipated timetable is as follows:

<b>Advertisement Closing Date</b>	Sunday 31 <sup>st</sup> May 2026 at 11:59pm
<b>Stage 1: CV and Statement of Suitability</b>	w/c 1 <sup>st</sup> June 2026
<b>Stage 2: Interview</b>	25 <sup>th</sup> June 2026
<b>Outcome</b>	w/c 29 <sup>th</sup> June 2026

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the above timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

## Benefits of working for the ICRIR

As an employee of the ICRIR, you will have access to a wide range of benefits. These include:

- ✓ **Investment in you.** Whatever your role, we take your career and development seriously and want to enable you to build a successful career. You will benefit from development opportunities, the opportunity to take bespoke training and study leave where applicable, as well as the opportunity to take secondments.
- ✓ **Flexible ways of working**, including a blend of office and home working and options for working compressed hours arrangements.
- ✓ A **supportive work environment**, with access to occupational health services, wellbeing support and disability friendly policies.
- ✓ A **positive work life balance**. We offer 30 days of annual leave in addition to 10 bank holidays observed in Northern Ireland from Day 1. In addition, you can take paid special leave for volunteering commitments up to 5 days per year.
- ✓ **Family Friendly Policies**, with generous maternity, paternity, adoption and shared parental leave notably more than the statutory minimums, including paid leave for prenatal and preadoption appointments, as well as paid compassionate and emergency leave. We also offer paid leave in the event of miscarriage and loss of a child.
- ✓ **High occupational sick pay** notably above statutory minimums (1-month full pay, 1 month half pay, rising to 4 months full pay, 4 months half pay in your 5<sup>th</sup> year with 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, or flexible working arrangements (including job share partnerships).

### Will the role involve travel?

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

### Where will the role be based?

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

### Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

### What are the nationality requirements for this role?

To be eligible for employment to this role you must be a national from the following countries:

- The United Kingdom
- The Republic of Ireland
- The Commonwealth\*
- A European Economic Area (EEA) Member State
- Switzerland
- Turkey

Certain family members of EEA, Switzerland and Turkish nationals are also eligible to apply regardless of their nationality. (\*Commonwealth citizens not yet in the UK, who have no right of

abode in the UK and who do not have leave to enter the UK are ineligible to apply.) For further information on whether you are eligible to apply, please visit [gov.uk](https://www.gov.uk).

### What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact [recruitment@icrir.independent-inquiry.uk](mailto:recruitment@icrir.independent-inquiry.uk)

### **Do you offer an interview scheme for disabled candidates?**

We will offer an interview to any applicant with a disability who has indicated they would like to take part in our Disability Interview Scheme, provided they meet the essential criteria for the post as set out on the Person Specification page. Please let us know if this applies to you when submitting your application.

### **Is security clearance required?**

Yes. If successful you must hold the required security clearance or be willing to obtain the required security clearance for this role. Information about the vetting process can be found [online](#).

### **What do I do if I want to make a complaint?**

The law requires that selection is on merit on the basis of fair and open competition. If you feel your application has not been treated in accordance with

this and our values, and you wish to make a complaint, contact [recruitment@icrir.independent-inquiry.uk](mailto:recruitment@icrir.independent-inquiry.uk)

### **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)

