

Estates Manager

Independent Commission for
Reconciliation and Information
Recovery (ICRIR)

Closing Date: 26th 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 need to build an independent organisation that's founded on integrity, expertise, and fairness.

Best wishes,

Sir Declan Morgan, Chief Commissioner

Who we are

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

We are building the Commission and hiring more staff now that we have begun receiving cases.

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

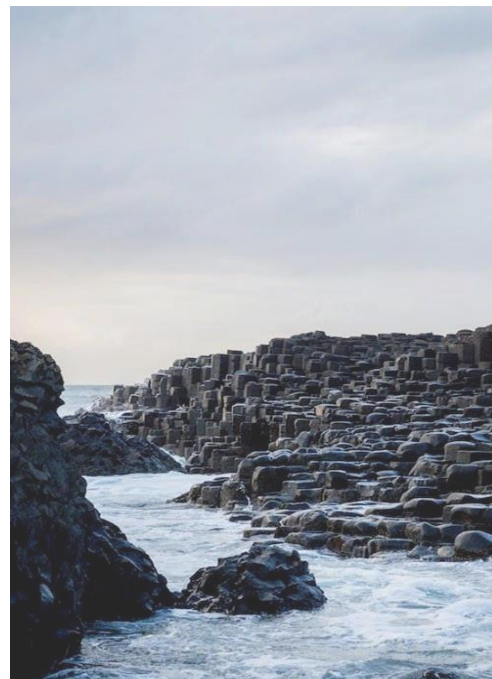
The Commission is primarily based in Belfast, with further operational sites in Northern Ireland and London. Travel to all locations will be required, but hybrid working arrangements will help us support a range of flexible working patterns. This is an exciting opportunity to join an organisation with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

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

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

ICRIR's Code of Conduct

- Integrity
- Impartiality
- Openness
- Accountability
- Respect



The Commission's work will:

- Investigate deaths and other serious Troubles-related incidents, where requested, including deciding whether a criminal investigation should be part of the investigation.
- As part of investigations, give the opportunity for individuals to make personal statements on how the incidents have affected them.
- Require that any information necessary for our work is provided by PSNI, the security services, the Northern Ireland Office or any other public body and require that any person comes to the Commission to provide information.
- Use police powers, where appropriate, including to secure evidence, arrest, and question suspects.
- Produce and publish reports setting out the findings that have been determined from the investigations and addressing questions that have been raised by those making the request.
- Refer deaths and other serious Troubles-related incidents to prosecutors, where appropriate.
- Produce a record of deaths that were caused by incidents during the Troubles, and strive, through all it does, to promote reconciliation.

In addition to its principal objective to promote reconciliation, the Commission has agreed that a trauma-informed approach should be taken in all its work and that it should follow three essential principles:

- Compliance with the European Convention on Human Rights (ECHR);
- Respect for the principles of the 1998 Belfast Good Friday Agreement; and
- Focus on providing useful information to those affected by the Troubles.

About the role

Job Title

Estates Manager

Band

4

Salary

£59,000 - £70,350

Location

Belfast

Our main operational base will be Belfast, with an operational site in London. Staff are split across both the London and Belfast Offices; therefore, regular travel will be required as will regular attendance in the office. You may also work from your home address, in line with the Commission's approach on hybrid working and with the agreement of your line manager.

Working Pattern

Full time. Flexible working may be considered where operational demand permits. The role may include occasional out-of-core-hours working.

Contract Type

This role is offered on a permanent contract.

Security Level

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

Closing Date

26th April 2026 11.59pm

Sift Exercise

Expected week commencing 27th April 2026

Interview Date

Expected week commencing 11th May 2026

The role

We are recruiting for an **Estates Manager** to be part of the Independent Commission for Reconciliation and Information Recovery (ICRIR).

This role offers the chance to contribute to high-impact work that supports the smooth running of our organisation, while developing new capabilities in a dynamic and supportive environment.

You will be working with stakeholders to respond to issues across the organisation's various sites. Working closely with other disciplines such as IT and security to deliver effective and safe working environments. Duties will include oversight and delivery of the planning, implementation, control, management, and supporting policies for the Estates provision, to ensure the services provided meets the business requirements.

Key Responsibilities

- Assisting in the development and management of the Estates and assets across several sites.
- Oversight of service delivery using recognised estates methods, working with contractors to deliver fully operational sites, this will include attending site and managing planned preventative maintenance.
- Assisting with the development of strategic plans relating to the management of the Estate to ensure strategic and operational alignment.

- Working closely with other disciplines to ensure the complimentary workplace functions such as IT and Security are joined up and fully embedded in any planning.
- Developing and delivering the relevant policies, procedures and supporting services for each site to ensure both statutory compliance and efficient working environments.
- Ensuring innovation in service delivery.
- Undertaking office and operational management duties as required.
- Oversight, input and monitoring of the Estates & capital budgets.
- Inputting into business cases and investment appraisals as required.
- Preparing briefing, advising and supporting senior managers on relevant matters relating to the Estate.
- Contributing to business planning, risk and continuity management and audit reviews. Providing assurance that risks are appropriately identified and managed.
- Fostering an environment and culture that delivers excellence in all activities.
- Establishing and maintaining effective working relationships across the Commission and with external bodies.
- Ensuring all information including personal and sensitive data is handled appropriately at all times, and in line with GDPR, the Data Protection Act, Data Handling and Protection Policies.
- Deputising for the Head of Estates, IT as required.

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

Person Specification

Essential Criteria

- Minimum of 2 years in the last 5 working in an Estates environment providing a strong general Estates background, across a range of disciplines preferably in a multi-site environment.
- Be able to demonstrate effective recent experience (1 year in the last 5) of providing compliance assurance or development and operation of PPM schedules.
- Strong understanding of estates operations, building structures, mechanical/electrical systems, and maintenance best practice and knowledge of relevant legislation and standards, e.g.:
 - Health & Safety at Work Order
 - Building Regulations
 - Fire Safety Regulations
 - Environmental and sustainability requirements
- Understanding of risk management and business continuity.
- Experience of managing contractors and service providers (e.g., cleaning, security, maintenance, compliance).
- Willingness to be assessed against the requirements for DV clearance, if not already cleared.

Desirable Criteria

- Experience working within a public-sector estate or similarly regulated environment.
- NEBOSH General Certificate or equivalent Health & Safety qualification.
- Existing DV Clearance

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.

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. 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

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 if you are not Belfast based.

Where will the role be based?

The post is to be based in Belfast. Travel to our London 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 in 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

