



Investigation & Intelligence Analyst

Independent Commission for Reconciliation and Information Recovery (ICRIR)

Closing date: Thursday 11 December 2025 @ 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.

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

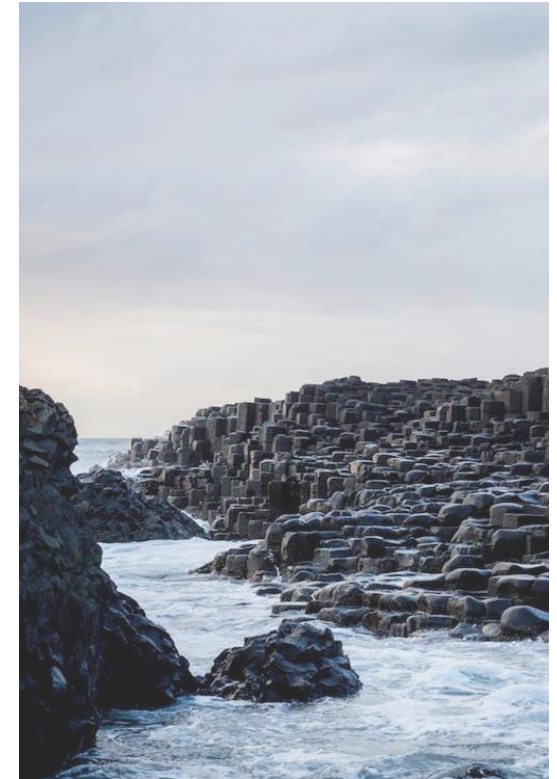
The Independent Commission for Reconciliation and Information Recovery is an independent organisation that has been established to recover information about Troubles/Conflict-related deaths and serious injuries to families, victims, and survivors and to promote reconciliation.

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 Great Britain.



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 **Commission Secretariat** is led by the Chief of Staff and is responsible for ensuring the smooth running of the Board and Committee structures, ensuring the provision of excellent private office support to the Commissioners, and for working with the wider Commission in delivering its statutory functions. It comprises the Board Secretariat and Executive Secretariat.
- The **Board Secretariat** is 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** is responsible for supporting the Commissioners and senior leaders in the effective undertaking of their duties.

About the role

Job title

Investigation & Intelligence Analyst

Number of roles

Multiple roles available

Salary

£46,000

Location

Our main operational base is Belfast, with an operational site in London. Staff are split across our London and Belfast offices; therefore, travel may be required as well as regular attendance in the office. The commission supports hybrid working where appropriate and with the agreement of your line manager.

Working pattern

Full time. The role will include occasional out-of-core-hours working.

Contract type

The role is offered on a permanent contract. Secondment arrangements from other organisations will also be considered.

Security level

Applicants for this role must be willing to undergo and attain DV clearance (if not already cleared) and attain and maintain STRAP accreditation. STRAP is a regime that regulates access to sensitive intelligence material which requires more protective handling than is afforded by the standard arrangements for government assets. For this Security Level, applicants are required to be a UK National. This is not an ICRIR requirement, but a condition required by the UK Cabinet Office rules based on the nature of information which the role holder will be regularly accessing. Please find further information on NSV (National Security Vetting): [National security vetting: clearance levels - GOV.UK](https://www.gov.uk/government/guidance/national-security-vetting-clearance-levels).

Closing date

11.59pm on Thursday 11 December 2025

Interview date

w/c 12 January 2026

About the role

We are recruiting Investigation & Intelligence Analysts to be part of the newly established Independent Commission for Reconciliation and Information Recovery (ICRIR). We are looking for Analysts to work as part of the integrated investigations team. Working as part of this team, the Analyst will support the overall mission of the ICRIR to provide information to families, victims and survivors of Troubles-related deaths and serious injury, and in doing so fulfil its principal objective of promoting reconciliation.

As part of the Analysis Unit, the post holder will work under the supervision of the Senior Analyst.

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 of families must be able to understand what is happening and what progress is being made. A key difference to the Commissions 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 questions by examining all existing material, including that which might not have been disclosed or made public during and previous fact-finding.

The Analyst will have access to and become proficient in interrogating various databases and information sources utilised by the ICRIR which they will use to complete a range of analytical products to support investigations and performance.

The Investigation & Intelligence Analyst will also work closely with Senior Investigating Officers (SIOs) and their teams to assist in identifying and progressing possible lines of enquiry and presenting complex case data.

Key responsibilities

The postholder will:

- Produce analytical products, written and/or verbal briefings and presentations to the investigations team and Senior Leadership Team (SLT) to provide clear and precise evidence-based advice and guidance
- Prepare, deliver and present analytical products for use in court proceedings, if required.
- Utilise existing data systems including sensitive national police systems and other open and closed intelligence sources to support the preparation and delivery of intelligence products and reports, to clearly and accurately inform decision making.
- Provide analytical support at a tactical and operational level.
- Establish and maintain networks with internal partners and external agencies to ensure that key requirements are met.
- Maintain and share awareness of innovation within intelligence analysis to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role
- Adhere to all legal frameworks, key working principles, policies and guidance relevant to the role.

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

- Experience of working as an analyst within investigations in a law enforcement environment with a College of Policing Intelligence Professionalisation Programme (IPP) Certification (or working towards or equivalent qualification) or similar OR experience of investigations in a civilian context with equivalent qualification.
- A track record of Analysis with information and intelligence management with a comprehensive understanding of the National Intelligence Model (NIM)
- Experience of communicating effectively with the ability to present information and intelligence and be able to provide recommendations to various stakeholders to ensure understanding and support decision making
- Able to proactively develop effective working relationships with colleagues, partners and other stakeholders.
- Skilled in the use of IT packages including the Microsoft Office package, systems and/or databases involved in analysing, interpreting, record-keeping, storing and presenting data and or intelligence.
- Ability to identify and scope a problem to effectively develop Terms of Reference and deliver analytical products.
- Ability to research, analyse and assimilate large volumes of complex data.
- Ability to appropriately prioritise and plan own workload
- A high degree of self-motivation, personal responsibility and organisation
- Ability to maintain the highest levels of integrity, discretion and confidentiality
- Ability to demonstrate the values set out in the ICRIR Code of Conduct
- Willingness to be assessed against the requirements for DV/STRAP clearance, if not already cleared. Please find further information on **NSV (National Security Vetting)**: [National security vetting: clearance levels - GOV.UK](https://www.gov.uk/government/news/national-security-vetting-clearance-levels)

Desirable criteria

- Knowledge and experience of operating in Northern Ireland
- Experience of working with highly sensitive information and intelligence

We are looking for proactive, intellectually curious, and enthusiastic individuals. A successful candidate will:

- Be highly adaptable and flexible, adjusting to the requirements and strategic direction of the organisation
- Have outstanding interpersonal skills to build trusted relationships with internal teams
- Be highly organised, efficient, and flexible as well as able to juggle competing priorities effectively whilst working in a dynamic environment
- Proactively identify opportunities to build organisation-wide knowledge and improve processes

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

Your application will be reviewed against the Person Specification above by a blended panel. 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. Please also answer the key questions which allow you to set out your key skills and experience against the essential criteria listed in the person specification. 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 interview held via video conference or face-to-face.

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

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

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 timeline

The anticipated timetable is as follows:

Advertisement closing date	11 December 2025 @ 11.59pm
Stage 1: CV and Questions	December 2025
Stage 2: Interview	w/c 12 January 2026
Outcome	January/February 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 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?

Some travel to London will be required.

Where will the role be based?

The post is based in Belfast.

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 United Kingdom

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

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 [ICRIR Privacy Notice - Job Applicants - Independent Commission for Reconciliation & Information Recovery](#)



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

Contact us

If you would like to submit an application or ask more information about this role, please contact recruitment@icrir.independent-inquiry.uk