



CANDIDATE INFORMATION BOOKLET

ACCOUNTANT DEPUTY PRINCIPAL

**Closing date for applications:
3pm Wednesday 27th February 2019
REF: ADP/19**

If you have a disability that makes reading difficult, this application form can be obtained in other formats.

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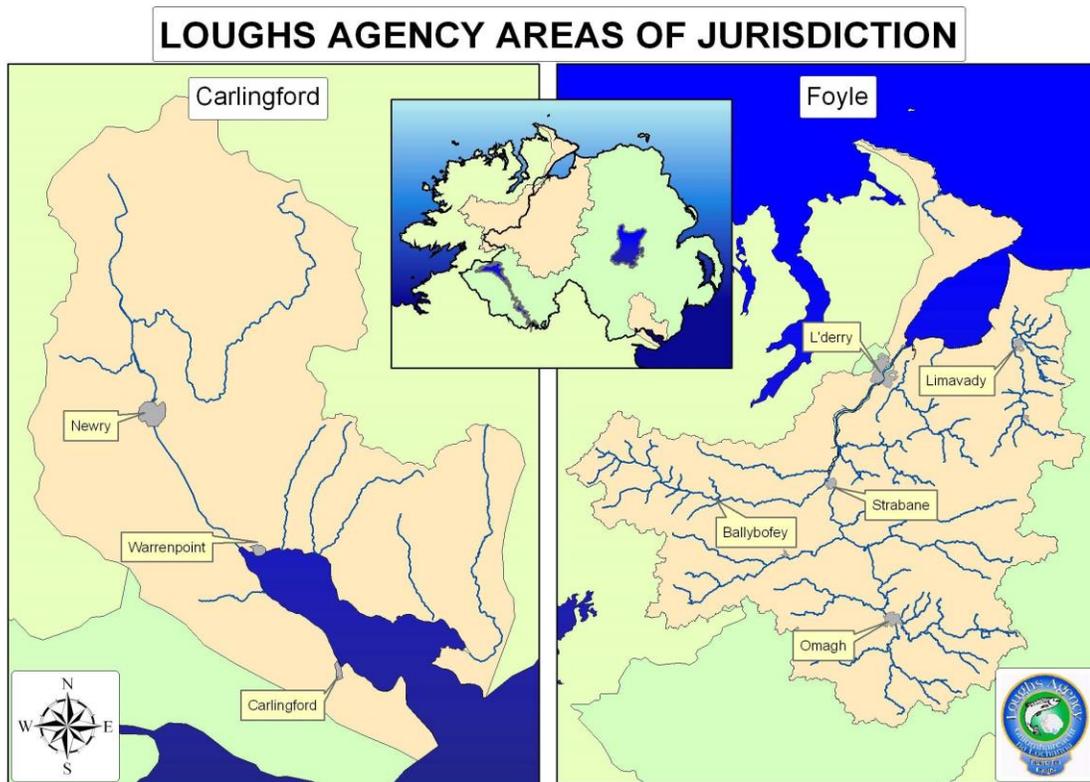
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INTRODUCTION

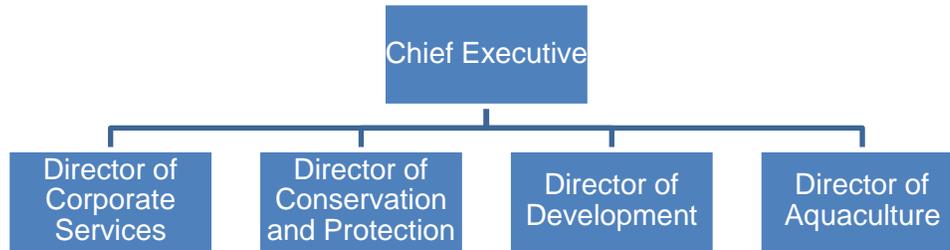
The Loughs Agency was established by the Foyle, Carlingford and Irish Lights Commission (FCILC), a North / South Implementation body, and inherited the functions and responsibilities of the Foyle Fisheries Commission with regard to the conservation, protection, management and improvement of the fisheries of the cross border Foyle Area. The North/South Co-operation Order and British Irish Agreement Act extended those functions to the cross border Carlingford Lough catchments and added further functions with regard to Shellfisheries, Aquaculture and Marine Tourism.

The Loughs Agency is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established under the 1998 agreement between the Government of the UK of Great Britain, Northern Ireland and the Government of Ireland. The FCILC is legislated by the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British-Irish Agreement acts 1999 and 2002. The Board of the FCILC reports to the North South Ministerial Council and the sponsoring departments are the Department of Agriculture and Rural Development in the North and the Department of Communications, Marine and Natural Resources in the South.

The Loughs Agency aims to provide sustainable social, economic and environmental benefits through the effective conservation, management, promotion and development of the fisheries and marine resources of the Foyle and Carlingford Areas as outlined below.



Loughs Agency Senior Management Team Structure



Functions and Objectives of the Loughs Agency

The Functions of the Loughs Agency as set out by the North South implementation body are as follows:

- The promotion of development of Lough Foyle and Carlingford Lough for commercial and recreational purposes in respect of marine, fishery and aquaculture matters
- The management, conservation, protection, improvement and development of inland fisheries of the Foyle and Carlingford Areas.
- The development and licensing of Aquaculture
- The development of marine tourism

The objectives of the Agency in the Foyle and Carlingford areas are:

- Conserve and protect salmon and inland fisheries of the Foyle and Carlingford areas
- Manage and develop salmon and inland fisheries of the Foyle and Carlingford Areas
- Promote the development of Lough Foyle and Carlingford Lough for commercial and recreational purposes
- To license and develop aquaculture
- To develop marine tourism
- To pursue increased efficiency and continuous improvement in the delivery of services to all customers
- Ensure the efficient, effective and economic utilisation of resources available to the Agency

JOB DESCRIPTION



Job Title:	Accountant - Deputy Principal
Contract Type/Duration:	Permanent
Organisation:	Loughs Agency of Foyle, Carlingford and Irish Lights Commission
Directorate:	Corporate Services
Location:	Loughs Agency HQ
Grade/Salary:	DP / £36,812 to £40,473
Responsible to:	Director of Corporate Services
Hours:	42 Hours per week (including 1 hour per day unpaid lunch break) flexible working maybe considered

BACKGROUND

The Loughs Agency is a statutory body charged with the responsibility for the conservation, protection and development of salmon and inland fisheries in the Foyle and Carlingford Areas.

Purpose of the Role

The post holder will report to the Director of Corporate Services directly and hold responsibility for the provision of financial and management information to the CEO and Senior Management Team. Working with other members of the team the post holder will be responsible for the preparation of budgets, production of financial information and preparation of annual statutory accounts, providing day to day guidance and support to the Finance Department and to managers/staff to ensure efficient and effective service delivery, thereby contributing to achievement of organisational objectives and organisational change.

As the manager of a specialist function the post holder will contribute to and advise on determination of strategy and policy changes, providing specialist professional knowledge/advice to Board Committees, CEO, Senior Managers and other Managers in relation to his/her areas of accountability and any related legislative, regulatory, procedural or audit matters.

AREAS OF RESPONSIBILITY

Preparation of Accounts and Reports (annually/quarterly/monthly)

The post holder will be entirely responsible for the preparation of management accounts, submission of the annual report and accounts and dealing with auditors, preparation and submission of annual/quarterly/monthly/ad hoc finance reports, budgetary analysis and control, expenditure, production of briefing materials and presentation of accounts to the CEO and Senior Management, monitoring variance analysis, preparation of progress reports, corporate governance, running month and year ends on the financial package, creditor / debtor control and reconciliation, purchase / sales ledgers, ensuring compliance with procedures, financial administration, project finances, electronic banking, VAT, PAYE North and South.

Financial Risk Management

The post holder will be expected to analyse variances and establish key areas of risk or opportunity and to advise management of these on a timely basis. Responsible for carrying out regular budget meetings with Senior Management budget holders and reporting to CEO on budget variances and over/underspends highlighting any risk areas around budgets. Responsibility for monitoring bank balances in both sterling and euro and drawdowns and ensuring banks are reconciled on a regular basis and cash levels held are in accordance with commitments.

Procurement

Oversee procurement exercises. Responsible for ensuring all purchase orders are accurately recorded on the financial system and invoiced on a regular basis. Oversee the processing of regular payment schedules, in line with Central Procurement Directorate's Public Procurement guidance

Payroll and Pensions

Manage the payroll and pension administration function for both Northern and Southern employees, ensuring all payroll and pension transactions are processed accurately and timely, taking into consideration employment law and revenue legislation (North & South). Dealing with ad hoc payroll and pension queries as and when required. Provide payroll and pensions projections and estimates as required.

Fixed Asset Management

Maintenance and processing of assets along with recording and maintaining the capital grant reserve relating to assets. A full asset register is kept, identifying all new additions on a monthly basis, tagging and tracking these and identifying all disposals / obsolete assets and ensuring these are removed from the asset register on a timely basis. Ensuring depreciation is run at correct rates on all assets and agreeing this with auditors. Also responsible for ensuring revaluations are carried out on a timely basis and the values carried in the revaluation reserve are in line with these.

Management of Staff and other Resources

The post holder will be accountable for the day-to-day management of tasks within the Finance Department.

Overseeing the processing and approval of financial transactions, ensuring effective planning including the establishment, monitoring and adjusting of appropriate targets and objectives within area of accountability.

Overseeing other Sources of Funding INTERREG Projects

Currently the post holder is responsible for overseeing the Agency's financial processing and reporting of 2 INTERREG projects and other government funded projects. This involves ensuring coding structures in the financial system are robust and set up in a way that all transactions associated with these projects can be easily identified and are compliant with both the Agency and Funder's financial policy and procedures.

SKILLS, KNOWLEDGE AND EXPERTISE REQUIRED ARE SET OUT BELOW:

Skills

- **Accuracy** – High level of accuracy and attention to detail.
- **Organised** – Ability to manage multiple projects simultaneously, evaluate and review work, and develop structures to manage the work carried out showing high analytical skills.
- **Self-motivated** – Keen to learn new skills and take on new challenges.
- **Decision making** – Ability to make clear, concise decisions and communicate these to staff. Invite challenge and involve others in decision making to help build engagement and present robust recommendations.
- **Leading & using initiative** – Ability to motivate staff and think creatively to solve problems.
- **Communicating & collaborating** – Ability to liaise and communicate clearly with all and to liaise with external contacts, such as auditors, to achieve positive goals.

- **Delivering at pace** – Ability to ensure all work is completed to tight deadlines. Regularly monitor work against targets and act promptly to keep work on track and maintain performance.
- **Change management** - Review procedures and systems to identify improvements and simplify processes and decision making.

Knowledge

- **Accounting principles, practices and procedures.**
- **Public Sector / DFP** – process awareness
- **Relevant UK / ROI legislation**
- **Sage Line 50 / Payroll** – accounting systems
- **Excel skills** - show an aptitude for working with and integrating technologies into the work environment.
- **Policy Awareness** – drafting and implementation of financial policies, procedures and controls.
- **Data Protection and Information Security** – Knowledge of the rules and legislation surrounding Data Protection, Freedom of Information and GDPR. A good working knowledge of information security.
- **Maintaining and updating professional knowledge** - By identification of own training and development needs, updating practice and attending relevant training courses.

Expertise

- **Delivering value for money** - Recommend actions to achieve value for money and cost efficiency and reduce fraud and error.
- **Managing a quality service** – Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- **Seeing the big picture** - Be alert to emerging issues, legislation and trends which might impact or benefit Loughs Agency. Understand own business area strategy and how this contributes.

CORE COMPETENCIES

Seeing the Big Picture

- Be alert to emerging issues, legislation and trends which might impact or benefit own and team's work.
- Understand own business area strategy and how this contributes to departmental policies and priorities.
- Contribute to the development of policies, plans and service provision to meet citizens' diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice.
- Ensure own business area/team activities are aligned to departmental activity, policy and priorities.
- Actively seek out and share experience to develop understanding and knowledge of own work and of team's business area.
- Seek to understand how the services, activities and strategies work together in the business area to create value for the customer/end user.

Changing and Improving

- Find ways to improve systems, policy development and structures to deliver with more streamlined resources.
- Regularly review procedures or systems with teams to identify improvements and simplify processes and decision making.
- Be prepared to take managed risks, ensuring these are planned and their impact assessed.
- Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking.
- Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
- Prepare for and respond appropriately to the range of possible effects that change may have on role/team.

Making Effective Decisions

- Make decisions when they are needed, even if they prove difficult or unpopular.
- Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources.
- Recognise patterns and trends in a wide range of evidence/data that may affect policy and draw key conclusions.
- Explore different options outlining costs, benefits, risks and potential responses to each.

- Recognise scope of own authority for decision making and empower team members to make decisions.
- Invite challenge and, where appropriate, involve others in decision making to help build engagement and present robust recommendations.

Leading and Communicating

- Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and Departmental policy and strategy.
- Recognise, respect and reward the contribution and achievements of others.
- Communicate effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed.
- Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
- Promote the work of the Department and play an active part in supporting the NICS values and culture.
- Convey enthusiasm and energy about their work and encourage others to do the same.

Collaborating and Partnering

- Establish relationships with a range of stakeholders to support delivery of policy and business outcomes.
- Invest time to generate a common focus and genuine team spirit.
- Actively seek input from a diverse range of people.
- Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.
- Deal with conflict in a prompt, calm and constructive manner.
- Encourage collaborative team working within own team and across the Department.

Building capability for all

- Identify and address team or individual capability requirements and gaps to deliver current and future work.
- Develop team members, devoting time to coach, mentor and develop others.
- Value and respond to different personal needs in the team using these to develop others and promote inclusiveness.
- Proactively manage own career and identify own learning needs with line manager, plan and carry out workplace learning opportunities.
- Continually seek and act on feedback to evaluate and improve their own and team's performance.

Delivering Value for Money

- Recommend actions to achieve value for money and cost efficiency and reduce fraud and error.
- Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes.
- Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans.
- Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
- Monitor the use of resources in line with organisational procedures and plans and hold team to account.

Managing a Quality Service

- Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
- Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
- Work with team to set priorities, goals, objectives and timescales.
- Establish mechanisms to seek out and respond to feedback from customers about policy and service provided.
- Promote a culture that tackles fraud and error, keeping others informed of outcomes.
- Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Delivering at Pace

- Successfully manage, support and stretch self and team to deliver agreed goals and objectives.
- Show a positive approach in keeping their own and the team's efforts focused on the goals that really matter.
- Take responsibility for delivering expected outcomes on time and to standard, giving credit to team and individuals as appropriate.
- Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.
- Regularly monitor own and team's work against policy, milestones or targets and act promptly to keep work on track and maintain performance.
- Coach and support others to set and achieve challenging goals for themselves.

Achieving Outcomes through Delivery Partners

- Consider, in consultation with experts, alternative ways of working with partners and contractors to identify more efficient outcomes, balancing cost, quality and turnaround times.
- Work with experts in engaging effectively and intelligently with delivery partners in order to define and/or improve policy and service delivery.
- Gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making decisions.
- Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.

PERSON SPECIFICATION



ACCOUNTANT - DEPUTY PRINCIPAL

Essential Criteria

Applicants *must* demonstrate that they possess the following criteria, by the closing date for applications:

1. Fully qualified Accountant, Membership of Professional accountancy body within Consultative Committee of Accountancy Bodies CCAB (UK / Ireland)
2. 2 years' experience in an Accountancy or Finance environment within the public sector.
3. 2 years' experience of Managing Staff and Resources
4. A proven ability to work to demanding time schedules and deadlines
5. Proven decision making and problem solving skills
6. Candidates must hold a full current driving licence (with not more than 6 penalty points) held for a minimum of two years.

Desirable Criteria

In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following desirable criteria will be used.

1. Experience of working for a "North / South" body
2. Experience of independent self-directed working
3. Experience of advising senior staff in a public sector organization

DETAILED DESCRIPTION OF THE ROLE

A. Problem Solving

Fact Finding and Analysis

Accounts Preparation and Audit

The role requires a high degree of fact finding, analysis, initiative, and critical thinking to deal with areas such as implementing financial procedures, budget setting and reporting, accruals reporting, audit scrutiny and meeting deadlines, and also statutory and financial obligations and reporting to departments. The role requires up to date knowledge of accounting guidance and practices which affects the accounting role.

Financial and Management Reporting

Accurate financial recording and reporting is critical to the successful execution of this role. The role requires pre-empting problems and preparing solutions before they present as a major issue.

The role requires assessing risk areas within the finance remit and attempting to pre-empt these so they don't cause any significant issues for the Agency in providing financial information to Senior Management or Sponsoring Departments as and when required.

Procurement

Ensuring all staff are adhering to proper public procurement guidelines and raising purchase orders to these guidelines for all relevant expenditure.

INTERREG VA Funded Projects

Currently the Agency are involved in 2 large Interreg VA funded projects. The responsibility of this role is to ensure the accounting package is set up correctly to handle correct coding of these projects, so that they can all be identified separately, reported and audited separately and that procurement rules are being adhered to and to ensure that banking is clear and identifiable from Agency banking.

The post holder will be responsible for all work plans, managing and prioritising their own work and the work of others in the team.

Data Protection

The post holder will assess the information being communicated by team members, including proactively seeking it, and assess compliance with data protection principles and collaborate with colleagues so that a fit for purpose system can be developed which ensures that a quality level of service can be maintained whilst promoting adherence to data protection policies and legislation.

Integrity / Fraud

Role holder will promote a culture that tackles fraud and error, keeping Senior Management informed of outcomes.

Confidentiality

Role holder will instill in staff the need for confidentiality over payroll and accounting matters.

Initiative, originality creativity

The role requires undertaking necessary research and investigation; preparing reports on areas researched and/or investigated, recommending a course of action and setting out/examining the effects of any proposals for consideration at more senior levels.

As the manager of the finance department the post holder can be asked to advise on the determination of strategy and policy changes; providing specialist professional knowledge/advice to senior managers and other managers in relation to financial areas of accountability and any related legislative, regulatory, procedural or audit matters.

Post holder is responsible for developing, implementing, maintaining and reviewing all policies and procedures within their area of responsibility and taking appropriate action to modify, replace or create as required.

Also responsible for maintaining and updating their professional knowledge, and that of the finance team, by identification of their own and their staff's training and development needs, updating practice and attending relevant training courses

The role requires effective planning including the establishment, monitoring and adjusting of appropriate targets and objectives within the area of accountability and within the finance team.

It requires contributing to the formulation, implementation, monitoring and review of team targets and agreed projects and managing and reviewing staff/team performance. Post holder is responsible for annual reporting, motivation, training and personnel management of the finance team and is required to demonstrate responsive and visible leadership and management to those involved in their area of work. This requires a breadth of managerial and/or functional experience including interpersonal, communicative, and analytical and personnel management skills.

B. Decision Making

Own decisions

The role is required to make frequent independent decisions. The day to day running of the finance office is the responsibility of the post holder and they have the autonomy to make the day to day decisions required for the efficient and effective running of this office ensuring stringent internal controls are followed. The post holder has full autonomy on how the financial accounting package is set up and this is reviewed by Senior Management as and when reports are provided, as to the effectiveness of the post holder in managing this.

The post holder is also responsible for the effective running of the payroll function and has the autonomy to plan and advise on this with their team. The post holder has the ability to set deadlines within their team and to utilise resources to ensure the effective working of the finance function.

Advising others

This role involves frequent advice to the Chief Executive and the Director of Corporate Services, and other Senior Management team members. The role is required to advise on budgeting, financial activity, spends to date, budget variances, procurement, bank balances, payroll issues and on asset purchases / disposals. The role is required to make spend projections and advice on cash flow.

C. Autonomy

Senior officers and advisors

Policies, instructions and manuals

The post holder in this role must be aware and keep themselves up to date on all relevant accounting guidance and to ensure that the Agency is operating systems that are secure and robust and meet Audit and all regulatory requirements. The role would take advice from Departmental and Audit recommendations and would be responsible for implementing these as necessary within the organisation.

As the Manager of a specialist function the post holder will advise on determination of strategy and policy changes; providing specialist professional knowledge/advice to Board Committees,

CEO, senior managers and other managers in relation to their areas of accountability and any related legislative, regulatory, procedural or audit matters.

The post holder is responsible for developing, implementing, maintaining and reviewing all policies and procedures within their area of responsibility and taking appropriate action to modify, replace or create as required.

They are also responsible for directing and monitoring the implementation of any change initiatives within the team, for effective use of information technology and for liaising with team members regarding new technology practices and procedures to ensure best practice within the relevant work area

Precedents and Practice

The post holder would be responsible for keeping up-to-date with all legislation in both NI and Ireland which impacts day to day on the financial running of the Agency, ranging from corporate governance, financial reporting to employment and payroll rules and regulations.

D. MANAGEMENT OF RESOURCES

Financial Resources

This role is responsible for safeguarding and proper use of public funds and assets under the remit of the Agency, and for reporting all activities on these to the CEO, Senior Management and Sponsoring Departments as and when required.

The role is responsible for ensuring timely and accurate bank reconciliations are carried out being mindful of any fraudulent activity and acting promptly re any risks that appear, to counteract them. Responsible for ensuring suppliers and staff are paid on time in line with government policies. Responsible for the recording and monitoring of the fixed asset register of the Agency and for safeguarding assets through regular spot checking. Responsible for the depreciation policies applied to different categories of assets to ensure these are within financial and audit requirements and responsible for amending these as and when required.

Role is responsible for general financial awareness and providing advice and guidance to all Agency staff to ensure efficient and effective organisation and development of Agency resources to achieve required outcomes.

Leadership and Team working

Post holder is responsible for leading, managing and motivating staff who often need to work to tight deadlines and on tasks where high quality information and guidance needs to be available for managers.

Post holder will take overall responsibility for all finance team tasks.

Post holder is responsible for planning ahead, reassessing and prioritising workloads if situations change or people are facing conflicting demands and for empowering their staff to meet deadlines.

Post holder is responsible for developing and maintaining effective working relationships with internal and external customers in support of the work in his/her area of accountability.

E. IMPACT

Long term

This role has the ultimate responsibility for ensuring accurate financial recording and reporting of the Agency's day to day transactions and spend of public funds, ensuring all internal controls are adhered to in this.

The role is responsible for the preparation and submission of the Annual Report and Accounts for Audit, for preparation of monthly finance budget reports to budget managers, the CEO and Senior Management, including variance analysis, budgetary analysis and control, including profiling expenditure, which all impacts on the financial decisions made by the Agency, re the spending of public funds and business planning. The role is required to meet audit and external financial reporting deadlines and scrutiny, ensuring that reporting to Sponsoring departments and ultimately the public, via the Annual Report and Accounts, is timely and accurate.

Short term

The production of accurate financial information is key to making short term financial decisions re budgets, projects and even staffing requirements. The role therefore requires adhering to deadlines, ensuring finance tasks are up to date and complete, ensuring ad hoc decision making reports can be made available as and when required.

SHORT-LISTING INFORMATION

The technical elements related to the duties and responsibilities of this job will be scored on a competency based framework at shortlisting and interview. This means that **ONLY** those candidates who most closely match the requirements of the post are likely to be short-listed.

Each applicant should consider carefully if they can demonstrate the required levels of skill and experience before they spend time completing an application form. It is not enough to state that you have an 'awareness' or 'knowledge' of the areas stated, candidates must demonstrate actual skills and experience that can be checked with previous employers where necessary.

Each candidate should take care to complete their application in a way that ensures that the short-listing panel fully understands both their academic success and the skills and experience they have gained.

Please do not complete any section unless you can demonstrate actual skills and experience that can be checked with previous employers where necessary. Please confine your answers to the spaces provided.

GUIDANCE FOR MAKING YOUR APPLICATION

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential criteria.

- The space available on the application form is the same for all applicants and cannot be altered.
- We will not accept CV's, letters, additional pages of any other supplementary material in place of or in addition to completed application forms.
- Applicants must complete the application form in Arial font 12, or legible, block capitals.
- Applicants must not reformat application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.
- Applications will not be examined until after the closing date.
- Do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your branch or your job.
- Relevant or equivalent qualifications – if you believe your qualification is equivalent to one required, the onus is on you to provide the panel with details of modules studied etc. so that a well-informed decision can be made.
- It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples that you provide may be discussed at interview and you may

need to be prepared to talk about these in detail if you are invited to interview. **It is your unique role that the panel are interested in, not that of your team or division.**

- The Loughs Agency will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.

Application Form Submission

- It is preferred that applicants use the on-line link to the applications which facilitates completion and submission on-line however, completed applications can be submitted by post to Human Resource Officer, Loughs Agency, 22 Victoria Road, Derry~Londonderry, BT47 2AB, emailed to careers@loughs-agency.org or hand delivered.
- **We will not accept incomplete application forms, application forms received after the closing deadline or reformatted applications.**
- We do not accept faxed applications.
- Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to the Loughs Agency to meet the required deadline.
- We will not accept any application where we are asked to pay for any shortfall in postage.
- Should you have any queries please contact, Human Resource Officer on 02871 342100

Equal Opportunities Monitoring Form

Please note that the Equal Opportunities Monitoring Form is regarded as part of your application and failure to complete and return it may result in disqualification.

Order of Merit

The selection panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first. The Agency will allocate to this vacancy (or similar grade) in the order listed. The order of merit is valid for one year. Therefore, if this post becomes available again within this year, the next suitable candidate will be offered the post without further competition.

Candidates should note that successful applications will be held on a list for a period up to 12 months to fill temporary positions, should they arise.

GUIDANCE FOR INTERVIEW

It is anticipated that interviews for this position will be held on **Friday 15th March 2019** at Loughs agency HQ.

At interview, the technical elements related to the duties and responsibilities of this job will be scored on a competency based framework. The selection panel will assess candidates against the behavioural competences, qualifications and experience required for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience;
- Provide information that is not specifically relevant to the competence the question is designed to test.

A competence-based interview does however require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance of this role;
- Provide specific and verifiable examples of your experience in relation to the required competence areas.

ADDITIONAL INFORMATION

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability disclosed are used for this purpose only and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact Siobhan McCarron on 02871 342100.

Vetting Procedures

Prior to appointment with the Loughs Agency the following will be required:

- Proof of qualifications
- Copy of valid Driving Licence
- Receipt of 2 satisfactory references (references will not be sought until after the final stage of the assessment process).
- Basic level security clearance which is managed by Access NI.

Availability

The post is based in the Foyle Area, however the successful applicant may, on occasion, also be required to travel within Northern Ireland and to other parts of the Republic of Ireland outside the Foyle catchment..

Any Other Duties

Appointees may be required to carry out any other duties that may (from time to time) arise and which are reasonably required within the general level of responsibility for the post.

Salary

Starting salary will normally be at the minimum of the scale. Consideration of a higher starting salary may be given to applicants with exceptional relevant experience and/or skills and only then if all 'suitable' candidates have refused the minimum salary offered.

Closing Date

Completed application forms must be returned to arrive not later than **3pm on Wednesday 27th February 2019.**