



Candidate Information Booklet

Chief Executive Officer

Completed application and monitoring forms must be returned no later than

5.00 PM on FRIDAY 12th MARCH 2021.

Application forms should be returned to jobs@fordemayconsulting.com or via post (marked private and confidential) to the following address: Gerry May (Managing Director) Forde May Consulting, Balmoral House, 77 Upper Lisburn Road, Belfast BT10 0GY.

Monitoring forms should be returned to monitoringofficer@fordemayconsulting.com

Contents

Prior to completing the application form we recommend that applicants familiarise themselves with the contents of this information pack. The pack includes:

Section 1: Foreword

Section 2: Information about InterTradelreland

Section 3: The Appointment Process & Guidance for Applicants

Section 4: Privacy Statement – Recruitment & Selection

Appendix 1: Terms of Appointment

Section 1 – Foreword

Thank you for your interest in the post of Chief Executive Officer at InterTradelreland.

This is an exciting opportunity to join one of the six all-island bodies set up following the Belfast Agreement.

InterTradelreland's role, as summarised in its enabling legislation, is defined as 'A body to exchange information and co-ordinate work on trade, business development and related matters, in areas where the two administrations specifically agree it would be in their mutual interest'

The Body is funded by the Department of Enterprise, Trade and Employment (DETE) in Ireland and the Department for the Economy in Northern Ireland (DfE).

Included in this pack is further information about the organisation, the job description and person specification for the post of Chief Executive Officer along with details of the appointment terms.

You are advised to pay attention to the person specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact Gerry May on 02890 628877.

Best wishes in your application.

Ken Nelson
Chairman
InterTradelreland

Section 2 - Information about InterTradelreland

Background

InterTradelreland is a Cross-Border Trade and Business Development Body funded by the Department for the Economy (DfE) and the Department of Enterprise, Trade and Employment (DETE). We support businesses, through innovation and trade initiatives to take advantage of North/South co-operative opportunities to improve capability, drive competitiveness, growth and jobs.

Support

InterTradelreland helps small businesses in Ireland and Northern Ireland explore new cross-border markets, develop new products, processes and services and become investor ready. Based in Newry our services include supports for sales growth and innovation, business funding and business insights to SMEs across the island, North and South, looking to grow their businesses.

Our Strategy

We were established under the terms of the 1998 Belfast Agreement, as the all-island Trade & Business Development Body, with the remit to 'exchange information and co-ordinate work on trade, business development and related matters, in areas where the two administrations specifically agree it would be in their mutual interest'.

Over the years, our strategy has evolved to meet and translate our legislative remit to enhance North/South business co-operation, delivering mutual economic benefits to Northern Ireland and Ireland. We have achieved this through targeted business and economic research, engagement with the business and policy communities North and South, and evidence-based programme design, implementation, evaluation and review.

Our early work addressed a knowledge gap that was inhibiting trade and business development linkages between Ireland and Northern Ireland. This was addressed primarily through the development of 'networks of trust' between the business communities North and South. More recently, we identified, and acted upon, the importance of co-operation through more formal business networks as a key source of knowledge diffusion, competitive advantage and increased trade.

Our Vision

An all-island ecosystem in which Ireland and Northern Ireland co-operate to facilitate cross-border opportunities that deliver for business and are making full use of cross-border opportunities to drive competitiveness, growth and jobs.

Our Mission

To deliver focused, collaborative all-island trade and business development initiatives contributing to economic recovery by driving productivity, jobs and growth, taking advantage of North/South co-operative opportunities to improve capability, and drive competitiveness, jobs and growth.

Our Value Proposition

Our value proposition for the business community is to deliver benefits in the key areas of competitive advantage – science, technology & innovation, and sales and marketing.

Structure

InterTradeIreland employs circa 55 staff divided into three directorates.

Operations Directorate

The Operations Directorate is responsible for the delivery of a range of business programmes in the areas of Science, Technology and Innovation, Trade and Business Capability Improvement.

The Science, Technology and Innovation programmes help create partnerships between businesses (that are working to create new products and processes) and the third-level institutions and other commercial partners that have the knowledge and expertise required for success.

The Trade Programmes assist companies that want to increase their profitability through exploitation of the all-island market and through collaborative ventures into international markets. This includes direct financial support, access to customised buyer-supplier events and developing an awareness of public procurement opportunities North and South.

The Directorate also establishes and develops business networks to help companies pool their knowledge and resources, share costs and risks and achieve competitive advantage faster, cheaper and with less disruption to their operations.

Additionally, it offers a range of services to help businesses to improve their capabilities through collaboration including reducing their distribution costs, improving their ability to tender successfully for public sector business on an all-island basis and to raise equity finance.

With the launch of our Brexit Advisory Service in May 2017, InterTradeIreland also helps companies to prepare for Brexit through a range of supports and services suited to all businesses no matter what stage they are at with their Brexit plans.

Strategy and Policy Directorate

The Strategy and Policy Directorate is responsible for the definition of the organisation's strategic plans and its programme policies. The Directorate manages close working relationships with external business and policy organisations and with the other economic development agencies on the island.

The team delivers expertise in the areas of Strategy and Policy Development, Economic Development Programmes, Science, Technology and Innovation, Business & Economic Research, Programme Appraisal and Evaluation and Business Planning and Performance Management.

Corporate Services Directorate

The Corporate Services Directorate consistently adds value to InterTradelreland through building and maintaining the confidence and support of key internal and external stakeholders. It develops and implements key strategies around communications, information technology and financial and human resource management in support of the Body's business objectives and unique standing as an Implementation Body.

Co-Innovate Programme

InterTradelreland are the lead partner of the Co-Innovate Programme. As lead partner, InterTradelreland oversees the day-to-day implementation and delivery of the entire programme in partnership with the Programme Management Committee. The Co-Innovate Programme is supported by the European Union's INTERREG VA Programme, managed by the Special EU Programmes Body (SEUPB), and was awarded up to €14.7m European Regional Development Funding in order to support over 1,400 SMEs and micro-businesses in Northern Ireland, the Border Region of Ireland, and Western Scotland.

The programme's primary aim is to increase the number of businesses actively participating in cross-border, transnational or interregional research projects and allow SMEs and micro-businesses access innovation capability development and help to implement enhanced R&I activity. The programme involves five strands of activity engaging with over 1,400 SMEs, providing education and capability development support tailored to their needs and absorptive capacities.

Further information on the Co-Innovate Programme can be found at – <https://co-innovateprogramme.eu/>

InterTradelreland Corporate Plan

Further information on InterTradelreland and a link to the 2020-2022 Corporate Plan can be found at <https://intertradeireland.com/corporate-information/corporate-plans>

Section 3 - The Appointment Process & Guidance for Applicants

The Merit Principle

Appointments to InterTradeIreland are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Points to consider prior to submitting your application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personnel specification.
- You should ensure that you give evidence of your experience in your application form, giving length of experience, examples and dates as required.
- The selection panel 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.
- All applications must be made via the standard application form. **CVs and late applications will not be accepted.**

Shortlisting

All valid applications will be screened by the selection panel to determine if they meet the essential criteria for the position. You should therefore make it clear on your application form how you meet the essential criteria of the Person Specification. Only those who have sufficiently demonstrated on their application form that they meet these criteria will progress to the next stage.

Preliminary Stage

Dependent on applicant numbers, sifted candidates may be required to take part in a preliminary stage interview. This will involve assessing candidates against the competences outlined below:

- **Strategic Awareness and Vision**
- **Internal and External Relationships and Communication**
- **Leadership and People Management**
- **Commercial Awareness**
- **High Performance and Delivery of Results**

Preliminary stage interviews will take place from the **15th to 19th of March 2021** and will be carried out virtually.

Final Stage

In advance of a final interview it anticipated that candidates will be asked to complete an online Situational Judgement test. This is a test of managerial judgement, and all relevant instructions on how to progress this will be issued to candidates in the invitation to interview.

On the actual interview day candidates will be required to prepare and then deliver a short presentation on a topic which will be provided on the day. They **will not** be required to use PowerPoint; however, a flip chart/paper/pens will be provided.

They will then participate in a competency based interview.

It is expected that the final stage presentations and interviews will take place on **15th April 2021** and will be conducted face-to-face.

Interviews will be held in line with current Government advice in relation to the on-going Covid-19 pandemic. Social distancing arrangements will be strictly observed.

If you have any specific concerns, please do not hesitate to contact Forde May Consulting on 02890 628877.

Communication regarding this recruitment competition

We will issue as many competition communications as possible by electronic means. You should therefore check your email account regularly to make sure that you do not miss any important communications in relation to this competition. There may however, still be a necessity to issue some correspondence by hard copy mail.

Reserve List

It is anticipated that a reserve list for the position of Chief Executive Officer will be created of candidates who meet the required standard(s) against the interview criteria. Should InterTradelreland be required to utilise the reserve list the highest scoring applicant on the list would be offered the position. The reserve list will be valid for one year from the final date of interview.

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 are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability, 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 Forde May Consulting on 02890 628877.

Equal Opportunities Monitoring Form

InterTradelreland is committed to equality of opportunity. All applications are considered strictly on the basis of merit. InterTradelreland welcomes applications from all suitably qualified applicants irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants.

InterTradelreland is required to monitor the gender, ethnic origin, community background and disability of candidates to ensure that equal opportunities measures are effective. Applicants are therefore asked to complete the Equal Opportunities Monitoring Information section of the application form. The information is purely for monitoring purposes. It is not made available to the selection panel and does not play a role in the decision-making process.

Conflict of Interest

It is a basic requirement of all InterTradelreland staff that their private activities should not bring them in to conflict with their official duties. Conflict of interest is not limited to the individual's own private, financial or other interests, as family, friends and associates may also have dealings that affect the organisation's business directly or indirectly. Therefore, to avoid any conflict or potential conflict and to demonstrate impartiality to the public at all times, an officer must not, without prior approval, engage in any activity which could be considered to be in conflict with official business. As such, to protect employees and InterTradelreland from public criticism, it will be mandatory for the successful candidate to complete a Conflict of Interest declaration on appointment.

Return of Application Forms

Application forms should be returned to jobs@fordemayconsulting.com or via post (marked private and confidential) to the following address: Gerry May (Managing Director) Forde May Consulting, Balmoral House, 77 Upper Lisburn Road, Belfast BT10 0GY. Monitoring forms should be returned to monitoringofficer@fordemayconsulting.com

**CLOSING DATE FOR RECEIPT OF APPLICATIONS IS:
5.00 PM on Friday 12th March 2021.**

InterTradelreland is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons.

Section 4 - Privacy Statement – Recruitment and Selection

In this notice we explain how InterTradelreland collects personal information about you in relation to Recruitment and Selection. This Privacy Notice is written in accordance with the EU's General Data Protection Regulation (GDPR). For full details of InterTradelreland's Privacy Statement please visit our website at: www.intertradeireland.com/tools/privacy_statement/

InterTradelreland collects and processes personal information about you throughout the recruitment and selection process, including job applications received by e-mail or in hard copy from you. We process this information as necessary to serve our recruitment activity.

Any information requested will be used for recruitment purposes only, unless your application is successful, when your personal information will be used for the purposes of performing an employment contract and will transfer to staff files.

We may collect and process a wide range of Personal information about you at different stages of the recruitment process.

- We will collect and process contact information: your name; e-mail address; phone number(s); postal address. We will also collect and process information contained in the application form, such as: education & qualifications; employment history; and details of any disability as defined in legislation.
- We will also collect data from you to meet our statutory obligations which will be anonymised for reporting purposes.
- If you attend an interview, we will collect and process additional personal information about you.
- Where relevant we will ask your consent to process Sensitive Personal Data. We collect and process sensitive information as necessary, in compliance with all applicable legislation, and in the furtherance of an employment contract. Where consent is sought and given, you retain the right to withdraw consent to the processing of Sensitive Personal Data.
- We will collect references which will contain personal information about you but only from referees provided by you and only when we are considering offering you a job in the Body.

Your personal information will be retained for as long as is permitted by legislation and then destroyed in line with InterTradelreland's data retention policy.

InterTradelreland's GDPR privacy statement can be found at:
http://www.intertradeireland.com/tools/privacy_statement/

Forde May Consulting is an executive search business which undertakes head hunting and executive and senior management recruitment activity to clients as well as providing work-finding services to individuals. In providing these services the Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

Forde May Consulting cares about your privacy and we respect your privacy rights. The business has created this Privacy Policy to demonstrate our firm commitment to your privacy. The policy outlines this commitment to users of our services as we want to be able to provide everyone with a user experience that is safe and secure. Forde May Consulting takes precautions which accord with the General Data Protection Regulation (GDPR) and will take reasonable precautions to ensure personal data in our possession is secure and not open to abuse. For full details of Forde May Consulting's Privacy Statement please visit our website at: <http://fordemayconsulting.com/news/forde-may-consulting-privacy-policy/>

Appendix 1 - Terms of Appointment

InterTradelreland offer a range of benefits including:

- Hours of work:** 42 hours per week gross (37 net).
InterTradelreland offers a flexible system of working where start and finish times can vary.
- Salary:** **£64,493 - £89,158**
Appointment will normally be made at the minimum point of the scale, although a higher starting salary may be considered if the successful candidate has exceptionally relevant qualifications, experience or skills.
The Body operates an Exchange Rate Fluctuation Scheme for staff working in one jurisdiction and resident in another. Details are available on request.
- Public and Privilege Holidays:** 12 days.
- Annual leave entitlement:** 30 days (Managers and Directors);
- Occupational sick pay:** Up to 6 months at full pay and 6 months at half pay subject to a ceiling of 12 months sick pay in any period of 4 years.
- Occupational Pension Scheme:** North South Bodies Pension Scheme (modelled on Northern Ireland Civil Service Scheme)
Details can be provided on request.
- Location:** All jobs are based in Newry, however this post will require travel on a regular basis across the island and candidates must be able to demonstrate how they can fulfil mobility requirements for the post. The work will also require some evening and weekend working.