



Controlled Schools' Support Council

Appointment of Policy and Public Affairs
Officer

Application pack

Controlled Schools' Support Council (CSSC)

Appointment of Policy and Public Affairs Officer

Application pack – section 1

POLICY AND PUBLIC AFFAIRS OFFICER

Job purpose: To be responsible for the development, delivery, analysis and reporting of the policy and public affairs objectives set out in the CSSC MRC strategy.

To provide updates on education and related policy developments and legislation which may impact on the controlled sector.

Monitor, advise and report on the consultation processes within the organisation.

Responsible to: Head of Marketing, Research and Communications

Working closely with the marketing, research and communications team.

Main Duties and Responsibilities

- Monitor policy, legislative and other developments relevant to the organisation and identify implications and advise SMT accordingly.
- Contribute to and where required produce reports to government consultations for internal and external stakeholders, (e.g. press articles factsheets) to ensure effective communication of relevant policy related matters.
- Work with SMT to develop and undertake research and policy projects to support the delivery of strategic objectives.
- Advise and support CSSC officers when necessary in aiding their responding to education policy matters.
- To assist with the development of CSSC surveys, to include preparation, analysis and reporting.
- Assist with the organising events and dissemination activities.
- Establish and maintain a stakeholder grid.
- To undertake any other relevant and appropriate duties which may be reasonably allocated.

Controlled Schools' Support Council (CSSC)

Appointment of Policy and Public Affairs Officer

Application pack – section 2

PERSON SPECIFICATION

ESSENTIAL CRITERIA

Applicants must, at the closing date for applications, meet the following eligibility criteria:

- A Bachelor's Degree (UK Qualification and Credit Framework level 6 or equivalent) in a relevant subject e.g. public policy, public administration, politics, law, business studies or social sciences.
- A minimum of 1 years' experience working in a policy and / or public affairs environment.
- Demonstrable experience of working in a multi-disciplinary team.
- Demonstrable experience of monitoring policy developments relevant to the organisation.

DESIRABLE CRITERIA

In the event of a large number of applications meeting the above essential criteria the following desirable criteria will be applied in the order listed below to shortlist applications:

Priority One

- Demonstrable experience of working with external stakeholders.

Priority Two

- Demonstrable experience in the development of surveys, to include preparation, analysis and reporting.

Priority Three

- Demonstrable experience of researching information to aid policy development.

Priority Four

- A relevant post-graduate qualification (UK Qualification and Credit framework level 7 or equivalent). *(Please note this should be a qualification additional to that listed under essential criteria 1).*

ESSENTIAL KNOWLEDGE, SKILLS AND ATTRIBUTES

The successful candidate should be able to demonstrate, through any or all of the selection processes, the following knowledge and understanding, skills and attributes:

1. Demonstrable people skills.
2. The ability to work with other people in a team.
3. The ability to advise senior staff and directors on relevant policy developments and outcomes.
4. Effective communication skills.
5. The ability to work independently on personal initiative and meet timescales.
6. A commitment to organisational improvement within a culture of client service.
7. The ability to identify work priorities and balance these within a challenging work environment.
8. Commitment to the vision, values and ethos of the Controlled Schools' Support Council.

OTHER

- Access to a form of transport that allows the post-holder to undertake the duties of the role.
- The ability to work flexible hours in accordance with the needs of the post.

Controlled Schools' Support Council (CSSC)

Policy and Public Affairs Officer

Application pack – section 3

TERMS AND CONDITIONS

Length of Contract

This role is initially being offered on a fixed term part-time basis for one year, with the potential of it being extended or made permanent.

Salary

The salary for the post is NJC SCP 19 – 25, £25,481 - £29,577 (pro rata) (under review).

Pension

CSSC is a member of the NI Local Government Pension Scheme.

Annual Leave

As this is a part time post, the annual leave entitlement is 14 days per annum increasing to 18 days after 5 years of continuous service. In addition, as there are 12 public holidays per year and the post holder would be entitled to 7 of these per annum based on the part time hours for this role.

Hours

This is a part-time role. The normal hours of work are 21.6 hours per week, worked across 3 days, preferably Tuesday, Wednesday and Thursday. The post-holder will be required to work the necessary hours to successfully carry out the duties and responsibilities of the role subject to a minimum of 21.6 hours per week (the standard working day is 7 hours 12 minutes).

Location

The CSSC headquarters is 2nd Floor Main Building, Stranmillis University College, Stranmillis Road, Belfast, BT9 5DY, Northern Ireland.

The post-holder may be required to travel across Northern Ireland to attend meetings and fulfil the full range of responsibilities. Travelling and subsistence expenses will be payable at agreed JNC rates.

NOTE: Due to Covid-19, staff may be required to work from home for periods of time in keeping with the NI Executive guidance.

Contract of Employment

A contract of employment containing full terms and conditions will be issued to the appointed candidate. Conditions of service will be based on NJC terms and conditions negotiated through the Joint Negotiating Committee (JNC).

Appointment is subject to the successful completion of pre-appointment checks including proof of eligibility to work in the UK, evidence of specified qualification(s), two satisfactory references and a satisfactory pre-employment medical check.

Child Protection

This post may be a 'regulated position' as defined under the Safeguarding Vulnerable Groups (NI) Order 2007 and if so the successful applicant will be required to undertake an Enhanced Disclosure of Criminal Background. If the post is deemed to involve regulated activity under this legislation CSSC will be required to obtain an Enhanced Disclosure Certificate from Access NI.

Controlled Schools' Support Council (CSSC)

Policy and Public Affairs Officer

Application pack – section 4

THE SELECTION PROCESS AND HOW TO APPLY

- Application is by completion of the CSSC application form and the equal opportunities monitoring questionnaire. Please note that these forms should be completed electronically. We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require any assistance please contact the HR Officer on 028 95 313030.
- Please adhere to the word limit detailed in each part of the eligibility section of the form. Additional sheets and CVs will not be considered by the shortlisting panel. Application forms will be anonymised and applicants identified by a unique reference number at shortlisting stage.
- It is important in completing the application form that candidates align their experience to the role. Only those applicants who fully demonstrate how they meet all essential criteria will proceed to shortlisting and/or the next stage of the selection process. In the event of a large number of applicants we reserve the right to apply the desirable criteria to reduce the applicant pool to a manageable number for the interview / assessment stage.
- Further details in relation to the selection process will be provided to those candidates shortlisted. All correspondence will be via email.
- Please note that we may form a reserve list of suitable candidates to fill any vacancies that may arise for the same position within the following 12 months.

RETURNING YOUR APPLICATION FORM

- It is the applicant's responsibility to ensure that the application form and applicant declaration are fully and correctly completed and that all relevant information in support of their application is included.
- Completed applications must be returned to recruitment@cscni.org.uk. Please note completed applications must be received by **12 noon on 02 February 2022**. Late applications will not be accepted. It is the candidate's responsibility to ensure that their completed application has been received by closing date and time.
- We accept no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise.

- Please make sure that all questions are fully answered before returning your application form to us as we cannot accept any additional or supplementary information after the closing date for receipt of application forms.
- If you have any queries regarding the recruitment and selection process or require any assistance in relation to the submission of your application form please contact recruitment@csscni.org.uk for assistance.

INDICATIVE TIME SCALE

Closing date for applications: 02 February 2022 at 12 noon

Indicative date for interview and assessment: w/c 21 February 2022

DATA PROTECTION

Job Applicant Privacy Notice

The Controlled Schools' Support Council (CSSC) is a Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the Council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to CSSC whose lawful basis for processing it is for the performance of a task carried out for the organisation's legitimate interests. In some cases, CSSC will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The CSSC will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, which may include benefit entitlements
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement to work in the UK.

The CSSC will collect this information in a variety of ways e.g. by application forms, through forms of assessment and/or interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data may be shared internally within CSSC with those who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection

process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on CSSC to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by CSSC in a safe and secure manner in compliance with Data Protection legislation and in line with CSSC's Records Information Asset and Document Retention Policy.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require CSSC to change incorrect or incomplete personal job applicant data; and
- require CSSC to delete or restrict processing your data.

Full information on your rights as a data subject is available from the Information Commissioner's Office (ICO):

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have any queries regarding the processing of your personal data in relation to this application, please contact our Human Resources Officer on 02895 313033. If you have a data protection query please contact our Corporate Services Officer on 02895 313037.

Individuals have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland

<https://ico.org.uk/>

3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

CANVASSING

Canvassing means contact or communication at any time in any manner with any official or member involved in the recruitment of the post for which the person has applied which could be deemed or perceived to be for the purpose of advancing that application. Any applicant who is found to have approached a panel member regarding a post with a view to seeking favourable treatment will be disqualified.

EQUAL OPPORTUNITIES

CSSC is an Equal Opportunities Employer. CSSC will provide equality of opportunity to all persons regardless of their religious belief, political opinion, sex, pregnancy or maternity related issues, race, age sexual orientation, whether they are married or in a civil partnership, whether they are disabled, or whether they have undergone, are undergoing, or intend to undergo gender reassignment.

CSSC does not discriminate against job applicants or employees on any of the grounds listed above. We aim to select the best person for the job and all recruitment decisions will be made objectively.

CSSC contact details:

Controlled Schools' Support Council
Second Floor, Main Building
Stranmillis University College
Stranmillis Road
Belfast BT9 5DY
Tel: +44 (0)28 9531 3030
www.csscni.org.uk

Registered with The Charity Commission for Northern Ireland NIC107873