



Appointment of Corporate Service Officer

Recruitment pack
2024

Controlled Schools' Support Council (CSSC)

Appointment of Corporate Services Officer

Recruitment pack – Section one

THE ORGANISATION

[The Controlled Schools' Support Council \(CSSC\)](#) is the advocacy body for controlled schools. CSSC works on behalf of controlled schools and the wider controlled education sector to enhance the quality of education provision.

CSSC supports all controlled schools including: nursery, primary, secondary, grammar, integrated, special and Irish medium schools. Controlled schools are managed by the Education Authority.

The controlled education sector is the largest, most diverse education sector in Northern Ireland, comprising 547 schools (49% of all schools) across all phases.

Controlled schools are [#OpenToAll](#), welcoming children and young people of all faiths and none, bringing a rich diversity and inclusive ethos to our schools, pupils and communities.

CSSC became operational on 1st September 2016 as a result of The Education Act (Northern Ireland) 2014.

CSSC is grant funded by Department of Education.

[CSSC's vision](#)

CSSC's vision is to empower controlled schools to serve their communities by enriching the lives of their children and young people.

CSSC's mission

- Support better outcomes for all pupils through provision of high-quality education.
- Build understanding that the controlled sector is diverse and inclusive.
- Promote the role controlled schools have in serving their communities.
- Engage and collaborate with partners to ensure equitable support for the controlled sector.
- Optimise opportunities to encourage effective governance in controlled schools.
- Represent the sector effectively to ensure an enduring and valued role for controlled schools within a network of sustainable schools.
- Promote trust and respect by nurturing a collective ethos, reflective of the controlled sector's values and culture.

CSSC Ethos

The Controlled Schools' Support Council supports controlled schools, which are open to all faiths and none, in providing high-quality education for children and young people to enable them to learn, develop and grow together, within the ethos of non-denominational Christian values and principles.

THE BENEFITS



Work life balance

- Flexi time available from first day
- Minimum 23 days annual leave and 12 days public holidays
- Flexible hybrid working (subject to business needs)

Pay and pension

- NILGOSC pension scheme– Employers contribute 19%
- NJC salary with scale points



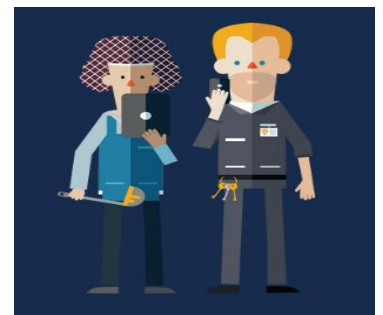
Health and well being

- Inspire Employee Assistance Programme
- Mental Health First Aid training
- Monthly well being staff sessions



Location

- Free car parking on site
- Access to Stranmillis University cafes
- Bright, open offices based in the leafy campus of Stranmillis University, Belfast



Learning and development

- Internal and external training opportunities such as; Power BI, Excel, First Aid at work, GDPR, Multimedia at work



STAFF TESTIMONIALS

Declan McLaverty

Senior Clerical Officer



"I started in CSSC over a year ago and it has been a fantastic experience. The team is always keen to lend a hand if needed and there's a great deal of respect and support throughout the organisation. CSSC also provides me with opportunities for personal and professional growth.

The building and grounds are a very pleasant environment and I enjoy taking a walk around the grounds on a nice day. I have taken advantage of some of the in-house training that is offered by CSSC. There is also a bus stop just outside which makes getting to and from the campus straightforward and easy via public transport".

Shane McCurdy

Head of Corporate Services



"CSSC is a small organisation with a committed and dedicated work force and Corporate Services is key in overseeing the governance arrangements and essential operational business.

The Corporate Services team are responsible for the oversight of all corporate activities, and do so in collaboration with our Education and Marketing colleagues.

CSSC operates in a very friendly environment. Everyone is valued and opportunities for personal development are encouraged.

The organisation offers hybrid working to staff and is flexible to individuals circumstances whilst ensuring that business needs are achieved.

I have enjoyed working for the CSSC for the last five years and I value the friendships that have been forged with all of the staff within the organisation".

Recruitment pack – Section two

JOB DESCRIPTION

Job Title: Corporate Services Officer

Duration: Permanent

Work Style: Flexible hybrid working (subject to business needs)

Reports to: Head of Corporate Services

Hours: 36hrs (with flexible working opportunities)

Salary: SCP 19-25, £29,777 –£33,945

Job Purpose: To assist the Head of Corporate Services in the management of the business support functions of the CSSC by taking operational responsibility for the running of certain corporate services.

Job Context: You will work in a small team alongside a part-time Finance Officer and a part-time Human Resources Officer, all of whom report to the Head of Corporate Services.

Main Duties and Responsibilities:

Corporate Services

- Support the Head of Corporate Services in the management, monitoring and quality assuring the performance measures and outputs of the organisation;
- Assist the Head of Corporate Services in the preparation of papers for reporting to management, Council and/or the Department of Education on governance, monitoring and performance matters
- Contribute to the provision of timely information for periodic returns and reports
- Assist the Head of Corporate Services and Finance Officer in the budget planning and management processes
- Contribute to the organisational risk management strategies to ensure that they are effective in enabling CSSC to meet its' corporate responsibilities
- Liaise with management in the development and implementation of the CSSC programme of work as submitted to and approved by the Department of Education

Governance & Finance

- Support the Head of Corporate Services in the development of organisational business planning process
- Assist in developing and maintaining procedures which seek to demonstrate the impact of the work of CSSC
- Assist in quality assuring the outcomes associated with CSSC's strategic objectives
- Liaise with the responsible officers to ensure that the Corporate Risk Register is reviewed and updated each quarter
- Support, as appropriate, CSSC reviews and external audit work of Corporate Services activities and CSSC itself
- Be responsible for overseeing relevant procurement processes (i.e. quotations and tenders where these fall outside of the terms of the procurement SLA)
- Be the initial point of contact with Stranmillis College, on matters relating to CSSC's offices (e.g. heating matters, cleaning arrangements etc.)
- Assist in the annual insurance arrangements, recover, monitoring and processing of any claims
- Oversee and maintain the CSSC asset register
- Assist CSSC's IT provider (presently EA ICT) in supporting the oversight of the organisations IT systems

In conjunction with the Head of Corporate Services:

- Support the review and update of CSSC's SLAs with external partners
- Play an active part in identifying resource needs for the organisation and assisting with the preparation of business cases to the Department of Education, where appropriate
- Work closely with the Board of Directors, Chief Executive, and the Senior Management Team in the achievement of strategic organisational objectives.

Other

- Other relevant and related duties appropriate.

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Recruitment pack – section 3

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) **AND** a minimum of 1 years' experience working in an area of corporate services* relevant to the post **OR** 3 years' experience working in an area of corporate services* relevant to the post.

**An area of corporate services is defined as experience in the following; business planning, business administration, quality assurance, governance, finance and HR, risk management, operational business reporting, audit, procurement and contract management.*

- Demonstrable experience of working in a multi-disciplinary team.
- Demonstrable experience of budget management.

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

- A Bachelor's Degree (UK Qualification and Credit Framework level 6 or equivalent) in Business Studies or a related discipline

Priority Two

- Demonstrable experience of public sector reporting

Priority Three

- Demonstrable experience of producing business cases

Priority Four

- Demonstrable experience of preparing risk reports

Priority Five

- A further qualification relevant to the post

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:

- Demonstrable people skills
- The ability to work with other people in a team
- Effective communication skills
- The ability to work independently on personal initiative and meet timescales
- A commitment to organisational improvement within a culture of client service
- The ability to identify work priorities and balance these
- 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

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TERMS AND CONDITIONS

Length of Contract

Permanent, full-time basis.

Salary

The salary for the post is NJC SCP 19-25, £29,777 –£33,945.

Pension

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

Annual Leave

The annual leave entitlement for a full-time post is 24 days per annum increasing to 31 days after 5 years of continuous service. In addition, there are 12 public holidays per year.

Hours

Full-time basis, 36 hours (five days) a week.

Flexi-time is offered to all officer levels between the hours of 8.00am and 6.00pm, with core hours between 10am – 12pm and 2pm – 4pm.

The post holder will be required to work the necessary hours to successfully carry out the duties and responsibilities of the role.

Location

The CSSC headquarters is Second 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. Where applicable travelling and subsistence expenses will be payable at agreed JNC rates.

Contract of Employment

A contract of employment containing full terms and conditions will be issued to the appointed candidate(s). 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 required qualifications, 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.

It is considered that this post does not involve regulated activity under this legislation, therefore, CSSC will not be required to obtain an Enhanced Disclosure Certificate from Access NI at this time. If this changes, it would be expected that an Enhanced Disclosure would then be required.

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THE SELECTION PROCESS AND HOW TO APPLY

- Application is by filling out an application form and sending to recruitment@cscni.org.uk. You must show on your application form how you meet the following essential criteria:
- A Bachelor's Degree (UK Qualification and Credit Framework level 6 or equivalent) **AND** a minimum of 1 years' experience working in an area of corporate services relevant to the post **OR** 3 years' experience working in an area of corporate services relevant to the post
- Demonstrable experience of working in a multi-disciplinary team
- Demonstrable experience of budget management

We will not normally accept handwritten applications except where a reasonable adjustment is required. Should you require any assistance please contact the Head of Corporate Services on 028 9531 3034.

- 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 (if applicable) to reduce the applicant pool to a manageable number for 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 (permanent or temporary) that may arise for the same position within the following 6 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 application forms and monitoring forms must be returned to: recruitment@csscni.org.uk Please note completed application forms must be received by **12 noon on Wednesday 27 March**. Late submissions will not be accepted. It is up to the candidate to ensure that their completed application form has been received by the closing date.
- 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.

TIME SCALE

Closing date for applications: **Wednesday 27 March at 12 noon**

Indicative date for interview and assessment: **w/c 08 April 2024**

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 the 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, the 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 etc.

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 the 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 the 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 the CSSC in a safe and

secure manner in compliance with Data Protection legislation and in line with the 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 the CSSC to change incorrect or incomplete personal job applicant data; and
- require the 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 028 9531 3033. If you have a data protection query please contact our Corporate Services Officer on 028 9531 3037.

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 do 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

CSSC is a charity registered with The Charity Commission for Northern Ireland NIC107873 and a company limited by guarantee registered in Northern Ireland NI619273